

## ***Some information to help you prepare for a job interview or assessment centre...!***

If you are short listed for a job you will probably be contacted to attend an interview.

If you are going for an interview you must have shown some of the skills and experience they are looking for...

### ***So what is going to happen in the interview?***

You will have 2 or 3 people ask you a whole bunch of questions about yourself, things like:

- How much work experience you have had
- What skills and abilities do you have
- What are your career plans (*where you want to be in 5 years time*)
- How well you communicate with others
- What you know about the job you are going for

Also they will be looking for responses to questions that indicate you:

- Have set objectives for yourself.
- Have a desire to learn and take on responsibility.
- Have the ability to think logically and solve problems.

### ***The types of questions they will ask you will include:***

'Tell us about a time when...' or 'Describe a situation where...' here are some examples...

'Have you ever been asked to do something you felt was unsafe? *What did you do?*

'Tell me about a time when you were asked to do something that you had not done before?'  
*How did you work out what to do?*

'Have you ever been given a job to do, but you could see a better way of doing it?' *How did you approach that situation?*

To get ready for the interview it is good to think about how you will tell the people about yourself and think about the questions they might ask you.

You might like to practice answering them with someone you know, maybe someone in your family or a close friend.

### ***Try to relax and have a chat...***

The people asking you the questions will be OK If you don't understand a question, just ask if they can repeat the question or explain it again in a different way.

It is okay to take notes with you to the interview to help you answer any of the questions they ask you, or to make sure you don't forget any questions that you have about the job. Asking questions of your own will show that you have had a good think about the job.

On the day of the interview present yourself in a neat and professional manner and most

## ***Assessment Centres***

### ***What is an Assessment Centre...?***

Well for a start it's a process not a place, an assessment centre is something that you might attend with a group of people, and they usually involve exercises, activities, interviews and sometimes testing.

### ***Scary prospect...?***

Actually it shouldn't be because one of the fundamental principles of an Assessment Centre process is to be yourself...and you don't have to study for that. The activities are designed to find out more about you in relation to the requirements of the role. Whereas in an interview the panel asks you about what you have done in the past, an Assessment Centre gives the assessors the chance to see you in action, participating in work based scenarios.

Assessment Centres are held with groups of individuals to assess how you behave as part of a team, when supervising others, and when allocated tasks that you haven't done before. The exercises are usually fast, complex and challenging, but most people usually also find them fun. You may come across group discussions, role plays, team exercises and sometimes ability tests. These can include an assessment of your written skills, numerical skills and if you can think outside the square.

### ***Where do they fit in the selection process?***

Usually after some sort of screening process, and before a medical and reference checks. As with all recruitment, an Assessment Centre is only one part of the selection process. Not everyone who applies for a job will be invited to an Assessment Centre. Usually if you are chosen the assessors/ interviewers believe you are a good candidate. However, so is everyone else...so to prepare you should think about all the aspects of the role you have applied for, what skills and personal characteristics you have that might make you successful in the role, and the successful ways you have interacted with others in the past. Be yourself, because if you try to behave in the way you think the assessors want you too, they will know.

***Relax, have fun, but take it seriously.***