

INVESTMENT 20/20

See your future in finance /20

Part of The Investment Association



**PREPARING FOR
VIRTUAL
ASSESSMENT
CENTRES**

During COVID-19, many employers have adapted their assessment activities to assess you online. They might use a combination of digital assessment centre and video conferencing platforms but they will ultimately be aiming to assess whether you have a similar set of competencies as they would in a face to face setting.

WHAT IS A VIRTUAL ASSESSMENT CENTRE?

- Assessment centres are part of a recruitment process, and usually come after the initial application and telephone interview.
- Assessment centres consist of other activities that enable the employer to assess the skills presented by the candidate.
- Virtual assessment centres include similar activities to face to face assessment centres, but instead delivered through a technology platform. These activities include:
 - Video interview
 - Psychometric testing
 - Group exercise
 - Case study or presentation

VIRTUAL ASSESSMENT CENTRE TECHNOLOGY

- The employer will send a link to a system with instructions on timings, registration and how to complete each of the recruitment tasks.
- Some firms may have more than one technology platform.
- Often additional text chat features to enable the candidate to ask questions to the recruiter during the activities.
- Remember to read the instructions carefully.

VIDEO INTERVIEWS

There are two types of video interviews:

- Pre-recorded video interviews are a one way interview where the interviewer will not be present. On most video interview platforms, you will see yourself and answer questions which appear on the screen.
- Real time video interviews are similar to a face to face interview - just not in person!

See our resources on video interviews for more support:

<https://investment2020.org.uk/news/tips-preparing-different-types-interviews>

PSYCHOMETRIC TESTING

- Employers want the candidate to evidence that they have the skills required to do the job to which they applied. These skills and qualities will be outlined on the job description. Psychometric tests are one way of measuring these skills. There are 3 main types of psychometric tests.
 - *Aptitude* for a job i.e., numerical, verbal, diagrammatical reasoning skills etc.
 - *Personality/values* and how this might align with their organisation
 - *Situational judgement* by assessing how candidates respond to work based scenarios

PSYCHOMETRIC TESTS: TOP TIPS

- Stay focussed
- Read the questions properly. Make sure you are clear on the instructions.
- Do some practice tests in advance

Practise in advance

- <https://www.shldirect.com/en/practice-tests>
- <https://www.savilleassessment.com/practice-tests/>
- <https://www.jobmi.com/home> (strengths assessment)
- <https://datahub.arcticshores.com/game/>

GROUP EXERCISES

- Many employers have adapted their assessment activities to be delivered online. They might use a combination of technologies to run these activities but they will ultimately be aiming to assess whether the candidates are displaying the competencies that reflect those outlined on the job description.
- Candidates may be asked to complete a task as a group using an online conference or webinar platform to discuss.
- Remember employers are looking for evidence to demonstrate how candidates work together as a team.

ONLINE GROUP EXERCISES: TOP TIPS

- Teamwork is not about saying the most! It is about respecting for others opinions, listening, and bringing others into the conversation.
- Please contribute - saying nothing makes an assessor query whether the candidate understood the task. Quality over quantity is powerful.
- Virtual meeting etiquette is the key to success. Raise a hand as a cue that you would like to contribute to a discussion in a virtual setting.
- Make sure your microphone is on mute unless you are talking. Background noise is amplified and can make it difficult for others to hear.
- Demonstrate respect for others opinions. Use phrases such as ‘what I’m hearing is you are suggesting X. I would agree / I had a slightly different perspective of X’.

CASE STUDY OR PRESENTATION

- Employers may ask candidates to complete a written task, case study or presentation as part of the online assessment centre.
- Candidates will be provided with a variety of documents outlining a specific problem or situation. The candidate has to formulate a plan of action addressing the issue. The situations or problems provided will resemble those encountered in the role itself.
- Reading and preparation time will be provided.

CASE STUDY OR PRESENTATION: TOP TIPS

- Familiarise yourself with the job description and re-fresh yourself on the key skills required for the role. How you can evidence these skills within the task that you have been set. For example, are they looking for someone with high level of accuracy and attention to detail? If so, you double check your written or data responses.
- Take time to read the instructions. Mistakes can be avoided by comprehensively reading the instructions properly.
- Keep an eye on the time. Plan out how long you have for reading, writing or preparing a presentation.
- Speak slowly to get your messages across in a presentation.

For further support please contact the
Investment20/20 Careers and Talent team

jenny.barber@investment2020.org.uk

claire.flannery@investment2020.org.uk