

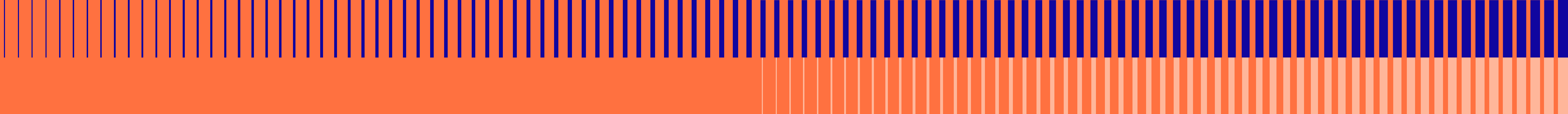


YOUR ASSESSMENT CENTRE PREPARATION GUIDE

How to be your best during this final-stage
assessment for the Enterprise Skills Accelerator



Infinite Potential



READY TO ACE YOUR ROLLS-ROYCE ASSESSMENT CENTRE?

This guide will give you the information you need to be at your best. It explains the activities you'll be asked to complete on the day, what we'll be looking for, and our tips on how to prepare.

At Rolls-Royce, our priority is helping you be your best self. And we're here to provide guidance and support so we can achieve that.

So, dive in and start preparing!

Quick links

Jump directly to the section you need.

01: What to expect

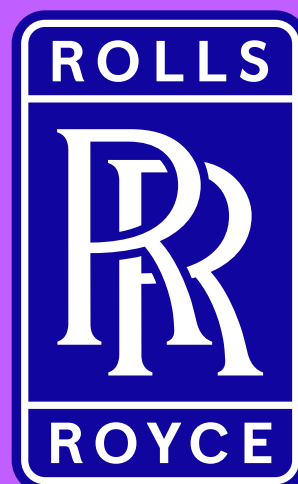
02: Starting strong

03: Giving a great interview

04: Demonstrating our behaviours
in activities and exercises

05: Preparing your presentation

06: The self-reflection exercise



WHAT TO EXPECT



WHAT TO EXPECT

An Assessment Centre is an all day session where you'll complete a series of assessment activities, this will take place in-person at a Rolls-Royce site.

What will I have to do?

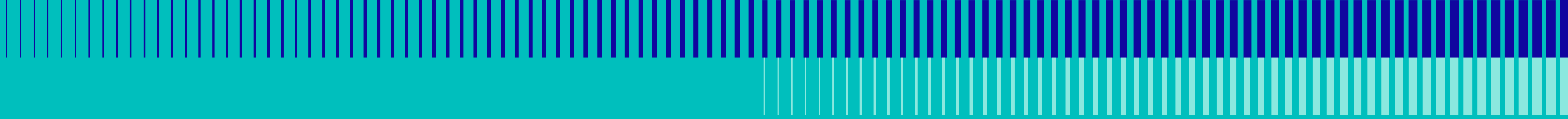
This guide will help you prepare for each step

- 01:** Informal networking session with senior leaders - to get to know each other and more about the programme activities and experiences
- 02:** An interview – to get to know more about you, your interests and experiences so far
- 03:** A business simulation exercise – where you'll prepare an internal business case 'pitch' for a scenario we give you
- 04:** A presentation – that you can create ahead of time with details sent 48 hours in advance to prepare
- 05:** A self-reflection exercise – an assessment where we explore the day, your approach and what you've taken away



STARTING STRONG





STARTING STRONG

Before we get into each part of the assessment, here are a few pointers to help you set yourself up for success from the start

Make sure you know exactly where you need to be and when. Plan your route in advance and allow plenty of time to get there.

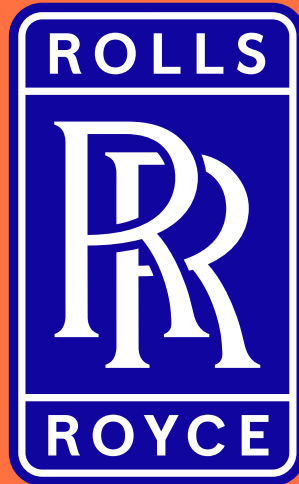
Think about what you're going to wear. Does it strike the right balance between comfortable and presenting yourself as a future employee?

Try your best to smile and relax. If you get nervous, breathing exercises can help you focus your mind and help you feel calmer.

Take time to think about questions before you answer them. There's no problem in taking a few moments to think through what you want to say.

