



13. ASSESSMENT CENTRES

MULTIPLE ACTIVITIES. ONE GOAL – YOU.

Assessment centres are designed to assess a range of skills, strengths and behaviours through a series of activities. They give employers a clear picture of how you work, think and interact in different situations. Preparation, mindset and self-awareness are key. ❤️

IN THIS GUIDE

- ✔ What is an assessment centre?
- ✔ What employers are looking for
- ✔ How to prepare
- ✔ Tips for each activity
- ✔ Key things to remember

1. WHAT IS AN ASSESSMENT CENTRE?

- ✔ A structured process with several activities.
- ✔ Designed to assess your skills, behaviours and potential.
- ✔ May include group tasks, presentations, written exercises and interviews.

💡 It's about how you think, communicate and work with others.

2. WHAT EMPLOYERS ARE LOOKING FOR

- ✔ Communication
- ✔ Teamwork and cooperation
- ✔ Problem solving
- ✔ Leadership potential
- ✔ Analytical and critical thinking
- ✔ Resilience and adaptability
- ✔ Professionalism

🎯 They want well-rounded individuals who can add value to their team.

3. HOW TO PREPARE

- ✔ Research the organisation
- ✔ Understand the role and key competencies
- ✔ Practise common activities (group tasks, presentations, analyses)
- ✔ Reflect on your strengths and examples
- ✔ Prepare questions to ask at the end

⚙️ Preparation builds confidence and performance.

4. TIPS FOR SUCCESS

- ✔ Listen carefully and follow instructions.
- ✔ Contribute positively and respect others.
- ✔ Manage your time effectively.
- ✔ Stay calm, think before you speak.
- ✔ Be yourself and show enthusiasm.

👤 Show your strengths consistently across all activities.

5. KEY THINGS TO REMEMBER

- ✔ Every activity is assessed.
- ✔ How you do it is as important as what you do.
- ✔ Stay positive and open to feedback.
- ✔ Thank everyone and follow up if advised.

❤️ Professionalism from start to finish makes a lasting impression.

COMMON ASSESSMENT CENTRE ACTIVITIES

ACTIVITY	WHAT YOU MIGHT DO	WHAT EMPLOYERS ARE LOOKING FOR	TIPS FOR YOU
 Group Exercise	Work with others to solve a problem or make a decision.	Teamwork, communication, leadership, problem solving.	Listen, contribute, build on ideas and stay focused.
 Presentation	Prepare and deliver a short presentation to a group.	Structure, clarity, confidence, communication skills.	Plan, speak clearly, engage your audience and keep to time.
 Written Exercise	Complete a written task such as an analysis or report.	Analytical skills, attention to detail, written communication.	Manage your time, stay focused and check your work.
 Case Study / Role Play	Analyse a scenario and respond to questions or role play.	Judgement, decision making, problem solving, adaptability.	Think through your response and explain your reasoning.
 Interview	One-to-one or panel interview with questions.	Motivation, self-awareness, behaviour and fit.	Be honest, use examples and show enthusiasm.

DO'S

- ✔ Arrive on time and be well prepared.
- ✔ Listen carefully and follow instructions.
- ✔ Engage positively and include others.
- ✔ Keep calm, manage your time and stay focused.
- ✔ Ask questions if you are unsure.
- ✔ Thank assessors at the end of the day.



DON'TS

- ✗ Don't dominate or interrupt others.
- ✗ Don't ignore instructions or go off topic.
- ✗ Don't rush your answers.
- ✗ Don't show negative body language.
- ✗ Don't give up if a task is challenging.
- ✗ Don't forget to be yourself.



REMEMBER

Assessment centres test your potential across a range of situations. Stay positive, be yourself and show what you can bring to the team. ❤️