

Assessing at Assessment Centres

Summary

A simple aide-memoire based on what a good assessor always does

Top Tips

- ✓ Be prepared – be familiar with exercises and competencies
- ✓ Maintain concentration and attention throughout the centre
- ✓ Focus on behavioural evidence, not subjective feelings
- ✓ Use **ORCE**
 - **O**bserve - What people say; Body language - facial expressions, stance, hand movements; Tone and pace of voice; Level of contribution
 - **R**ecord – Accurate and comprehensive recording evidence, Make shorthand notes, use quotes
 - **C**lassify - Categorise behaviours under relevant competency; Decide positive or negative indicator
 - **E**valuate – decide on rating based on evidence gathered
- ✓ Present low body cues in interactive exercises - Do not indicate how a participant is doing during an activity
- ✓ Do not give informal feedback after exercises
- ✓ Stay on track, don't overrun on exercises
- ✓ Write up evidence thoroughly
- ✓ Maintain security of materials at all times including pre and post centre
- ✓ Remain neutral, especially with participants you know or who are from your department