

Fact sheet – How to prepare for assessment activities



You have passed the pre-screening stages of selection and have been invited to attend the next stage of the selection process.

With effective preparation, you can make yourself stand out from the crowd. Here are few tips and suggestions to help boost your preparation.

Know what to expect



Knowing what to expect is key to success – so do your research.

Your invitation should outline the type of selection strategy you'll be asked to complete.

Make a list of everything you'll need on the day and check for any tasks that may need completing prior.

If you're unsure about anything, don't be afraid to call the contact person listed on the role description for clarification.

Know Metro South Health and your role within it



Throughout your assessment, you'll be measured on a set or predefined skills and qualities.

How well you evidence them will determine both your suitability for the role, and how well you fit with the Metro South Health's values and working culture.

You should already have a good idea of what the role entails from your application, but it's wise to go through the role description again and highlight the key competencies and attributes required.

You should also research [Metro South Health](#) as an organisation.

The more background information you have, the better your understanding of what the panel will be looking for.

Revisit your application to prepare

Since only the most suitable candidates are invited to the next stage of the selection process, whatever you've done up to this point has clearly made a strong impression.



Thoroughly review your application against everything you now know about the role and Metro South Health. If there are any areas of weakness, consider how you can address these.

Prepare your presentation in advance (if required)



If a presentation is required, you may be given details of this in advance (such as the topic and duration) and the equipment you'll be able to use.

When putting your presentation together, remember that simpler is better. Having an outline of your presentation can help you stay focused on the main points of your presentation, so you do not deviate.



Practicing your presentation ahead of time can help give you added confidence on the day of your presentation.

While it's important to rehearse your presentation, it's also important to make changes that can make it more impactful.

Revise your presentation as needed to ensure everyone in your audience will be able to understand what you're saying.

See [Fact sheet - How to nail that presentation.](#)

Tweak your approach for a virtual assessment



As these have become increasingly common, it's important to address the challenges they bring and how to overcome them.

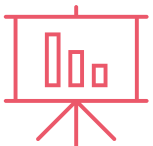
If taking part in a virtual assessment, keep in mind practices for effective communication differ.

Panel members won't be able to pick up on body language cues as much, so pay close attention to how you're interacting with others, particularly in group exercises.

Be sure to speak up, as well as giving others opportunity to speak.

See [Fact Sheet - How to nail that online interview.](#)

Be prepared for surprises



On some occasions, there may be changes to the requirements of a task or selection strategy at the last minute.

For example, you may have been asked to prepare a 15-minute presentation, but find you're only given 10 minutes on the day.

This is designed to test your flexibility and resilience under pressure, much as you may be required to demonstrate in the workplace.

The key is to stay calm and adapt as best you can and be more open to change.

Arrive early

To give you more time to prepare, get into the right mindset and calm any nerves, plan to arrive early.



Arriving early also helps if you've never been to the location and allows you time to find parking and make your way to the location of assessment.

Follow best practice for group exercises

It's vital that you present yourself as a team player here, as this is the key skill group exercises are designed to measure.



Every team needs a range of personality types, from those that lead to those who keep track of progress.

It doesn't matter which role you take on, so long as you're contributing effectively to the group dynamic.

Work to your strengths, and encourage others to work to theirs, ensuring maximum engagement from everyone.

No matter the task, ensure the whole team understands the brief and is working towards a collaborative outcome.

Take a proactive approach

Candidates that stand out are the ones that throw themselves into the experience.



Remember you are being evaluated at every stage so be on top of your game at all times.

Show enthusiasm for the opportunity by asking questions and demonstrate social skills by networking with other attendees.

Essentially, take any chance you can to get involved beyond the tasks assigned to you.

Be the best version of yourself



A positive attitude and personable nature will go a long way to making you a standout candidate, and even if you don't feel it, try to appear confident.

This will get easier the more you start to relax and avoid any negativity.

Treat your fellow candidates and the panel with the courtesy and respect you'd look for in return.

Metro South Health is committed to ensuring everyone has an opportunity to show their eligibility and suitability for a role. To ensure we can meet the needs of applicants throughout the recruitment process reasonable adjustments may be considered so that the recruitment process does not present potential barriers and allows applicants to take part in a way that is inclusive, flexible, unbiased, culturally safe, and accessible.

Please contact the person listed on the role description for a confidential discussion on how we can ensure the recruitment process does not present you with any potential barriers. You can be confident that the selection panel respects your right to confidentiality and privacy.