

**Master’s Students**

**Flying through Assessment Centres**

**Do:**

* Use Keele Careers Online. See the Compete section for the Assessment Centre tools: <https://www.keele.ac.uk/kco/>
* Make sure you know what the schedule is so that you are as prepared as you can be. The centre could comprise of e tray exercises, a presentation, tests, group discussion, case studies, group activities… it gives you the edge if you can find out what these might involve before you turn up. Ask if there are any ambiguities.
* Many assessment centres are online. If so, make sure that your internet access is strong and consistent, you log on in good time and that you are in a quiet and undisturbed space.
* Prepare as you would for an interview (indeed you may have an interview as part of the day) so remember to research the role and the employer as well as being prepared to talk about yourself.
* Bear in mind the competencies required so that you can make sure you evidence these throughout the day.
* Practise introducing yourself in a positive way – first impressions count.
* Reflect upon your performance as you go along as you may be asked to self-assess or discuss it at interview. If you can evidence an understanding of your weaknesses and development needs this can go a long way with a recruiter.
* Ask for feedback after the event to build upon your strengths.
* Disclose any disability if you feel adjustments would enable you to perform to your full potential.

**Don’t:**

* Forget you are on show all the time whether you are signing in at reception or having lunch with trainees. Be consistently enthusiastic and interested.
* Switch your camera off if the etiquette is to keep them on for the sessions.
* Be too competitive. Most recruiters will be seeking good team workers who can listen to motivate others so if you put others down you will score badly.
* Become so engrossed in an activity that you forget about the time. Assessors will be observing carefully to work out who is adept at keeping work to a schedule and meeting deadlines.
* Assume that assessors know what is happening in your head. Make sure you articulate clearly and have the body language to back up your team work and communication skills.
* Trust to luck with tests. Practise before you go and brush up on any potential weaknesses whether numeracy or grammar.

You can also book an appointment with a Careers Consultant to discuss your assessment centre:[**https://www.keele.ac.uk/careers/**](https://www.keele.ac.uk/careers/)

Also see:

[www.keele.ac.uk/careers/makingapplications/assessmentcentres/](http://www.keele.ac.uk/careers/makingapplications/assessmentcentres/)

[www.prospects.ac.uk/careers-advice/interview-tips/assessment-centres](https://www.prospects.ac.uk/careers-advice/interview-tips/assessment-centres)

<https://targetjobs.co.uk/careers-advice/assessment-centres>

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