

# Hints and tips for our selection process

## Assessment Day One

Stage 1 will be a maximum of a half-day session consisting of a number of assessments designed to show us if you have the key aptitudes and attributes of a successful Air Traffic Controller.

One of these tests will be the Air Traffic Control training sample test. This will test your knowledge and understanding of materials relevant to Air Traffic Control training and are available online at:

[http://natscareers.co.uk/docs/test\\_materials.doc](http://natscareers.co.uk/docs/test_materials.doc)

You are strongly advised to learn this information before you attend the Stage 1 assessment day. The more familiar you are with this information, the more likely you are to do well on the test.

If you do well on this test and a numerical test you will be invited to stay with us in accordance with the process at:

<http://atcocareers.co.uk/application-process.html>

The best way to prepare for the numerical test is to practice speed, time and distance calculations and compass directions. Make sure you're familiar with calculating speed (distance/time), time (distance/speed) and distance (speed x time). Practice calculating directions and headings using the 360° of the compass.

If you are invited to remain with us you will complete some psychometric aptitude tests. These include a spatial reasoning test, and a diagrammatic reasoning test. These aptitudes have all been shown to be important for Air Traffic Controllers. Please be aware that these assessments do have time limits, but don't worry if you're unable to finish all of the questions in the time available. Just try to work as quickly and accurately as possible, and don't waste too much time on a question that is difficult to answer. Practice examples can be found at:

[http://natscareers.co.uk/docs/NATS\\_Practice\\_Leaflet2.pdf](http://natscareers.co.uk/docs/NATS_Practice_Leaflet2.pdf) while further guidance is at: <http://www.shlgroup.com>

After Stage 1, you will be asked to complete an online personality questionnaire. You will either be asked to complete this on the day or online at a later date. With this type of questionnaire, there are no right or wrong answers. Your answers provide us with information on how you usually or typically behave; so the best approach is to be yourself, and answer honestly.

## **Assessment Day Two**

Stage 2 will be a whole day session and involves a series of computer-based tests which provide us with more information on some of the key attributes and aptitudes of successful Air Traffic Controllers. These assessments include the First European Air Traffic Control Selection Test (FEAST), and also some NATS assessments.

FEAST includes a number of sub-tests, all of which were specially developed to assess applicants for Air Traffic Control training. The NATS computer assessments are a range of tests which assess abilities which are important for success in the role. All of the Stage 2 tests will require you to concentrate for periods of time, and they can be quite demanding. It is therefore important that you only attend the session if you are feeling fit and well rested.

There will be a test administrator to provide full instructions for all of these tests, and you have the opportunity to practice some of the tasks and tests before you start. You will also be given breaks throughout the day, and NATS will of course provide lunch! If there is anything you do not understand at any point, please just ask.

## Assessment Day Three

If you're successful at Stages 1 and 2, you'll be asked to attend the final assessment day, Stage 3. This assessment day consists of a group exercise and a competency based structured interview. NATS will provide lunch, and if your Stage 3 assessment day is at an operational unit, you may also be able to take a tour. There may be some periods of waiting around, so you might like to bring some reading material with you.

The group exercise has been designed to allow all applicants a chance to work together on a transportation scenario. Throughout the exercise, you'll be observed by trained assessors. There is no one 'correct' solution to the exercise; we're just interested in how individuals within the group work together to complete the task.

The interview is competency based and will be conducted by two assessors. During the interview, you'll be asked to think of situations when you previously behaved in a particular way, and to describe your specific actions in detail. The questions are all based on the following areas:

- ATC Motivation
- Conscientiousness and Rule Adherence
- Decisiveness and Confidence
- Emotional Stability
- Error Awareness
- Openness to Learning and Development
- Planning, Decision Making and Problem Solving
- Team Working.

To prepare for the interview, it might help to think of situations where you have demonstrated behaviours in these areas. You can use examples from any area of life, including college and/or university, previous paid and voluntary work, family and/or personal life, and clubs, hobbies and/or societies. What is important is that you can talk about situations that provide good examples of your behaviour in these areas.

Remember, you're not competing with each other; if you're suitable you will be offered a place, so do talk to other applicants and try and relax, and enjoy the day. If you're successful, you may find yourself on a training course with some of the people that you meet at Stage 3.