Assessment Centre Preparation

**Preparation** and **practice** are vital to convincing an employer that you are the right person for the job. **Research and analyse** the organisation, the role, and try to identify or predictthe types of exercises you may be involved in. Consider which competencies are being assessed in each activity. Use [Target Jobs](http://targetjobs.co.uk/careers-advice/assessment-centres), [Prospects](http://www.prospects.ac.uk/interview_tips_assessment_centres.htm), or [Assessment Day](http://www.assessmentday.co.uk/assessmentcentre/) to further your understanding of how to prepare for different exercises you may face

Look at the information about [assessment centres](https://le.ac.uk/career-development-service/interviews-and-assessments/assessment-centres) on the Career Development Service website. You can also book to attend a mock assessment centre or individual mock role play or presentation via [MyCareers.](https://mycareers.le.ac.uk/home.html)

Name of the employer: Role:

What will your assessment centre entail? Which key skills will be assessed in each activity?

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| Please complete the appropriate sections based on the activities you will undertake on the day.**Networking:** Research, interpersonal skills and proactivity may be assessed, how are you preparing to demonstrate these skills? **E-tray:** Organisation, adaptability, analysing and attention to detail may be assessed, how are you preparing to demonstrate these skills?**Role Play:** Communication, adaptability and vital role competencies may be assessed, how are you preparing to demonstrate these skills?**Group exercise:** Leadership, teamwork, communication and time management may be assessed, how are you preparing to demonstrate these skills?**Presentation:** Research and preparation, delivery and content may be assessed, how are you preparing to demonstrate these skills?You may be required to undertake **Psychometric tests or/and an Interview** as part of your assessment day. For further information visit our [Psychometric testing](https://le.ac.uk/career-development-service/interviews-and-assessments/psychometric) and [Interviews](https://le.ac.uk/career-development-service/interviews-and-assessments/interviews) webpage for further guidance. |

What do you feel are your strengths and areas for development, based on any previous feedback or your own personal judgement?

Identify specific areas or issues you wish to discuss at your appointment.

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| **Next steps:** Remember you are not necessarily competing against the other candidates so your next steps need to focus on how you can make the most of **YOU** in each area of the Assessment Centre.**Action plan: To be completed in your appointment** **Research:** How might more research around the role and organisationenhance your performance?**Networking:** How will you research, practise and develop your skills?1.2.3.**E-tray:** How will you research, practise and develop your skills?1.2.3.**Role play:** How will you research, practise and develop your skills?1.2.3.**Group exercise:** How will you research, practise and develop your skills?1.2.3.**Presentation:** How will you research, practise and develop your skills?1.2.3.**Other activity:** How will you research, practise and develop your skills?1.2.3.**Practice:** How else can the Career Development Service support you? How will you show progress when you are working on your areas for development? You can book a Mock Assessment Centre, Interview, Role Play and Presentation via [MyCareers](https://mycareers.le.ac.uk/home.html). **Reflection (and then more practice!):** How will reflecting on these practical experiences benefit your progression on to the real thing? What approach will you take to improve your key areas of development?  |

**Please bring this document to any future appointments: Date…………………..**

 **Student Signature………………………………………**

 **Adviser signature………………….................................**