

ASSESSMENT CENTRE CHECKLIST

- Prepare, prepare, prepare! Usually you will be given instructions ahead of the day, make sure you read these carefully to familiarise yourself with the tasks you'll be expected to do.
- If you are asked to prepare a presentation, ensure you give yourself enough time to put your presentation together and practice.
- Research the role, company and the industry. It is important that you have a solid understanding of the expectations of the role and how it fits into the wider company, the structure of the organisation, it's mission, values, objectives and lastly, understanding the sector, the challenges and opportunities and how this could impact the company.
- Familiarise yourself with the job description and think about key examples you can give which demonstrate the skills / experience they're looking for.
- Understand the company's values and competencies that they look for in an employee. Most organisations will have a core set of values and/or competencies, that they will measure candidates against during the recruitment process.
- Try and enjoy the day! Although it can be nerve wracking and demanding, try to stay calm and be genuine. The assessors want to see the real you!
- Use the job specification to draft a few interview questions that may come up, and prepare answers to them. For example, if the role requires a strong team player, you may want to ask yourself 'When did you work well within a group task?'
- Plan your time – if you have to prepare a presentation or you know you'll be doing a case study, think about how you will split your time up effectively, to ensure you complete the task within the allotted timeframe.
- Don't let other candidates put you off – you are being measured individually, not against each other. Don't worry about other people's performance, just concentrate on you.
- Don't worry if you feel you messed up on an activity – the positive of an assessment centre is that they give you multiple opportunities to demonstrate a particular competency. You don't want one exercise to influence your performance in future exercises.
- Act professionally at all times – as soon as you step through the door to the assessment centre, treat it as though you are being assessed from then onwards. Be polite to all staff and candidates.
- Show enthusiasm – the assessment centre is your chance to demonstrate that you are motivated to work there. Engage with staff and candidates, even during the break-out sessions. If there is an opportunity to speak with members of the recruitment team / Manager, then make sure you take advantage.
- Plan your journey – it may seem obvious, but you don't want to feel flustered or panicked if you do not know where you are going, or worse, turn up late! Give yourself plenty of time, and try to arrive 5 minutes before you are due.

After the assessment centre

- Find out how and when you will hear the outcome
- If unsuccessful, always ask for feedback, so you can use this for your personal development
- Reflect on your performance; think about what went well, what you could've done better and what you can improve on for next time
- Remember to congratulate yourself - some employers receive thousands of applications every year (TfL c19,000 or the Civil Service Fast Stream 32,450) so the fact you made it to the assessment centre is a huge achievement in itself!