

# How to prepare for an Assessment Centre

Assessments are conducted at an employer's premises or recruitment consultancy company over a half or full day. They are made up of individual and group activities that are rated by assessors.

## What makes up an assessment centre?

**These activities could include:**

- a group interview or activity
- presentations
- case studies or written exercises
- psychometric and aptitude testing
- behavioural interviews
- social/informal events.

## Group activity

**Group interviews can involve activities, such as:**

- a practical activity, such as building a paper tower
- scenarios for a plan of action, such as planning an event or project
- a problem solving activity
- role play
- a discussion or debate.

It is essential you actively contribute to be adequately assessed. Assessors are looking for your ability to interact with other people, an essential requirement in the workplace. Skills and attributes assessed might include intellect, interpersonal skills, communication style, as well as business sense and drive.

## Presentation

You may be given a topic and asked to prepare a short presentation in a specified time. It is usually prepared on the day. If you have a choice, pick a topic you are enthusiastic about. Think about how much time you have and plan your talk accordingly.

- Use visual aids if they are provided and make sure they look professional.
- How you present yourself is as important as what you say.
- You will be judged on your ability to communicate with others and how you would represent the organisation.
- If asked to present results of an exercise you should be prepared to argue in favour of your recommendations

## Case studies or written exercises

You may be presented with a range of information and asked to make a recommendation either verbally or in written form. You may also be asked to articulate your analysis of the issues involved in your decisions.

## Social functions

An invitation to a dinner or cocktail party should not be thought of as just a social event. You might not be officially assessed but you are still under scrutiny. Your ability to mix with others is important in many job situations. These occasions are a way for employers to evaluate your social skills. Choose non-alcoholic beverages so your judgment and communication are unimpaired.

## Preparation

- Know yourself; list your strengths and limitations in relation to the job.
- Research the selection criteria for the position and prepare examples from your experiences.
- Research the company—its products, services, culture and strategic framework
- Get plenty of rest the night before!
- Make sure you know where you're going and allow plenty of time to arrive.
- Dress professionally—as you would for a formal job interview.
- Practice presentations in front of a friend or colleague.
- Do not panic if you're unhappy with your performance on an activity—you will be assessed across all of the activities.

## Further information

See the Resumes section on our Jobs and Career advice web pages

[www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice](http://www.rmit.edu.au/students/life-and-work-opportunities/jobs-and-career-advice)

Updated January 2018



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