Assessment Centre

**ASSESSOR NOTES**

Read the notes and give each candidate a score out of ten for each task. This isn’t an exact science – don’t worry if you’re not sure!

1. GROUP TASK

The purpose of this task is to see how well people work in teams. Don’t worry too much about the height of the spaghetti tower they make. Look for people who stay calm, involve others and take on leadership when needed.

1. DISTRACTION

Distract the participants by asking questions, playing loud music, chatting and calling out words, letters and numbers while they try to do these tasks. You are looking for someone who can focus when there is a lot happening, and not get angry or frustrated.

Answers:

1. 111, 114, 1952, 154 [4 points]

2. Give three points for the longest word, and two extra points for a nine-letter word (FLICKERED) 3. D: 6 (add the three numbers in the squares, and divide by two) [1 point]

1. SINKING SHIP

You are looking for a candidate who can prepare quickly, speak in an engaging way and can talk about their positive qualities (without seeming arrogant or trying to belittle others).

1. IN TRAY

You want to find someone who can think and prioritise effectively – putting important things (serious consequences) before ones that are only urgent (short deadlines).

MARKING GRID

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| CANDIDATE NAME | GROUP TASK | DISTRACTION | SINKING SHIP | IN TRAY | TOTAL |
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**ASSESSOR: In-Tray Exercise answers (time limit 10 minutes)**

**This is an individual activity. The task is to complete the second and third columns in the table. You want to find someone who can think and prioritise effectively – putting important things (serious consequences) before ones that are only urgent (short deadlines). Important note: These are not ‘correct’ answers about what should be more / less important in your life… they are the answers this particular employer would want.**

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

* Decide how high priority each task is (lOO =low, llO=medium, lll=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 L  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… | Actions: Reply to the message sender. Make some calls if possible | Priority: llO  It will be ok even if nothing happens. The event will still go ahead. |
| *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. | Email to set up a meeting. High priority, acting now could make a big difference | Priority: lll  This is important and although there are three weeks left, it needs attention now. |
| *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. | Talk to parent and promise to do this by a reasonable deadline. | Priority: lOO  This isn’t a new situation and the note is light-hearted |
| *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 - one week 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. | Get in touch to confirm attendance, start researching the presentation and organise travel. | Priority: lll  High priority – not responding would create a very bad impression |
| *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. | Reply if possible to say you’re not available as you have lots of coursework and a University interview to prepare | Priority: lOO  Missing this game (or even not replying) unlikely to have long-term negative consequences |