

## Assessment Centres

Assessment Centres are designed to measure you against the aptitudes required for the job. Your specific technical skills (if necessary) will be assessed, but more usually exercises are prepared to test your ability to solve problems, present ideas and work with other people. This is an opportunity for you to demonstrate your abilities in a practical way.

Each organisation will design a programme to fit their requirements, but it is likely that this will include a number of exercises from the following chart

### Selection Methods At A Glance

Exercise	What they're looking for	What they're NOT looking for
<b>Group exercise</b> (can take many forms but fundamentally a discussion with a group of other candidates)	People who can work with others to reach a suitable outcome	People who hog the discussion or people who contribute nothing
<b>Presentation</b> (giving a talk about a topic)	The ability to prepare and to communicate to a fair-sized audience	The aplomb of a cabinet minister or a nervous breakdown
<b>Panel interview</b> (involving 2 or more interviewers, probably investigating some issues in some depth)	Someone who can communicate well in a three- (or more) way conversation involving a variety of personalities	Much the same as the one-to-one interview
<b>Lunch or dinner</b> (yes, these can be tests too!)	Someone who can communicate coolly and calmly under for example, the stress of eating peas	Aristocratic table manners or food fights
<b>Personality profile</b> (quiz-like test to find out what sort of person you are)	There are no right answers so there's no point in cheating	Your deepest, darkest secrets
<b>Aptitude tests</b> (normally verbal, numerical and possibly diagrammatic reasoning)	People who are reasonably numerate, literate and spatially aware. Prepare by practising	Einstein
<b>Case studies/in-tray exercises</b> (examples or simulations of day-to-day working situations)	Common sense solutions and bright ideas	MBA-level analysis
<b>Technical interviews</b> (can take many forms, including practical tasks)	People who really do have the technical abilities they list on their CVs	People who have been doing the job for 40 years

You will be assessed on each exercise and a final overall assessment will be made at the end of the Centre.

Most Assessment Centres last between 24 and 48 hours and will involve at least one overnight stay (often in hotels or company training centres). The employer will normally pay your travelling expenses.