



People
Solutions

Assessment Centres: Information for Candidates

What is an Assessment Centre?

An Assessment Centre is the name given to a series of activities conducted by an organisation in order to help select employees for a role. The duration of the centre and the activities used vary from centre to centre depending on the competencies of interest.

Common activities include:

- Written Exercises
- Interviews
- Group Exercises
- Individual Presentations
- Role Plays

Why are Assessment Centres Used?

Assessment Centres can offer greater accuracy in predicting job performance than other traditional selection methods. In part this is because activities are designed to ensure they relate to the job at hand, assessors are trained in making reliable judgments, and each candidate is given multiple chances to demonstrate their competencies to different assessors. As such, Assessment Centres are generally seen as a fair and effective selection process.

Tips on How to Prepare

- Re-read the questions you were required to respond to in your application. These are usually based on the selection criteria for the role. It is more than likely you will see these selection criteria again at an assessment centre.
- Select examples of previous experiences and activities that will demonstrate your level of competence against each criterion. These can be used directly, if needed, in interview.
- If you are concerned about the Assessment Centre process speak to the contact officer and find out as much as you can about what is involved. Obviously some details will be confidential but any information about the make-up of the centre can help.
- Do some basic reconnaissance, familiarise yourself with the location and such things as parking, public transport, etc. Ensure you have the right start time. Get enough rest so as to represent yourself in the best possible way on the day.
- Remember if you feel you have not done particularly well in one exercise you will have the opportunity to excel in other areas. The overall outcome does not depend on the results from any one exercise.