



STEM Placements and Internships Assessment Centre Guide

What is an Assessment Centre? What is it for?

An assessment centre (or assessment day) is a combination of tasks and activities set by the employer that test your suitability for the position. They usually take place over 1 or 2 days at the employer's offices, or 1 day/half a day online with other candidates. It allows them to see you in variety of situations, and helps a company select the right candidate/s for the role.

What happens at an Assessment Centre?

You will work individually and as part of a group on a variety of exercises, including:

Group activities

- This will involve working in groups and being given a task to complete within a certain time limit (see example below)

1:1 Interview

- May be technical, competency, strength based or a mixture

Presentation

- You might be asked prior to the assessment centre to prepare a presentation. They will usually tell you in advance what this will involve and what you need to do

Psychometric tests

- Aptitude, personality, psychometric, numeracy, written, diagrammatic tests or similar may be given. To practice go to: <http://bit.ly/UoBPsychTest>

In-tray exercises

- You could be given letters, emails, reports or information relating to a situation. You may have to read and analyse each item, decide on the required action, prioritise, and complete related tasks like summarising a report or drafting a reply to an email. There will be a time constraint

Example Group Activity:

You're going on a 1-week camping trip in the UK with shelter provided.

The campsite has no direct car access and is:

- 25 minutes' walk from the road
- 40 minutes' walk from a small village shop

On the next screen are some objects you can take with you.

You have **10 minutes** to discuss this in groups, and agree between you **which 5 objects** you think are the most important to take with you.

A speaker from each group must then report back and explain concisely which 5 objects they chose, and why.

What are employers looking for at an Assessment Centre?

Employers don't just assess you against job competencies. They also aim to ensure that you're the right fit for the company. **Key skills that employers look for include:**

Adaptability; Analytical thinking; Commercial awareness; Communication; Creativity; Decision-Making; Leadership; Negotiation; Organisation; Persuasion; Planning; Teamwork; Time management

What is a typical day like at an Assessment Centre?

This is what a typical day might look like, but it can vary depending on the company, and whether it is held in-person or online:

Morning

8.30: Introductions and company presentations

9:00: Selection tests including personality questionnaire

10.30: Group exercise

Afternoon

12.30: Lunch (with assessors)

1.30: Case study exercise

2.30: Individual presentations

3.30: Panel interview

4.30: Refreshments

5.00: Close

 **YouTube** Watch this handy video packed with tips and advice on preparing for and succeeding at an assessment centre:

[Acing virtual assessment centres | Future You Webinar - YouTube](#)

REMEMBER!!!

EMAIL THE STEM PLACEMENT AND INTERNSHIP TEAM FOR HELP WITH ASSESSMENT CENTRES VIA A 1-2-1 MEETING: stemplacements@brighton.ac.uk