

### Pareto Assessment Day Guide

Well done on getting to this stage in the process with us here at Pareto! Below you will find some information regarding your upcoming assessment, which has been outlined in the videos. For any further information please reach out to your Graduate Manager.

#### Prior to the day

- If your assessment day is an **in person assessment day**, plan your route and book any tickets you may need for your journey.
- For a **virtual day**, ensure you are in a space where noise and distractions are minimal. You will need access to an electronic device with the free Zoom app downloaded. We would recommend testing your internet connection, this is really important as if we can't hear or see you on the call due to a signal error we will not be able to take you through the process on the day.
- An email will be sent to you the day before the assessment day with all the details. Please look out for this email and respond with the necessary information ahead of the day. If you do not see the email, check your spam folder and if it's still not there, reach out to your Graduate Manager.

#### Key things on the day

- Arrive or log into your assessment day 15-30 minutes before the start time. The specific timings of your day will be confirmed by your Graduate Manager and by email.
- We recommend business professional attire for the day - if you have any questions about this please ask your Graduate Manager.
- There will be multiple breaks throughout the day, if you need any extra breaks or adjustments on the day please let us know prior.

#### Structure of the day

When the assessment day starts, the director of the day will introduce themselves and the other Pareto assessors. They will go over some instructions and recap the intended agenda of the day. They will ask questions to the room, we recommend doing some research on Pareto so you can get involved here. If your day is for a specific client, please research the company and prepare questions so you can participate in the Q&A and throughout the day.

**Self Introduction:** First impressions are important so engagement throughout this section is crucial along with tons of confidence, enthusiasm, and passion. There is no need to prepare anything, we simply want to get to know you and what makes you stand out!

**Group Exercise:** This will be in a smaller group and is timed. It is an opportunity to see how well you work with your peers on the day and showcase your influencing skills. The task will be discussed on the day, so nothing to prepare. Logic, influence, involvement and showing your ability to collaborate with others is key in this section. Remember to listen to what other candidates are saying whilst also challenging and making sure you get your voice heard. Once the task has finished you will return to the main room where a debrief will take place to understand the conclusion you and your team came to.

**3 Minute Pitch - 'Why I want a career in sales and why Pareto/Client should select me?'** *(title can vary depending on the role/day)*

This is the final assessed part of the day. You can prepare for this section, so we recommend running it through with your Graduate Manager beforehand. You will deliver your pitch to the Pareto assessors in a separate room. If your assessment day is for a specific client then make sure that your pitch is tailored to that business. There may be a different title, or other details, and your Graduate Manager will confirm this ahead of the day.

The pitch is your time to sell yourself and show the assessor why you've got what it takes to excel in the role. The delivery, structure and content are all important here, as is your confidence, communication, tone, pace and energy. You want to get the pitch as close to 3 minutes as possible and you can use notes or cue cards. It is a verbal pitch, no PowerPoint presentation is needed - be ready to make yourself stand out!

A structure you can use is point, example and relate (PER) to ensure you are really selling yourself through examples!

**Logistical 121:** This will be with one of the Pareto team to gather and clarify the information we have for you such as location, start date, salary, etc. We need this to ensure we are able to align you with the most suitable roles should you be successful on the day.

**End of the day**

A great thing about the assessment day is that we give you the results before you leave, no waiting around! Once everyone has completed their pitch and logistical 121, we will split the rooms out to deliver the outcomes. Regardless, you can receive feedback from your Graduate Manager within 48 hours of your assessment day.

All going well on the day, the Pareto team will be in touch after the assessment day to talk you through the roles and companies that are best suited to you to arrange the interviews.

Good luck and we look forward to welcoming you on the day!