How much do you know?

- What ‘types’ of employers typically utilise assessment centres?
- What are the different types of assessment centre activities commonly used within graduate recruitment?
- What’s your experience of completing these types of activities as part of an employer selection process?
Careers Essentials 2017/18

Talks, workshops and eLearning
Search ‘UCL Careers Essentials’

10-title lunchtime talks including:
- Prepare for the fair: How to network with employers
- An introduction to the graduate job market
- Improve your CV
- Better applications, cover letters and personal statements
- Interview success
- Find and fund a PhD
- PhD applications
- Your future and how to work towards it
- Sourcing jobs and work experience
- Considering a Masters

5-title workshops including:
- Mock aptitude, etray and psychometric tests
- Mock assessment centre
- Linkedin: Sourcing opportunities and raising your profile
- Connecting with people - Building and utilising a network of contacts to source jobs and work experience
- MBTI: Personality profiling

6-module ‘eLearning’ course
- Introduction to the graduate job market
- Your future and how to work towards it
- Sourcing jobs and work experience
- Planning for success – How to manage your job hunt
- Effective CV, cover letter and applications
- Interview success and applications
Presentation slides available
What we’ll look at today......

Part 1
1. What are assessment centres?
2. Why do recruiters use them?
3. Insight into common activities

Part 2 – Practice and insight
1. Icebreaker
2. Group exercises
Opportunity to role-play candidate and assessor
How much do you know?

- What ‘types’ of employers typically utilise assessment centres?
- What are the different types of assessment centre activities commonly used within graduate recruitment?
- What’s your experience of completing these types of activities as part of an employer selection process?
Sample UK Graduate scheme vacancy numbers 2017/18

TeachFirst 1,750
pwc 1,200
Deloitte 900
Civil Service Fast Stream 1,000
J.P.Morgan 400+
ATKINS 250
BT 250+
Linklaters 110
Shell 70+

Source: GET Directory/ Times Top 100 – 2017/18
But what if I’m not interested in COMMERCIAL graduate schemes?

### Sectors
- **International Development**
  - Media and broadcasting
  - Publishing and journalism
  - Creative Arts and Design
- **Cultural heritage**
  - Government and Policy
- **Environment**
- **Performing Arts**

### Roles
- **Policy**
- **Editing**
- **Marketing**
  - Campaigning
  - Research
- **Project management**
- **Sales**
- **Producing**
- **Planning**
Graduate scheme selection activities

Figure 44
The share of employers using specific selection instruments

<table>
<thead>
<tr>
<th>Selection Activity</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV/application screening</td>
<td>93%</td>
<td>89%</td>
</tr>
<tr>
<td>Psychometric tests</td>
<td>82%</td>
<td>77%</td>
</tr>
<tr>
<td>Phone interviews</td>
<td>54%</td>
<td>57%</td>
</tr>
<tr>
<td>Video interviews</td>
<td>63%</td>
<td>42%</td>
</tr>
<tr>
<td>Final face-to-face interviews</td>
<td>84%</td>
<td>87%</td>
</tr>
<tr>
<td>Assessment centres</td>
<td>95%</td>
<td>89%</td>
</tr>
</tbody>
</table>

What is an Assessment Centre?

- compared to initial selection process, you are now a **probable, not a possible** employee
- are often longer and held on recruiter premises
- involve more senior organisational staff
- more work-related tests and group tasks
  - seek evidence of potential
Typical Graduate scheme recruitment Process
Graduate scheme recruitment (not current)

- Online application form (11,598) 100%
- Online aptitude test (9,491) 81%
- e-Tray exercise (2,706) 23%
- Assessment centre (567) 5%
- Job offer (188) 62 apps per place
How much do you know?

- What ‘types’ of employers typically utilise assessment centres?
- What are the different types of assessment centre activities commonly used within graduate recruitment?
- What’s your experience of completing these types of activities as part of an employer selection process?
### Typical Assessment centre schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive and coffee</td>
<td>9.15 – 30</td>
</tr>
<tr>
<td>Introduction to the day</td>
<td>9.30 - 45</td>
</tr>
<tr>
<td>Icebreaker activity</td>
<td>9.45 - 10.15</td>
</tr>
<tr>
<td>• introductions exercise/ activity etc</td>
<td></td>
</tr>
<tr>
<td>Psychometric test</td>
<td>10.15 – 11.00</td>
</tr>
<tr>
<td>• numerical/ verbal reasoning etc</td>
<td></td>
</tr>
<tr>
<td>Coffee break with assessors</td>
<td>11-11.15</td>
</tr>
<tr>
<td>Written exercise</td>
<td>12.15 -1.15</td>
</tr>
<tr>
<td>Lunch with current graduates</td>
<td>1.15 - 2.15</td>
</tr>
<tr>
<td>Group exercise and presentations</td>
<td>2.15 – 3.30</td>
</tr>
<tr>
<td>• practical/ case study/ discussion</td>
<td></td>
</tr>
<tr>
<td>Summary, questions and close</td>
<td>3.30 – 4.00</td>
</tr>
</tbody>
</table>
## Assessment centre activities competency grid

<table>
<thead>
<tr>
<th>Selection</th>
<th>Psychometric test</th>
<th>Group exercise</th>
<th>Presentation</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Organisational</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persuasion</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Numerical/ Analytical</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work under pressure</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Critical reasoning/ Communication</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Motivation</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Decision-making</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Assessors

What is an Assessment Centre?

