# RevelTek Interview Prep Guide

Hello! Welcome to our amazing cheat sheet!  We want you to do as well as possible on your interview. As such, we have prepared this interview guide to help you know what to expect during the interview process.

We will cover a few topics to help you understand what to expect and help you get prepared for what will hopefully be the next step in your career with us!

## Table of Contents:

## Introduction

We have been training technical consultants and business development officers for over 20 years and have used the same approach. This is not a pass/fail scenario.  We encourage you to re-apply with us every 6 months until you join us and continue training or use this knowledge with other similar organizations.

Our best consultants are heavily involved with our training & onboarding practice, so you'll be happily surprised to learn that you can easily meet our founders, investors, and top talent simply by joining our training programs and skill talks.

Your interview will be casual, yet professional. We will do a few assessments, but the tone should be down-to-earth and match a long & steady work environment where we mutually assess each other to see if going forward is the right step for you and for our organization.

## Where We Meet

Our interviews are conducted entirely online from the comfort of our homes. Your interviewer will be at home and we are happy for you to be at home, too. You'll receive a WhatsApp call, Phone Call, or an MS Teams link upon successfully booking an interview with us.

We ask that you find a quiet and comfortable environment and check your equipment 15 minutes before your meeting to ensure you can properly join.  The dress code for your meeting will be business casual and you will be expected to have clear audio communication at minimum.

## Communications

All candidates will be assessed primarily on their communication skills. This actually starts when you are initially text messaging, emailing, or having discussions with us on social media. We are an English-Only company and will expect you to use proper grammar, punctuation, and long sentence structure throughout your entire communication with us.

We also will expect you to use both audio and video devices during interview sessions. Sometimes your initial interview will be on audio only, but latter interviews in your final rounds with us will most certainly use video communications.

If you do have a loud household, we ask that you respect a professional environment by asking others to stay quiet or turn off the television during your interview with us. This will reflect what we expect during your work with us, as we conduct many meetings and we enjoy having coworkers who have quiet & focused areas in their houses to collaborate with us.

We will ask that you take at typing speed test to determine your typing skills.

## Work Space

As you will be working from home, we will also assess your workspace. We will ask you to describe how you will plan to have a quiet work environment and what computer equipment you have access to. We also may ask you to perform various assessments from internet connection tests, to software/hardware descriptions.

We also may ask to discuss the work arrangement for the size of desk, size of monitors, audio equipment, video equipment, and more. This really depends on the scope of work you desire to do with us and we are really trying to determine how much you've already invested into your home office as we will expect you to continue investing into it if you are to join us. It is nice to find candidates who have already started this habit and desire to continue investing in their work space.

## Our Grading System

The grading of our interviews will cover our 5 main areas and will also use a Huntington Ingalls grading system in combination with evaluation criteria from the 7 Steps to Perfection. The interview will cover everything found in the RevelTek Training Manual.

### Topics Covered:

1. Curiosity
2. Regularity
3. Focus
4. Ethics & Security
5. Productivity

Each of the 5 areas above will test your knowledge on all 7 Steps of Perfection. You will be graded on a matrix across topics covered in each section on a scale of 1-5 across all 7 Steps.

Below is an example of our grading system to help you comprehend what the interviewer sees while you're in your interview.

## Huntington Ingalls Grading System

The Huntington Ingalls grading system is a method used to evaluate our candidates during the interview process. It involves assigning a numerical value or grade to different areas of the candidate's

qualifications and experience, such as education, work experience, and skills. These grades are then used to determine the overall fit of the candidate for the position and the organization.

An example grading chart we may use on an interview for a business developer position could look like:

| CATEGORY | MAX | EARNED | QUESTIONS | RATING | COMMENTS |
|---|---|---|---|---|---|
| The SMILE Method™ | | | Are you a Self-Motivated learner? | - | |
| 5 Cs of 21st Century Learning | | | | | |
| Collaboration | | | What Strategies Do You Employ While Cooperating With Other Team Members? | - | |
| Communication | | | Have you ever worked with someone you felt wasn't good at communicating? How did you handle the situation? | - | |
| Character | | | What was the most challenging part of the work you have had to handle so far? | - | |
| Critical Thinking | | | Explain a time when you had to solve a problem without all the resources? | - | |
| Creativity | | | What is creativity? How do you use it in your work? | - | |
| The Future of Work | | | What do you know about future of world? The dynamics 365, SharePoint, Word, Excel, PowerPoint, OneDrive cloud strage? | - | |
| Advance Notebook Application | | | What is your professional and educational area of expertise? UX Design, Research, Narratives, Copywriting, Data Analysis, Coding or programming? | - | |
| TOTAL | 0 | 0 | | 0 | |

| ADDITIONAL COMMENTS | Provide any additional comments to support your assessment and recommendation. |
|---|---|
| | |

It is important to note that this is an example and that different departments and positions may have different criteria and grading scales.

