

**This download has been designed to help you prepare for your final stage assessment at a GSK graduate assessment centre.**

## **Exercises - what to expect**

We want you to experience what it may be like working for a large pharmaceutical organisation for the day as an employee of a fictitious pharmaceutical company. We hope that it will be a challenging but enjoyable experience. You will be asked to read some background material to provide you with an overview of the organisation and the industry.

### **Ability test**

Your day may start with an ability test which will ask you to make decisions based on information you are provided. The test is designed to help us assess how you would make decisions in the workplace. There is not much preparation you can do for the tests other than to read the instructions carefully and make sure you have understood the exercises before you begin.

### **Group exercises**

Group exercises form part of your assessment day. The exercises help us understand how you interact in a group and whether you work effectively in a team. Although it may seem obvious, you do need to contribute to group discussions for us to assess your capability so keep that in mind as you go through the exercise. Our group exercises are based on a topic or a business challenge we have asked you as a group to discuss or resolve.

### **Role play**

The role play exercise will be based on a one to one meeting where we will be asking you to manage a situation that may arise as part of the job for which you are applying. You will be provided with background information and the key objectives you need to achieve from your meeting. You will then be given some preparation time to think about how you will approach the situation. Once the preparation time is over, your meeting will begin. We will be assessing how your approach the situation, the solutions you deliver and your communication style.

### **In-basket**

The in-basket exercise is designed to simulate a real work situation where you have lots of memos to respond to. We are interested in how you will respond to these memos, how you prioritise your workload and the decisions you make within a set time-frame.

### **Presentation**

We may ask you to prepare a presentation on a given topic in advance of the assessment day. Alternatively, we may ask you to prepare and deliver a presentation on the assessment day itself. The quality of the presentation content will be important but we will also be assessing your communication skills and your own presenting style. If you are asked to prepare, we recommend you run through it as many times as possible, perhaps even ask for feedback from friends and family.

### **Technical exercises**

If you are applying for a technical role, you may be asked to prepare a case-study presentation on a particular topic. In addition you may have a 'technical interview' on the day. When preparing your technical case-study, follow the general presentation advice but make sure you thoroughly read the brief, provide a technical answer within a business context, and think about your proposal as broadly as possible in the context of a pharmaceutical organisation. For both exercises, think about the job for which you are applying and what part of your technical knowledge may be necessary for the role within a pharmaceutical organisation.

## Competency based interview

The exercise you can do the most preparation is the competency based interview.

The interviewer will be looking for specific examples of when you have demonstrated certain [competencies](#). It is therefore important you reflect on your past experience and think of possible examples in advance. When you are relating these experiences, the interviewer is looking for you to explain the situation, the task involved, the actions that you took and the results you obtained. This format, known as [STAR](#), is the basis of competency-based interviewing.

You should avoid making vague statements that may sound good but provide little *specific* information about what *you* did, such as “the project team created a plan...”. Also, avoid making theoretical statements such as “I would do...” or “I always...” as these provide no information about what you *actually* did.

Think about a range of experiences that you could use to answer different types of questions. These experiences can be drawn from work, social, or society involvement but try to be as varied as possible with your answers.

## What we are looking for

As part of your invitation material you were sent an overview of [GSK's competencies](#). We will be assessing you against these during the day so we recommend you look at these in advance.

## Preparation tips

We hope that provides you with a good insight into your assessment day.

The assessment centre is designed to simulate a day of work at GSK and it is important to approach each exercise with a keen interest, but do not pretend to be someone you think we want to see. You will be nervous but try to enjoy the challenge of the exercises. Since our main advice is to be yourself, there is not much else that you can do to prepare other than keep this advice in mind during the day and be self aware.

## You are also assessing us!

We realise that you will also be assessing us and that you will be deciding for yourself whether you want to work at GSK. We will provide you with an opportunity to [find out more about the programme](#), [meet with trainees](#) in an informal setting so that you can get all your questions answered. We are confident that through your informal interaction with our trainees and your experiences with the assessors that you will be able to leave the day with an excellent [overview of GSK's culture and people](#).

**Good luck and we look forward to meeting you soon.**