

How to run a successful assessment day

Before

Define your objectives, by asking yourselves questions like *'why are we hiring?'*, *'what is our end goal?'* and *'what skills will the ideal candidate have?'*

Choose a trusted interview panel to run the assessments, and make sure that everyone is on the same page about what you are looking for

Design, plan and trial exercises to be used on the day

Create a structured timeline for the day

On the day

Send candidates a schedule before they arrive, so they know what to expect from the day ahead

Throughout the day, try to stick to your timeline, giving 2 minute warnings when the time to complete a task is almost up

Sell the opportunity to candidates, and give them insight into what working at your company is really like

Introduce them to a situation outside of working hours to assess their cultural fit and see how they interact with the team & each other

After

Provide feedback to all candidates, whether they were successful or not

Keep in contact with successful candidates

Prepare for the arrival of any new hires

Evaluate the successes and failures of the day with your team

Want more information on how to run a successful assessment day?
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