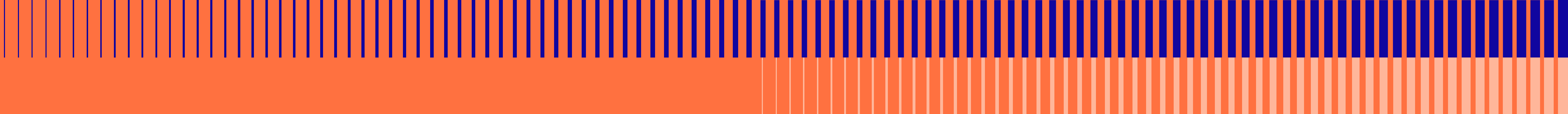
Bring your questions too. This is about you getting to know us, as much as it's about us getting to know you. We'll be happy to answer any questions you have.

Have fun. We genuinely want to this to be an enjoyable experience for everyone.



GIVING A GREAT INTERVIEW





GIVING A GREAT INTERVIEW

Interviews are a chance for us to get to know you better, what you can bring to Rolls-Royce and whether your interests and behaviours match with ours.

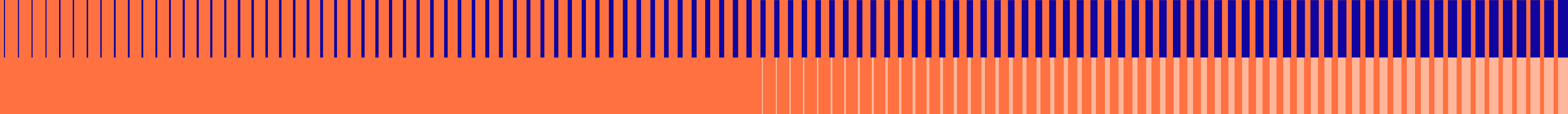
The best way to give a great interview is to prepare. Each question is linked to one of our Rolls-Royce behaviours, which every employee is expected to demonstrate in the way we work.

Our tip

More than anything, we want you to be yourself in your interview – to answer honestly and let your personality shine. But it always helps to think about your answers before the interview. Feeling confident often comes from being prepared.

Our Rolls-Royce behaviours are:

- Put safety first
- Do the right thing
- Keep it simple
- Make a difference



GIVING A GREAT INTERVIEW

In an hour's interview we will focus on our Rolls-Royce behaviours and assess the following:

Make a difference

These questions will focus on your motivation for Rolls-Royce and your ability to self-manage.

Do the right thing

These questions will focus on your growth mindset and ability to collaborate.

Keep it simple

These questions will focus on your problem solving skills and agility.

Put safety first

These questions will focus on safety.

We'd love to hear about your experiences.



DEMONSTRATING OUR BEHAVIOURS IN EXERCISES



DEMONSTRATING OUR BEHAVIOURS

For any job role, it's important that the way you work matches what your employer will expect of you. This is what the questions we ask and exercises we give you, will help us understand.

You'll be given exercises to complete so we can see how you approach a task and how you might work with others.

Our Assessors will be looking for evidence of our four Rolls-Royce behaviours in the way you do this. These behaviours are what we expect from everyone at Rolls-Royce and it's important you can demonstrate them. Here's more about them.

Put safety first

Which is about:

- prioritising the safety of our people and products
- contributing to a safe and supportive work environment
- supporting each other to speak up when there's an issue

Keep it simple

Which is about:

- finding effective and practical solutions to complex problems or issues
- staying adaptable to new ideas and solutions
- communicating clearly and effectively with others

Do the right thing

Which is about:

- supporting a culture of inclusivity, caring and belonging
- acting with integrity, building relationships and working as a team
- demonstrating self-awareness and looking for opportunities for learning and embracing feedback

Make a difference

Which is about:

- showing initiative, taking responsibility and ownership for our behaviours, delivery and performance
- being committed to Rolls-Royce and showing genuine interest for our industry and your chosen programme

Demonstrating our behaviours

WHAT ARE WE LOOKING FOR?

For each behaviour, we have scoring indicators that Assessors will be looking out for. You can see some examples below. These describe the ‘less effective’ and ‘more effective’ behaviours they expect to see throughout each exercise.

Example of problem solving and communication scoring indicators

	Less effective indicators	More effective indicators
Problem solving	Misuses or misinterprets data; arrives at flawed conclusions	Analyses and interprets from multiple sources to arrive at conclusions
Communication	Communication style is overly complex or unstructured	Communicates ideas using simple language to ensure common understanding

Demonstrating our behaviours

WHAT ARE WE LOOKING FOR?

We'll rate your performance on the exercise against each scoring indicator on a scale of 1–6. Together, these will determine an overall score for that behaviour. This is how ratings are chosen.