# Cheat Sheet

This section covers a cheat sheet to give you the summary of our Training Manual with 1 page per section.

## 7 Steps to Perfection

1. Familiarize yourself with the 7 Steps to Perfection by Matt Hackney. This philosophy is a foundational approach to learning and is central to our organization's pedagogical process. You can purchase the book at your local bookstore, listen to the audio book online, or request a PDF from your Curiosity Coach.

2. Understand the fundamentals of our organization. During the interview process, you will be introduced to our methods and philosophies. It's important to understand if this is the right career path for you before you invest time and energy into the training process.

3. Learn the SILK philosophy. Our organization values Strength, Integrity, Love, and Knowledge in our workforce. Understand how these values align with your personal values and how you can embody them in your work.

4. Practice applying the 7 Steps to Perfection to a specific skill. Showing a genuine interest in learning and growth can be a great way to impress during an interview.

5. Research Matt Hackney. He is an entrepreneur and renaissance man who has mastered many skills. Knowing more about his background and accomplishments can give you a deeper understanding of the 7 Steps to Perfection philosophy.

6. Be prepared to discuss your own past experiences with learning and how you see yourself applying the 7 Steps to Perfection to your future career.

7. Be ready to answer any questions about how you see yourself embodying the SILK philosophy, and how you believe you can contribute to the organization's culture and mission.

## Curiosity

1. Understand the SMILE Method™. This method encourages self-motivated impact learning experiences for students of all ages. It involves a multi-step process to encourage self-motivation, ignite curiosity, find inner passions, collaborate with like-minded individuals, and engage in community development.

2. Be familiar with the role of a Curiosity Coach. The coach does not hold the students' hand throughout the learning process but instead reminds them of the value of making mistakes and encourages impactful learning.

3. Research the concept of "The Modern Workforce" and how it relates to the SMILE Method™. The modern workforce is open and collaborative, allowing for remote work and teamwork on any device.

4. Familiarize yourself with Microsoft 365 solutions and how they can empower you for the modern workplace.

5. Join the Curiosity Hive on Facebook. This is a preliminary community where you can learn business standards, soft skills, and connect with like-minded individuals from around the world who are also focusing on career advancement.

6. Be prepared to discuss your own self-motivated learning experiences and how you see yourself applying the SMILE Method™ in your future career.

7. Be ready to discuss your ability to work in a collaborative and open environment, and your knowledge of Microsoft 365 solutions.

## Regularity

1. Understand the concept of regularity and its importance in the workplace. Regularity covers a wide range of habits that shape a person into a responsible adult, including punctuality, responsibility, maturity, stability, structure, and consistency in actions.

2. Emphasize the importance of punctuality in the workplace. Being punctual demonstrates your willingness to get up early, plan and make every effort to complete your work on time. It is a sign of professionalism and helps you stand out as a reliable and trustworthy employee.

3. Be prepared to discuss how you demonstrate regularity in your personal and professional life. This includes examples of how you prioritize punctuality, manage your time effectively, and take responsibility for your actions. It also includes how you respect time, how you plan your day and how you are being dependable and consistent worker.

4. Show that you are aware of the impact that disruptions in schedules and timings can have on the business sector. Show that you have the ability to think ahead and plan ahead in order to minimize disruptions and maintain a stable work schedule.

5. Be ready to discuss the importance of punctuality in one's life and its role in achieving success. Highlight the value of time management and the importance of being reliable and consistent in one's actions.

## Focus

1. Understand the importance of focus in the workplace. In working with our organization, you will be expected to maintain a high level of focus in your environment and be a role model for training the monkey mind.

2. Be familiar with the concept of mindfulness or focus as a "meta-mindset" that enables people to be fully present, pay attention, and consciously digest what is happening internally and in the outside world. Understand that mindfulness is not just beneficial for your health, but also enhances decision-making, work, relationships, and ability to deal with conflict.

3. Be familiar with the tools and resources our organization uses to promote focus and collaboration. This includes the Focus Pass membership program, the Focus Hive online collaboration center, the Focus Chef knowledge area, and the SWARM Intelligence System™.

4. Be prepared to discuss how you maintain focus in your personal and professional life, and how you use digital tools to create structure and increase productivity.

