

Succeeding at the Selection Stage

Siemens use a number of different methods to assess candidates. By using a number of different assessment methods, we are able to gain an understanding of your strengths and development areas.

We understand that Interviews and Assessment Centres can be daunting experiences - however we want to see the real you so we have therefore prepared this document to help you prepare for your interview/assessment centre.

Preparation

It is always important to prepare for an interview/ assessment centre. Things to think about include:

- Make sure you are organised. A few days before an assessment centre make sure you know the venue, the times, the dress code and whether or not you need to have prepared anything beforehand;
- Plan your route carefully - if you are planning to get the train try booking your tickets in advance so you do not have to queue at the station and always leave at least 15minutes for delays. If you are travelling by car check for travel reports before leaving - that way you can plan alternative routes;
- Ensure you have read through a copy of the job description. Try and pick out any detail around the competencies, values and skills the job may require and think through any examples/experience you have that is relevant to the job;
- Why you have applied for the job;
- Why you would like to work for the company;
- What skills you could bring to the company;
- What are your short and long term career goals;
- Your education background. We are interested in your education background - particularly your degree. Refresh your memory of the modules covered. They may be relevant in the job role;
- Your previous job(s) so that you can tell us about the skills learnt and developed the job, and your achievements and responsibilities;
- What you don't think you are very good at and how you can turn these into learning points;
- Difficult times when things haven't turned out well and what you have learnt from it;
- What your greatest strength is, and when have you demonstrated it;
- Some questions for the end of the interview to show interest in the company and job.

Skills and Experience we may look for:

Core skills are:

- Communication Skills;
- Team Working;
- Problem Solving; and
- Customer Focus

We are often also looking for

- Interpersonal Skills;
- Self Confidence;
- Time Management;
- Decision making; and
- Analytical Ability; to name a few.

Experience

Have you:

- worked without constant supervision;
- Shown you are enthusiastic and easy to work with;
- Proved you work well under pressure;
- Managed your time effectively (e.g. how do you plan your day and week);
- Handled a crisis?;
- Taken feedback in a constructive manner;
- Worked successfully with a variety of people?;
- Looked for/been given additional responsibility.

Assessment Centres

Siemens commonly use assessment centres as part of their recruitment process. Assessment centres are generally made up of a number of different exercises. This could include a group exercise, a presentation, psychometric testing and interviews. Generally different skills will be assessed in different exercises - so don't worry about trying to portray each of these skills in all exercises.

Our Assessment centres will generally include:

An Icebreaker exercise;

- There will be an ice breaker activity in the morning. This is designed as a warm up to the group exercises. It will not be formally assessed.

A Group Exercise;

- During the day you will be asked to work in a group in an assessed group exercise. Details are provided on the day.

An Interview;

- This will include a number of competency based questions and some questions about your career motivations and aspirations. Some times we ask more technical questions if this is relevant to the programme you are applying to.

A Presentation;

- During the day you will be asked to deliver a presentation to a couple of the assessors. You will either be asked to prepare this beforehand or you will be given plenty of preparation time on the day. After you have delivered your presentation you will be asked a number of questions.
- Preparing for a presentation
 - o Ensure you clearly understand what it is you need to present;
 - o Try to use notes to prompt you rather than a script to read from;
 - o Maintain eye contact;
 - o Smile;
 - o Ensure you include an introduction;
 - o Give the audience the opportunity to ask questions;
 - o Where appropriate use knowledge from your university studies or past experiences.

General pointers:

- Remember we will be assessing you against a standard not against each other - please do not feel like you are in a competition;
- Pay attention to detail - whether it be in an interview or group exercise - make sure you fully understand what it is we are asking you to do. If you are not sure - ask;
- Remember assessment centres are beneficial for both you and the company. Use the day to find out whether or not the company and job is right for you;
- Try to relax;
- If you think you might be late don't worry. However it is important you call your recruitment contact and let them know;
- Try to be confident;
- If you feel that an exercise did not go well, do not give up as we will look at how you performed throughout the day;
- Take up our offer of feedback as it will help your own development regardless of the outcome of the assessment centre.

Other points

- Be specific in your answers;
- Ask for clarification if you are unsure of the question;
- Smile;
- Speak clearly & consisely;
- Talk about the positives of previous experiences & what you'd know like to do with your new employer – this is a constructive way to indicate what you didn't have the opportunity to develop.

Good Luck