Develop your Assessment Centre Skills

HOW THE CAREERS SERVICE CAN HELP
The Careers Service offers you a number of opportunities to develop the skills which you are likely to use when attending an employer’s assessment centre, and to find out more about the process. You don’t need to have already been invited to an assessment centre to start finding out about the range of activities which you may have to undertake. We would encourage you to begin your preparation well in advance, as you will then have more time to improve your skills if necessary and carry out any further preparation.

STEPS TO ASSESSMENT CENTRE SUCCESS

Step One -
READ... Get an introduction to assessment centres by reading
• Careers Service handouts and information sheets – e.g. ‘Assessment Centres’, ‘Written Exercises’, ‘Group Activities’, ‘Psychometric Tests’ and ‘Making Presentations’. You can collect free copies from the Careers Service Information Room or download via www.imperial.ac.uk/careers/handouts
• Look at the section on assessment centres on our website - www.imperial.ac.uk/careers/application-process/assessment-centres - which also includes a video providing an insight into a typical assessment centre.
• The Interview Tests and Exercises section of the Prospects website www.prospects.ac.uk/interview_tests.htm includes information on a range of assessment centre activities.
• The ‘Interviews and Assessment Centres’ file in the ‘Applying for Jobs and Courses’ section of the Careers Information Room provides further insights into the range of activities which you may encounter at an assessment centre.
• Reference Books to help you develop various skills which you may need to be successful at an assessment centre are available in the Careers Service. These include:’Second Interviews and Assessment Centres – Going All the Way!’, ‘How to Succeed at Interviews and Other Selection Methods’, ‘Interviews and Assessment Centres’, ‘Perfect Presentations’ and ‘How to Pass Selection Tests’.

Step Two -
WATCH... Find out more about activities at a typical assessment centre
• The ‘At The Assessment Centre’ DVD, which shows real students and graduates being assessed by actual recruiters, can be viewed in the Careers Service Information Room or online at www.imperial.ac.uk/careers/resources/videos. It provides an insight into a range of activities including presentations and in-tray exercises.
Step Three - ATTEND...

- Come to an Assessment Centre Seminar - these seminars provide an introduction to what takes place at a typical assessment centre and will give you some hints and tips on tackling a range of activities. They are run during the autumn and spring terms in the Careers Service. Book your place via JobsLive on the Careers Service website: http://www.imperial.ac.uk/careers/services/jobslive

- The Careers Service plans events which are designed to enhance your chances of success in the application process. The Career Choice publication has details of our Employer Led Skills workshop programme and other events. These activities can include opportunities to find out more about assessment centres and to complete case studies, business games and similar group tasks. See JobsLive on the Careers Service website - www.imperial.ac.uk/careers - for more information

Step Four - PRACTICE...

- Come to an Assessment Centre Workshop to develop and practise your skills in a small group session. The Careers Service runs separate workshops on presentation skills, in-tray/e-tray exercises and group exercises. These will give you an opportunity to take part in practical activities and get some feedback on your performance. Assessment Centre Workshops run regularly during the autumn and spring terms. Book your place and find out more about the sessions via JobsLive on the Careers Service website - www.imperial.ac.uk/careers

FURTHER SOURCES OF HELP

Interview Skills - You may undertake one or more interviews at an assessment centre. If you feel that you need to develop your skills as an interviewee, please read our leaflet ‘Develop Your Interview Skills’ available from the Careers Service and at www.imperial.ac.uk/careers/handouts

AND FINALLY...

As with initial interviews, you want to be well prepared for the assessment centre. Continue with your research into the employer and job sector before you attend. We have occupational information online, as well as reference books and take-away information about a whole range of employment sectors and careers to help you with this. There may be opportunities to meet current staff, including recent graduate entrants, at an assessment centre, perhaps over lunch or dinner, so do think about what else you want to find out about the organisation and the work. Keeping up to date with relevant news in industry journals and newspapers and on social media sites such as LinkedIn can provide some useful topics of conversation.

For information on the disclosure of disability or specific learning difficulty such as dyslexia please see the information on the Careers Service website: www.imperial.ac.uk/careers/disclosure