5. Be familiar with the Focus App, which uses rich reporting for SharePoint, Dynamics 365, PowerApps, Azure, MS Teams, Office 365 Apps, Logins, Emails, and Chats to provide insights, reports, and auditing capabilities specifically for focus shift.

6. Understand the concept of Focus Shifts and be prepared to discuss how you ensure you make tangible shifts during your focus time in the company.

7. Show that you are aware of the importance of tracking productivity, and be ready to discuss how you can use the Focus App to track resource usage and efficiency as you grow with the organization.

## Ethics & Security

1. Ethics: The decisions, choices, and actions that reflect and enact our values. Ethics encompasses a set of standards of conduct that guide decisions and actions based on duties derived from core values.

2. Compliance: Conforming or adapting one's actions to another's wishes, to a rule or to necessity. Compliance focuses on following rules and laws, while ethics focuses on moral thinking and behavior.

3. Corporate Culture: Ethics and compliance play a pivotal role in creating a positive corporate culture. Benefits of ethics in corporate culture include boosts in morale, decreases in misconduct, increases in productivity, and improvements in compliance.

4. Ethics & Security Culture: As leading consultants in the IT industry, our organization takes ethics and security very seriously. We build trust with people and organizations around the globe by establishing trust practices and providing training on legal compliance and ethics.

5. Training: Microsoft offers training on legal compliance and ethics, and the Federal Virtual Training Environment (FedVTE) offers free courses to the public on topics such as 101 Coding, Cyber Supply Chain Risk Management, Cyber Essentials, and Foundations of Cybersecurity for Managers.

6. Cybersecurity: The Cyber Security Awareness Program from gat.com provides information to help users be safer at work and at home, and highlights critical issues facing all levels of computer users. CISA offers incident response training and cybersecurity exercises to build skillsets and protect against threats.

## Productivity

1. Agile Project Management: We use a variety of tools such as the entire Atlassian Suite for Project Management so you may gain focus in projects and organize teams for long-term success. You may get started on this training at Atlassian University to quickly gain literacy in the fundamentals of technical project management. We are partnered with the Tao Learning Institute to provide demo accounts with premium access to Atlassian Learning Material. If you already have a Focus Pass, then go to https://tli.atassian.net to sign up. Agile project management is an iterative approach to managing software development projects that focuses on continuous releases and incorporating customer feedback with every iteration.

2. ORBITAL Mission Control: ORBITALs cover Objectives, Resources, Budgets, Indicators, Transports, Activities, and Logistics to cover the full scope of everything needed for proper project management and high-end productivity. To handle these well, we treat all projects as if they are ORBITALs and we seek sustainable paths for them to navigate to their final destination or their sustainable orbits. We use an atomic model to visualize and communicate this ecosystem with the ability to drill down into projects and look at them at the atomic model or zoom out and visualize where they sit inside the entire universe.

3. Epics, Features, User Stories, Tasks: Agile project management methodologies use Epics, Features, User Stories, and Tasks to organize and track the progress of a project. Epics are large, high-level goals that a project aims to achieve. Features are smaller, more specific goals that contribute to the larger epic. User Stories are individual tasks or pieces of work that need to be completed in order to achieve a feature. Tasks are the individual steps or actions needed to complete a user story.

4. Making an Impact While You're Working: We believe that it is important to make an impact while you're working, not just when the project is completed. This means taking ownership of your tasks, communicating clearly, and being proactive in finding ways to improve the project.

5. Shifting a STAR Along Its Trajectory: In our SMART STAR™ Tracking System, we track the progress of each STAR (Space, Track, Assist, Reach) and work to shift it along its trajectory so we can see tangible results. This means regularly assessing the progress of the project, making adjustments as needed, and communicating clearly with the team to ensure we are all working towards the same goal.

## Conclusion

In conclusion, we want to thank you for taking the time to review our Interview Prep Guide and learning about our approach to productivity and project management. We are excited to have the opportunity to interview you and learn more about your skills and experience. We understand that the interview process can be nerve-wracking, but we want to assure you that we will make every effort to create a comfortable and informative experience.

After the final round of interviews, we will carefully review all of the information we have gathered and make a determination on whether you are a strong fit for our organization. If we believe that you are a good match, we will reach out to you to discuss next steps. If we do not believe that you are the right fit for our team at this time, we will let you know and recommend that you continue to develop your skills and experience through training programs such as the Curiosity Hive or referring back to our Training Manual.

Please keep in mind that we will also be monitoring your activity on GitHub as a continued determining factor in our hiring process. We wish you the best of luck and encourage you to keep your hopes up and continue to work hard to achieve your goals.

Thank you again for your interest in joining our team and we look forward to speaking with you soon.