- compared to initial selection process, you are now a **probable**, not a **possible** employee
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- more work-related tests and group tasks
  - seek evidence of potential
UCL CAREERS ESSENTIALS
MOCK ASSESSMENT CENTRE

PART 2

DAVE CARTER

UCL Careers Consultant
Ice Breaker

**Background:**
- You have 1 minute to prepare an introduction to your group to allow others to learn more about who you are.
- You will have a partner who will provide feedback and you can reflect with.

**Task – in 1 minute:**
- Introduce yourself
- Describe your favourite place in the world and why?
Feedback

- What did you do well?
- What could you improve on?
- Partners feed in your observations
Exercise 1

- Group discussion and presentation
- Leaderless
- 12 minutes
Assessors

What is an Assessment Centre?
- compared to initial selection process, you are now a probable, not a possible employee
- are often longer and held on recruiter premises
- involve more senior organisational staff
- more work-related tests and group tasks
  - seek evidence of potential
Survival update

Three items do not appear to be as useful as first thought:
- The matches are wet and won’t light!
- The map of Brazil does cover this location in enough detail
- The first aid kit is empty

Please reconfigure your choice in light of this new information
GOOD
GROUPWORK
ETIQUETTE
Participation

- you need to be in it to win it
- get involved early on
- fine line between leadership and dominance
- don’t talk over others or ignore opinions
- if you have a dominant member, you may need to diplomatically challenge that individual
- when not talking, listen and look interested
- assessor is watching
- follow conversation
- make reference to and build on other’s points
Take a role

- Co-ordinator
  - volunteer to keep time
  - take notes
- Teamworker
  - summarise key points
  - involve quieter members
- Plant
  - generate thoughts and ideas
- Monitor evaluator
  - use judgement to analyse ideas
  - diplomatically challenge others

Belbins team roles
- **Plant**: creates ideas
- **Resource Investigator**: explores opportunities and contacts
- **Co-ordinator**: clarifies goals, promotes decision making
- **Shaper**: drives the team forward
- **Teamworker**: provides support and encourages cooperation
- **Monitor Evaluator**: discerning judgment
- **Implementer**: turns ideas into action
- **Completer**: attention to detail
- **Specialist**: technical knowledge and skills
Group discussion exercise 2

- Case study discussion and presentation
- Leaderless
- 12 minutes
Partner

3 things you have learnt about behaviour in assessment centres that might be useful in the future
Questions?
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careers essentials: Mock Assessment Centre</td>
<td>13-Nov-2017</td>
<td>15:00 - 17:15</td>
<td>IOE - Bedford Way (20) - 802</td>
<td></td>
</tr>
<tr>
<td>Careers Essentials: Better PhD applications</td>
<td>14-Nov-2017</td>
<td>13:00 - 14:00</td>
<td>Archaeology - G6 LT.</td>
<td></td>
</tr>
<tr>
<td>Careers Essentials: Mock Assessment centre</td>
<td>14-Nov-2017</td>
<td>15:00 - 17:15</td>
<td>Student Central Room 3C.</td>
<td></td>
</tr>
<tr>
<td>Careers Essentials: Linkedin - Sourcing opportunities and raising your profile</td>
<td>15-Nov-2017</td>
<td>14:00 - 16:00</td>
<td>Christopher Ingold Building G20 - Public Cluster: <a href="http://www.ucl.ac.uk/map">http://www.ucl.ac.uk/map</a></td>
<td></td>
</tr>
<tr>
<td>Careers Essentials: Improve your CV</td>
<td>16-Nov-2017</td>
<td>13:00 - 14:00</td>
<td>25 Gordon Street - E28 Harrie Massey LT.</td>
<td></td>
</tr>
<tr>
<td>Careers Essentials: Better Cover letters, application forms and personal statements</td>
<td>17-Nov-2017</td>
<td>13:00 - 14:00</td>
<td>Medical Sciences Building: AV Hill LT.</td>
<td></td>
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<tr>
<td>Careers Essentials: Your future and how to work towards it</td>
<td>20-Nov-2017</td>
<td>13:00 - 14:00</td>
<td>Wilkins Building - Gustave Tuck LT.</td>
<td></td>
</tr>
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1to1 coaching

Current students:
- CV/ Application coaching - 15 minutes (Mon – Fri) lunch/ early evening
- Short guidance – 20 minutes (Mon – Fri)
- Long guidance – 60 minutes on referral from short guidance
- Interview coaching – 60 minutes (on condition ‘real’ employer interview)

Recent leavers:
- Graduates appointment – 30 minutes (Mon – Thu) inc. lunchtime/ early evening/ phone/ skype (recommended use especially if 1st Graduates coaching session)
- CV/ Application coaching – 15 minutes – same service as for current students
- Interview coaching – 60 minutes (on condition of ‘real’ employer interview)

Booking
- Online: up to 7 days in advance: MyUCLCareers
  - http://www.ucl.ac.uk/careers/students/mycareersservice
- By phone: (call 020 3549 5900 after 9.30am)/ in person
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<td>Effective CV, cover letter and applications</td>
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<tr>
<td>Interview success and applications</td>
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</table>
Group dynamics

Stages of team formation

- **Forming**: positive and polite
- **Storming**: pushing against boundaries
- **Norming**: resolve differences and work together
- **Performing**: working together towards shared goal

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