

Assessment Centres

An assessment day is an event used as part of an application process for a job. In this guide, you'll learn what to expect and how you can prepare for the big day.

What is an assessment day?

When applying for certain jobs, like internships or graduate schemes, you could be invited to an assessment day (or centre). The event could be held at a company office, at a conference centre, at a hotel, or even online and can last anywhere from a few hours to two days.

What happens on an assessment day?

The format of an assessment day can vary by company or organisation. You can expect to be given a series of exercises that test your ability to perform the role. Each exercise deals with an aspect of the job (e.g. your ability to problem-solve or work with others) so is an opportunity to demonstrate your skills.

These tasks can include any of the following:

- **Situational judgement tests.** These are designed to find out how you'd behave in a work-related situation. You'll be given a scenario, e.g. a customer complaint, and asked to choose from a range of options which outline possible ways of dealing with it.
- **Group exercises.** These measure your ability to work in a team, contribute to discussions, and delegate tasks to solve a problem. Assessors look for those who listen to others, share ideas, stay organised, and are positive team players.
- **In-tray exercises.** You'll be given a scenario and set of fictional documents which you'll use to answer questions and decide on a course of action. The task could be that you've just returned from holiday to a full inbox and have to meet certain deadlines.
- **Presentations.** You might be asked to deliver a presentation to the group. This will show assessors if you're able to deliver a well-structured, clear, confident presentation.
- **Psychometric tests.** The most common assessment centres are personality questionnaires, numerical reasoning tests, and verbal reasoning tests. These tend to be strictly timed (usually between 15 and 30 minutes) and multiple choice.
- **Individual interviews.** Some assessment centres will include an interview where you will be asked a series of skill-based and scenario-based questions.

If you're invited to an assessment day, they will likely share an agenda with you so you know what to expect. Once you know what the day will look like, you can begin to prepare.

How can I prepare for an assessment day?

1. **Get familiar with the role.** Take some time to understand the job description. Then think about the skills required to succeed in the role. Some organisations may have a set skill framework used to assess applicants, which can be found on their websites. To prepare for skill-based interview questions, use the Skills tool to log examples that you can use in answers.
2. **Research the organisation.** Read their website, their social media profiles, and any reports or blog posts they've published to learn more about an organisation. You may uncover new reasons to be interested and motivated to join the team. Plus, you'll have things to talk about with current employees that you'll meet on the day.
3. **Create an introduction.** Think about how you'll introduce yourself to both staff and other candidates in the introduction session and during tests. You don't need to make a strict script, but keep note of things you definitely want to include in that first introduction.
4. **Practise.** Whether it's a specific skill, such as speaking a language or using Excel spreadsheets, or just general preparation for the assessment day, remember to practise. Mock interviews or practice tests can be really helpful in getting you prepared. You can find practice tests online, and some organisations have their own. The more you practise, the more you'll feel prepared. Just remember to take time out too. Otherwise, you might burn out and not be at your best during the assessment day.

Things to remember on the day...

- **Don't be shy.** If you have an opinion, share it. Try to be assertive during group exercises and build others up to show that you are competent and considerate.
- **If you make a mistake, don't sweat it.** It's far more effective to focus on the next task. Employers like to see that you can bounce back confidently from a simple mistake.
- **Remember to listen, and listen well.** Assessors won't be impressed by candidates who talk over other people or are unnecessarily critical of their ideas.
- **Be friendly.** You're being assessed on your general fit for the company, not just your aptitude for the role, so try to show that you can get on easily with a range of people.

Don't forget that you've been invited for this assessment because the company thinks you're a promising candidate. So be confident, remember your strengths, and try to enjoy yourself! - Unifrog

Useful Websites

<https://www.unifrog.org/>

[https://www.jobtestprep.co.uk/pwc-assessment-](https://www.jobtestprep.co.uk/pwc-assessment-centre?utm_gclid=EAlaIqobChMIueyUv8GTggMV7lhQBh1SdgyoEAAYASAAEgKoSfD_BwE&utm_keyword=)

[centre?utm_gclid=EAlaIqobChMIueyUv8GTggMV7lhQBh1SdgyoEAAYASAAEgKoSfD_BwE&utm_keyword=](https://www.jobtestprep.co.uk/pwc-assessment-centre?utm_gclid=EAlaIqobChMIueyUv8GTggMV7lhQBh1SdgyoEAAYASAAEgKoSfD_BwE&utm_keyword=)

<https://www.prospects.ac.uk/careers-advice/interview-tips/assessment-centres>

<https://www.assessmentday.co.uk/assessmentcentre/>

<https://www.ratemyapprenticeship.co.uk/advice/apprenticeship-assessment-centres/>