Having such clear criteria helps our Assessors evaluate everyone consistently and objectively. It makes our assessments fairer and less prone to bias.

RATING

01

The candidate demonstrated a significant number of negative indicators with few, if any, positive ones.

RATING

02

The candidate demonstrated more negative indicators than positive ones, or individual pieces of evidence gave cause for concern.

RATING

03

The candidate demonstrated slightly more positive indicators than negative, or the general quality of evidence is acceptable, but not of a high standard.

RATING

04

The candidate demonstrated more positive indicators than negative ones, or the general quality of evidence was of a good standard. Any negative indicators evidenced do not raise concerns.

RATING

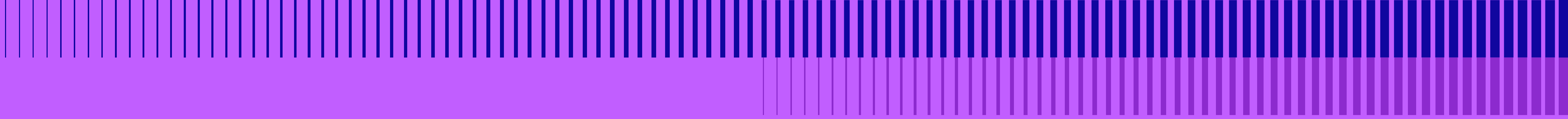
05

The candidate demonstrated all or most of the positive indicators with only minor negative ones. Evidence was of a high quality. Any negative indicators evidenced do not raise concerns.

RATING

06

The candidate demonstrated all the positive indicators with no evidence linked to negative indicators. Very strong evidence provided.



THE BUSINESS SIMULATION EXERCISE

You'll have a business simulation exercise to complete, which will give you an insight into the type of work you could get involved with on programme, our culture and global enterprise. This exercise will help us see how you approach a task and how you might work with others.

So what's involved? You'll be given an exercise brief, time to digest our 'ask of you' and key information, and time to prepare your 'pitch' back to a Rolls-Royce leader. You'll then need to present back your 'pitch' focusing on quality of content, rather than the visual and participate in question and answer (Q&A) session afterwards.

How to prepare

While we won't give you exact details of the business simulation exercise you'll complete until the day, we encourage you to prepare by thinking about our behaviours.

Our tips

Look at each behaviour and consider the scoring indicators that assessors might be looking for. How can you demonstrate these in the way you complete the exercise we give you?



PREPARING YOUR PRESENTATION



PREPARING YOUR PRESENTATION

For part of your Assessment Centre, you'll need to give a 5 minute presentation on a topic we will provide, with 48 hours notice. The presentation is a chance for us to see what interests you, your ability to communicate your thoughts, and get an insight into your understanding of what we do at Rolls-Royce.

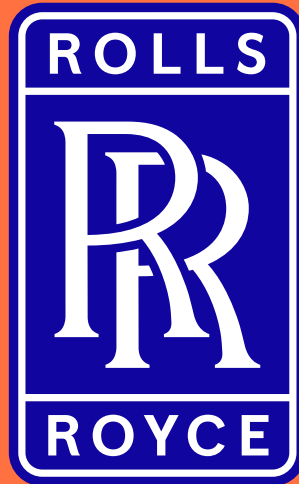
The format

You can be creative and use whatever presentation format you like however, your Assessment Centre will be in-person, therefore tech won't be available (e.g. laptops, projectors etc).

There will be a short Q&A session at the end when the assessors will ask you questions about what you have presented.

Our tips

- Factor in time to plan and put together your presentation within that 48 hour timeframe and check your emails for the topic. Don't leave it to the night before your Assessment Centre.
- Make sure you practice giving your presentation out loud. That way you can time it accurately and feel more confident when it comes to delivering it on the day.
- Don't be afraid to use your imagination and create a presentation that will let your personality shine through – in both the content and the way you deliver it.



SELF REFLECTION EXERCISE



Preparing for the
self-reflection exercise

WHAT'S INVOLVED

At the end of the Assessment Centre, an Assessor will guide you through a 15 minute self-reflection exercise, asking a series of questions which will require you to reflect on your performance, identifying your strengths and actions to enhance your performance in the future.

OUR TIP

Practice identifying and saying out loud your strengths and areas where you'd like to focus on/grow in, to help you feel more confident on the day.





WE WISH YOU THE BEST OF LUCK FOR YOUR ASSESSMENT CENTRE

Remember, your recruiter is on hand to answer any questions you may have before the day and to talk about any extra support you may need. So, don't hesitate to contact them.

We look forward to getting to know more about you!