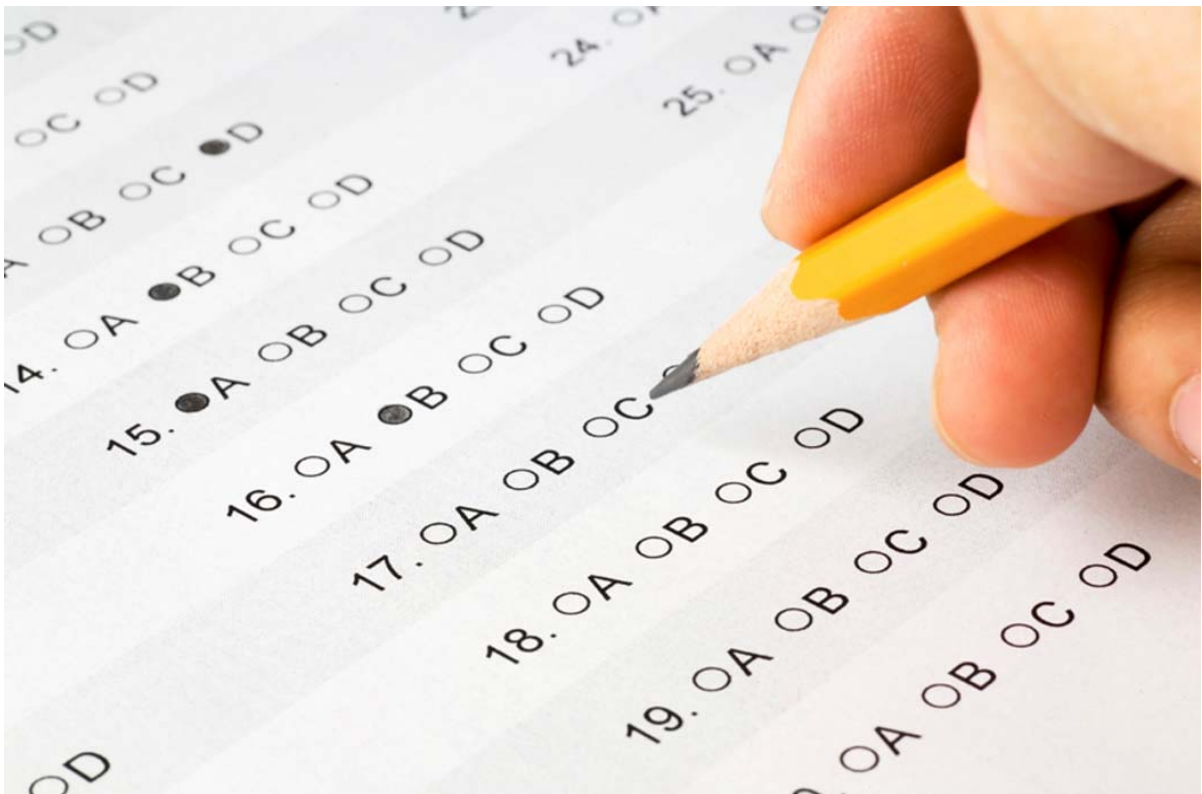


Materiel Graduate Scheme

Materiel Undergraduate Scheme

Materiel TAFE Employment Scheme



Hints & Tips

Assessment Centres in the
Defence Materiel Organisation

What to Expect

An assessment centre is designed to identify each applicant's strengths. Assessment centres are conducted over the course of one day. There will be several activities, covering various subjects, intended to allow you to showcase your professional assets.

Activities you can expect may include:

- An interview;
- A group discussion;
- A written exercise; and
- Verbal, numerical and abstract reasoning tests.

You will be required to bring certain documentation with you to the assessment centre. If you do not bring the necessary documents you may not be able to participate in the activities.

Tip – While assessment centres may appear to be daunting, try not to be concerned or nervous about the process. Remember, the assessment centre is just one of the tools used to assess your suitability. We are also looking forward to meeting you.



You will receive an individual timetable at the beginning of the day and it will be your responsibility to ensure you are on time for each activity. You will be provided with regular breaks during the day.

Don't lose heart if you feel you have not performed well in a particular activity. Once you complete an activity, relax and move onto to the next.

The Interview

The interview will generally consist of questions that are:

- Generic – designed to examine your professional skills (organisational skills, relationship management, communication, etc)
- Organisational Interest – designed to test your interest in working for the DMO
- Discipline specific – designed to test your technical knowledge in the discipline for which you have applied.



*Tip – The assessment panel are interested in hearing about **you**. So use examples and cases that illustrate your achievements and demonstrate why **you** would be a preferred employee.*

The Group Discussion

The group discussion is designed to look at how you interact with others. The assessment panel will examine the team dynamics and observe cooperation, communication and listening skills; respect for others, interpersonal skills and teamwork skills.

There are no right or wrong answers to the questions asked. The case study is aimed at testing your thinking skills and hearing you discuss your thoughts on the subject. You will be rated on these points.

Tip – *Don't focus on the fact that the panel are present during the discussion. Just treat others as you would normally treat them.*



The Written Exercise

The written exercise is designed to test your writing and comprehension skills.

Try to set out your response in a professional way. Proof read your work for details such as spelling, punctuation, grammar, factual content, and flow of argument.

Ensure you make note of the time the exercise starts so you are able to plan your time effectively.

Tip – *The exercises will be timed, so ensure you plan out the activity before you start.*



How to Prepare for the Day

There are a few simple steps that you can take to reduce your stress levels and prepare you for the day.

- Firstly, make sure you are familiar with the address and building where the assessment centre is being held. Plan your route to ensure you will leave yourself plenty of time to get there.
- Plan your morning a few days before the event to ensure you arrive on time. This is no time to be late!
- This planning should include collecting all the documentation you will need to provide on the day.
- Have a good night sleep the night before to enable you to function at your best.

Tip – *Lunch, morning and afternoon tea will be provided, and make sure you drink plenty of water throughout the day.*

Everyone attending the assessment centre will be in the same boat as you are. They will also be just as nervous as you. So break the ice when you meet them and have a chat. These are the same people who will be participating in the group discussion so you may as well feel at ease with them and develop a rapport.

Throughout the day the assessors, administrators and current graduates, cadets and trainees will be there for you to speak with. Ensure you engage them and ask any relevant questions you may have. Above all, be yourself and relax. You may just be the one to leave a lasting impression on them!

Your Results

Assessment centres will be conducted around the country between May and July (graduates and under graduates) and August to September (trainees). You won't be able to obtain your results until all assessment centres have concluded and all applicants have been assessed. Once results are available, you will be advised whether you have been successful by phone. An e-mail will be sent to unsuccessful applicants.

Remember, you are competing against hundreds, possibly thousands of other applicants. Your performance and presentation needs to stand out from the crowd, and the best way of doing that is to ensure you have followed all the tips provided in this document.

Written feedback will be available to you on request. If you have questions during the application process, please contact graduate.dmo@defence.gov.au