Assessment Centre

**PARTICIPANT: In-Tray Exercise (time limit 10 minutes)**

Look at the five messages you have received today, and do the following

* Decide how high priority each task is (⚫OO =low, ⚫⚫O=medium, ⚫⚫⚫=high)
* Make quick notes on what action to take

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|  | ACTION TO TAKE | PRIORITY |
| *1. [WhatsApp message from your friend Dani]*  Hey Alex, terrible news ☹  You know the DJ for tomorrow’s school party? She’s cancelled! Apparently she’s got another gig somewhere. Sorry about this, I know you’re busy, but a live DJ is so much better than some lame playlist. I’m sure it’ll only take you a couple of calls to find someone… |  | OOO |
| *2. [Comments on your draft maths coursework, from the teacher]*  Alex, this is sadly nowhere near your normal standard. Did you give it your best effort? It looks like you misunderstood part of the task, and as a result, a lot of the content here is irrelevant.  I know you can do much better than this. Maths is important for you if you want to get into your choice of university. You’ve still got three weeks to work on the final version, but there is a lot to do. I’m available to meet and talk, and I really recommend that you get in touch. |  | OOO |
| *3. [Note on your bedroom door]*  Alex, this is the last time I’m going to tell you about tidying your room. If it still looks the same tomorrow, I’m changing the wifi password and stopping your pocket money. Actually, I’ll make a fire in the garden and burn any clothes that are still on the floor, while I’m at it. You can’t say I didn’t warn you. Love Mum. |  | OOO |
| *4. [email from University Admissions Department]*  I am delighted to offer you an interview for your chosen course of Medicine at the University of Edinburgh. The interview will take place at 13:00 on May 3rd - two weeks from today. The interview will cover subject knowledge and personal qualities, and you will need to give a short (2-3 minute) oral presentation explaining why you are suitable for this course. Please note that the dress code is smart. You need to organise your own travel, and we will reimburse the cost. Please confirm your attendance as soon as possible. |  | OOO |
| *5. [Facebook group message ‘volleyball team’]*  Hi all,  Sam’s injured, so there’s a place in the team for this weekend – Saturday at 15:00. Maybe you, Alex? Your chance at last… hope we can count on you. Let me know if you can make it. Charlie. |  | OOO |