



TIPS TO ACE GROUP ASSESSMENT!

Thank you for applying for the 2023 Graduate Recruitment at KPMG East Africa, and Congratulations for having successfully passed the Aptitude Test stage.

A group assessment is a task or activity that is conducted as part of a recruitment process to evaluate a candidate's ability to work with others and demonstrate relevant competencies. This exercise involves a group of candidates working together to complete a task while being observed and assessed by the hiring team. The group exercise could take the form of a group discussion, case study analysis, or simulation exercise, and aims to assess the candidate's communication skills, teamwork, problem-solving abilities, and other relevant competencies required for the job.

Here are assessment tips that can help you prepare and stand out in a Group Assessment:

- **Be amiable** – Warmly introduce yourself. Approach other members in the assessment group in a friendly, and respectful manner. Remember, your body language also needs to reflect your warmth, so maintain eye contact and avoid carrying yourself in manner reflects you as aloof or unapproachable.
- **Be positive and consistent** – Should you have alternate views, provide alternative recommendations or solutions and provide justification for your alternate views in a way that invites the opinions of others.
- **Be clear on the requirements** – Listening to instructions is incredibly important. You would not want to be marked down on a task because you violated the guidelines.
- **Listen carefully** – This may seem like an obvious one, You would not want to be marked down on a task because you were not fully present. Smiling and nodding when you agree are useful visual cues to remember.
- **Contribute to discussion** – Stay focused on what others are saying and make a positive contribution. Actively help the group conclude by agreeing on decisions and moving to the next step. Avoid distractions and be fully present in the assessment.
- **Propel yourself forward** – Take a balanced approach and be mindful of giving others a chance to provide responses. Avoid interrupting and should there be need to interject, do so with respect. Ensure sure your contributions are easy to understand by others in the room.
- **Do not be afraid to take the lead** – Not everyone can take the lead. However, if you are particularly confident in taking a role within the group, or in guiding the group to arrive at a solution, step forward in a calm, unassuming manner.
- **Encourage others** – Great leaders, and those who stand out to an employer, inspire and value people. During your assessment exercise, be inclusive of others and allow quieter individuals an opportunity to contribute and be heard. Smiling and nodding when you agree are useful visual cues to remember. You will instantly stand out as a relatable and supportive leader.
- **Thank everyone** – Whether you liked everyone in the room or not, make sure you thank everyone in the group, as well as the interviewer. Professional courtesy will speak volumes about you.

Key tips for giving successful presentation during group assessment:

- The presentation should be well-structured and tailored to the audience and the assignment.
- Practice and preparation are essential, including practicing with relevant technology or equipment beforehand.
- Clear communication, confidence and engagement with the team is important.
- Be mindful of time constraints and avoid exceeding the time limit.
- Anticipate and prepare for potential questions from the hiring team.
- Rehearse with a friend or colleague who can provide helpful feedback on how to improve your presentation.

**STAND OUT, BE BOLD, BE BRAVE AND MAKE YOUR MARK.
GOOD LUCK!**