

# spencerharrington

## Assessment Centre

Assessment centres are a great way to show-off your personality, skills and potential to your interviewer. You'll be put through your paces with a variety of individual and group activities designed to test your skills.

### Preparation

Prepare for an assessment like any other interview, research the company and have a long list of your fantastic skills and experiences ready to talk about.

### Likely activities

- Introductions – normally you'll kick off by introducing yourself. Try to make yourself stand out and not just say 'My name is Earl and I'm 21', tell them something interesting (and unique) about yourself, why you're there and why you're more interesting than the person next to you.
- Debates – sometimes they'll be serious, current affairs and often they'll be ridiculous comedy situations, either way the aim is not just to shout louder than anyone else. This is more about listening, understanding others views and then expressing your own articulately but assertively.
- Comprehension Tasks – you may be asked to review a CV or a potential clients relevance the product you want to sell, so pay attention to the task you're given, this is all about understanding so don't assume, listen!
- Role Plays – often considered to be the most cringe-worthy part of interviews if you take it in your stride and have fun with it there's no reason you can't excel. Listen carefully to the instructions, think through the whole situation and be confident.

### Get Involved

- Pay attention and appear engaged throughout the day, even when other candidates are talking. During breaks don't wander off to call you Mum, talk to the candidates or your interviewers, you need to show you're sociable and interested.
- Be polite, friendly and chatty to everyone you meet, from fellow candidates to clients to the receptionist.
- Try to draw others into group discussions. Your assessors want to see evidence of good leadership and teamwork skills as well as your own intelligent input.

As with any standard interview, make sure you revisit your knowledge of the firm you have applied to, make sure you are aware of any current commercial issues and re-read your own CV and application form.

**Finally, remember that confidence and assertiveness is attractive to your employer but arrogance and rudeness is not. It's a thin line but an important so be self-aware at all times.**