

# Assessment Centre Check List

## PRE-EVENT

Don't leave things to the last minute. People who are rushed get stressed.

Do your research; know the organisation and what they do.

Call the event organiser and ask questions: What to wear; is accommodation provided; will you be fed; do you need to bring anything specific; what is the format of the event; is there anything you can prepare/practice (tests) etc.

Plan your travel arrangements, have a contingency (bad traffic, trains/flights delayed).

Advise family or friends where you are going and when they can expect you to return – be safe.

If you are staying overnight, think about what you need to take.

Ensure you arrive in good time, so you can relax, have a drink and something to eat.

Think about how you will introduce yourself to fellow candidates and assessors.

Think about the exercises you will undertake: brush up on your technical knowledge, think about the competencies/skills required, practice tests and presentations etc.

Be prepared for a challenge but to enjoy yourself and meet new people.

Read your application form/CV before you go.

## THE EVENT

Be on time, if you are asked to be somewhere, be there.

Be prepared to introduce yourself to individuals and possibly to a group.

Follow instructions, they are given for a reason.

Don't wander off between exercises.

Ensure you get the refreshments you need.

Be sociable, chat and ask questions.

Take a few minutes before exercises to compose yourself.

Go to the bathroom before you are called to an exercise, not when you are called!

Be sure you know the order of the exercises for you. It may be different for others.

Interviews: Introduce yourself; listen; think; answer the question asked; talk clearly and slowly; tell your interviewer what you are thinking; if you want to use a diagram then ask if you can; relax; take your time; have some questions to ask at the end.

Interactive Exercises: Think about what is being assessed; work as a group; include others; talk slowly and clearly; listen to others; keep time; you may need to deliver a process as well as an outcome; understand the information you are given (ask other candidates they may be unsure too); relax and enjoy.

Presentations: Follow the brief given; talk clearly and slowly; keep to time; talk to your audience; if you have visual aids make sure they are clear and easy to understand; be confident; remember to breathe; relax.

Tests/Individual exercises: Be clear what you are required to do; ensure you have all the equipment you need; if you are allowed to ask for clarification then do; keep time; read everything carefully; don't rush even though you will have a time limit; be methodical in your approach; if they ask for your work to be legible, ensure it is; work carefully and efficiently through the exercise.

Ensure you have all your belongings with you when you leave.

Clarify when you will hear the outcome/result.

Ask if you can receive feedback.

Say goodbye!

## AFTER THE EVENT

Call and thank the organiser for their help and support.

Get your feedback.

If you haven't heard an outcome by the specified date, call.