

Preparing for an Assessment Day in a Company

Program

Instructor (s): Rita Oliveira

Number of hours invested by student: 3.5h

Group size: 20

Points: 7

Workshop objectives

Prepare students for an Assessment Day as part of a company's recruitment process, letting you know what the Assessors are looking for during the assessment activities and how your reactions may be perceived. You will receive feedback based on my observance of your performance during this workshop.

Workshop description

- The Students will work together in a neutral assessment activity so the Assessor may observe their behavior as well as the roles they assume in a group activity.
- The Assessor will be listening in to their discussion and taking notes on each participants' individual contribution to the end result, their attitude towards the group as well as the way they interact with other members, in order to evaluate their stronger and weakest soft skills.
- Students will receive collective feedback, both from the Assessor and their peers.

Workshop methodology

- Presentation of the theoretical basis about what an Assessment Day is, how it is set up and what the recruiters are looking for during the exercise
- Students will deliver their 2m personal presentation pitch. The Assessor will explain the importance of this action in a "real" Assessment and the fact that the personal pitch is the first phase of any Assessment Day,
- Students will receive collective feedback, both from the Assessor and their peers, having the opportunity to ask questions about their performance.

Expectations regarding session attendance

- Have their updated CV ready to use during the session
- Active participation from all the Students in the workshop.

Evaluation

Overall Pass / Fail; you must pass all components of evaluation to be approved:

- Students' participation in the workshop in general
- Students' presentation skills when defending the Business Case
- Student's attitudes and soft skills demonstrated during the group preparation and discussion of the Business Case.

About the instructor(s)

With a Degree in Marketing and Advertising and a Post-Graduation in Management at *Universidade Católica*, I have a diversified professional experience in the Sales, Category Management and Trade Marketing areas in multinational companies and in business areas such as IT and FMCG, having worked for several years linked to the Business itself.

Started my career at HP (Hewlett Packard) Portugal in the Consumer Business area. Participated in the pilot project of creating a *store in store* of the company's products in the websites of its main clients. Afterwards went to work in Geneva, representing HP in a pan European Financial Analyst's team. When coming back to Portugal, 2 years later, I assumed the Trade Marketing Manager position at HP Portugal.

I was then invited by Jason Associates to lead a consulting project for a multinational company that wanted to create, in Portugal, a multi lingual team that would support their European Key Account Managers.

I then returned to the business and multinational companies, having worked at Samsung Portugal as IT Category Manager and at Longa Vida, a Nestlé's group company, in the sales area, as Chief National Sales Manager.

I am also a certified Instructor in behavioral themes, having created an online course called "New Unemployed of the 21st Century" where I made use of my dual experience as both a Candidate and an HR Senior Consultant.

I have been an Instructor and an English teacher for several years, mainly in the areas of Public Speaking, Change Management, Effective Meetings, as well Career Management services for individual Candidates.

Currently, and after several years working in a successful HR Consultancy firm, I decided to put my experience and knowledge at the service of individual candidates, as well as companies, providing services and solutions that will help them achieve their professional goals and fulfill their needs.