

## Information about our Assessment Day

Thank you for applying to work with Education Development Trust and congratulations on being selected to attend our assessment day! We hope this document will answer any questions you may have and provide additional information to help you prepare for the day.

**Aim of the day** – we are committed to employing the best people to join our organisation, in order to do so we believe it is important to ensure candidates have a good understanding of our organisation, our values and what it is like to work in our careers teams. We use our assessment days to share information and also observe candidates in a number of different scenarios such as individual and team activities. Since we introduced our assessment days, we have been very pleased with the positive feedback we have received from candidates – so we are confident that you will enjoy the day!

**Timings** – the timings for our assessment days vary dependant on the location, the timings will be on your email invite and also visible on our careers website – [here](#) – if you have any queries regarding the timing please contact [recruitment@educationdevelopmenttrust.com](mailto:recruitment@educationdevelopmenttrust.com). We would advise that you arrive 15 minutes before the start time.

**Location** – the location of our assessment days vary dependant on the region you are applying to work in, the full address will be in your email and visible on our careers website as detailed above.

**Parking and access** – if you have any additional requirements for the day or have any concerns regarding access please email [recruitment@educationdevelopmenttrust.com](mailto:recruitment@educationdevelopmenttrust.com). Some of our locations will have onsite parking. Please see parking information below for some of our common locations.

Location	Parking onsite Y/N	Further details
Hilton, Leeds	Y	Once parked please report to Reception. There is also parking available at the train station
Centre of Life, Newcastle	N	There is a pay and display multi-storey car park opposite the venue

**Dietary Requirements** – food and refreshments will be provided during the day, if you have any dietary requirements please email [recruitment@educationdevelopmenttrust.com](mailto:recruitment@educationdevelopmenttrust.com)

## Some frequently asked questions:

**What will the day involve?** *The day will involve a range of activities, some teamwork and some individual, the activities will involve some of the key skills that are important for our work such as communication, team working and customer service. There will be a range of staff members from the careers team so you will get a chance to meet key contacts as well as hear more about our business and our work in the careers field.*

**What do I need to bring with me?** *You don't need to bring anything with you – all materials, food and refreshments will be provided. We will need to see your passport and identity documents at the later stages of our recruitment process, we will also want to evidence of your relevant qualifications if we invite you back for a final interview.*

**What should I wear?** *We would recommend 'business attire' for the day, the exercises are not physically demanding, and no special clothing is required so clothing suitable for an office environment would be most appropriate.*

**What do I need to prepare in advance?** *You do not need to prepare anything specific for the day other than to come prepared to learn more about our organisation and to share examples of your skills and experience.*

**What should I do if I need to contact someone on the day?** *If you need to contact somebody on the day of the assessment day, for example if you are delayed or unable to attend please contact [recruitment@educationdevelopmenttrust.com](mailto:recruitment@educationdevelopmenttrust.com) in the first instance and we will direct your email to the person who is coordinating the assessment day that day.*

**What happens after the assessment day?** *After the assessment day you will be contacted by one of our team members to let you know whether you will be invited back for a final interview with one of our Area Managers. We aim to get back to all attendees within a week of the assessment day so if you haven't heard by then please contact [recruitment@educationdevelopmenttrust.com](mailto:recruitment@educationdevelopmenttrust.com)*

If you have any questions which we haven't covered here then please do contact [recruitment@educationdevelopmenttrust.com](mailto:recruitment@educationdevelopmenttrust.com) so we can help you.