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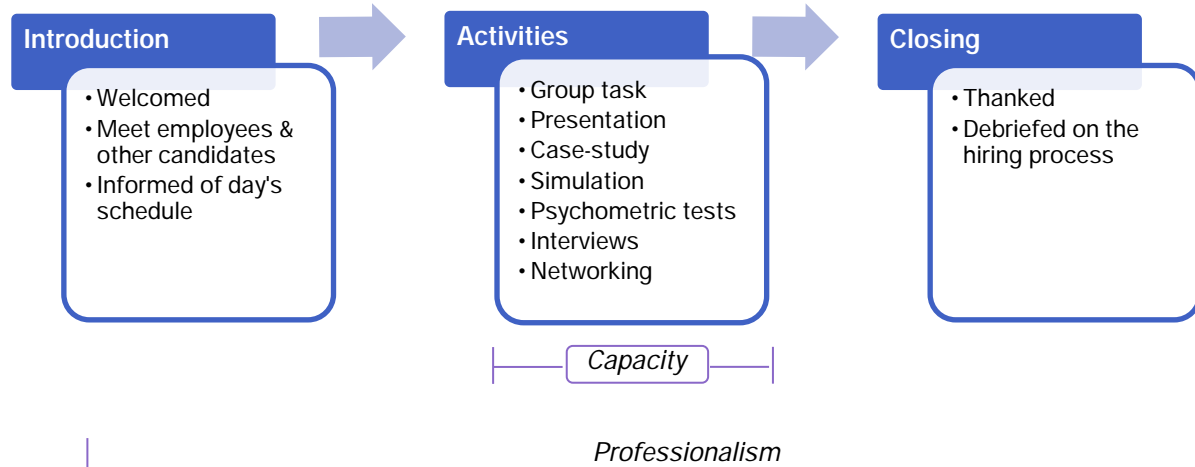
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What is an assessment centre?

An assessment centre is a broad term used to describe an event that organisations hold as one of the stages in the recruitment process. Candidates complete activities assessing various aspects of their capacity and personal alignment to the company, team, and role ('fit'), which predict job performance. Assessment centres usually occur at the organisation's office and most often run as half or full-day events, although some can occur across multiple days. The content changes depending on the organisation and which position is being recruited. Despite the variability in each assessment centre, there are some common activities conducted, skills assessed, and techniques used to evaluate candidates. Increasing awareness of the process, and practicing activities, can lead to improved performance in assessment centres.

This document will cover the phases of an assessment centre, common activities, and discuss the importance of professionalism. Key advice is provided throughout.



Capacity = Candidate's knowledge, skills, ability, intelligence, personality.

Professionalism = Candidate's work etiquette, motivation, emotional intelligence, and interpersonal skills.

1. Introduction

Candidates arrive and often have light refreshments while being introduced to the organisation, usually by HR team who provide an overview of the organisation and discuss the day's schedule. Candidates may be placed into groups and complete an ice-breaker activity.

Key advice:

- x Ensure you are professional and polite as soon as you walk into the building
- x Pro-actively engage with other candidates to enhance performance in the group work activities

2. Activities

Candidates rotate through different activity stations assessing their knowledge, skill, abilities, intelligence, and fit (values, culture, interpersonal).

Commonly assessed skills

x Communication (written and verbal)	x Presentation
x Teamwork and interpersonal	x Adaptability/Flexibility/Resilience
x Analytical/Problem Solving	x





