TABLE OF CONTENTS

Associate Staging Handbook

- 1. Staging Introduction
- 2. Policies
 - 2.1 Attendance Policy
 - 2.2 Staging Zoom Meeting Policies
 - 2.3 Staging Associate Email Policy
 - 2.4 Staging Discord Policy
 - 2.5 Automated Messages
- 3. Activities Guide
 - 3.1 Overview
 - 3.2 Weekly Sprints
 - 3.3 Daily Quizzes
 - 3.4 Code Tournament
 - 3.5 Kahoot Tournaments
 - 3.6 Hot Seat Interview Exercise
 - 3.7 Tech/Soft Skills 1on1's
- 4. Interview Prep
 - 4.1 Introduction
 - 4.2 Project Introduction
 - 4.3 Project Flow and Role
 - 4.4 Challenges + Other Soft Skill Questions
- 5. Portfolios
 - **5.1 Editing your Portfolio**
- 6. Contact Information
 - **6.1 Contact Information**

7. Interview Experience Feedback Form

7.1 Interview Experience Form

8. Certifications

- 8.1 Information
- 8.2 Eligible Certifications
- 8.3 How to Study
- 8.4 Upon Completion

Staging Introduction

introduction

Staging is the time between training and client onboarding where an associate reinforces, enhances, and expands the content of their training

Self-directed with daily deliverables and activities

Attendance Policy

Staging is a time to work on a more independent, flexible schedule. That said, there are mandatory attendance requirements each day.

- Stand-ups (Zoom + Form)
- Weekly Sprint Form
- Hot Seat Interview Exercise
- Deliverables

Absences should be notified by email using the <u>subject heading protocol</u>, or in the event email is not accessible, phone call. This applies even when you are confident it is an approved absence.

During any absence greater than 1 day, you will be expected to remain in frequent contact with the Reporting Manager.

Approvals will be granted for Client Interviews and Panel Interviews with a 1-hour buffer surrounding them.

Any absence not for a client interview or panel interview is subject to management approval.

Attendance Hierarchy

1 hour of buffer time

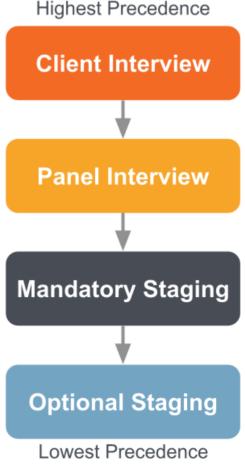
1 hour of buffer time

Part

Avoid scheduling other activities/errands

Attend as desired

Opt



Staging Zoom Meeting Policies

There are daily meetings to attend via Zoom, and here are our policies for participating.

Attendance

- If unable to attend without prior approval, send an email to stagingmgmt@revature.com with the subject heading "Unexcused Absence" and explain the situation preventing attendance
- For approval to miss a meeting, please send an email to <u>stagingmgmt@revature.com</u> with the <u>subject heading</u> most appropriate for your reason
- Camera use: Cameras should be in use for
 - Daily standup
 - Bridging the Gap
 - Hot Seat Interview Exercise
 - As noted by Staging Manager in other meetings
- Dress code continues to apply and will be noted
 - Monday: Business professional (suit)
 - Tuesday through Thursday: Business casual (blouse or collared shirt and slacks or skirt)
 - Friday: Casual (t-shirts, jeans; graphic t-shirts must have work-appropriate pictures or verbiage)

Backgrounds

- Monday through Thursday require approved, professional backgrounds, either those preloaded into Zoom or those available in the <u>Zoom Backgrounds manual</u>.
- Background submissions are accepted! Approved backgrounds will be uploaded to the manual.
 To submit, send an email to stagingmgmt@revature.com with the subject heading Zoom
 Background Submission.
- Fridays are casual for dress code and for backgrounds. You may have a unique background (as long as it remains work appropriate) on Fridays.
- On-camera behaviors: Occasional breaks from being on-camera are allowed in the event you need to quickly address something
 - Activities you may briefly turn off your camera to attend to
 - Vaping
 - Getting up and walking around
 - Taking calls
 - Eating a quick bite
 - While in any meeting or activity setting, regardless of camera usage, refrain from
 - Watching unrelated videos
 - Taking extended unnecessary breaks for personal matters
 - Eating a full meal
- Asking questions during meetings
 - Is it potentially relevant to others?
 - It is work related?
 - Is it work appropriate?

Staging Associate Email Policy

In an effort to respond more efficiently to your emails, you should use the following conventions for email subject lines in the following scenarios, and email to stagingmgmt@revature.com should be the

method you use to communicate with your Staging manager should one of these scenarios arise:

- Interview Staging Conflict
 - If a client interview conflicts with a mandatory Staging activity (1-hour buffer)
- Interview Issue
 - Please always notify the Delivery team member who scheduled the interview for you!!!
 - If interviewer does not arrive within 10-15 minutes of scheduled time
 - o If you have technical difficulties just before/during an interview
- Panel Staging Conflict
 - If a panel conflicts with a mandatory Staging activity (1-hour buffer)
- Panel Issue
 - o If panelist does not arrive within 10-15 minutes of scheduled time
 - o If you have technical difficulties just before/during the panel
- Request Time Off
 - Any time off/away not due to interviews or panels
- URGENT
 - Time-sensitive requests not otherwise covered by other subjects
- Unexcused Absence
 - Any absence you did not notify your manager about prior to the occurrence
- Portfolio Updated
 - o If you have updated your portfolio
- Quiz Mistake
 - If you found a mistake within a quiz that you want us to look at and pass along. Please include a screenshot.
- Interview Feedback
 - Because we are not receiving rejection feedback at this time, you can request an update or feedback from an interview. We ask that you wait for a couple of weeks after your interview, as that is the most common time to receive feedback, unless others in that opportunity have already received feedback.
- Zoom Background Submission
 - If you have a background you would like to be added to the list of professional virtual backgrounds in the **Zoom Backgrounds manual**, email it to us.

If these conventions are not used *exactly* as written, it can result in response delays.

Staging Discord Policy

Discord is a *courtesy* offered to Staging associates to facilitate peer-to-peer interactions. Staging managers make use of Discord to reiterate information that can be found elsewhere (e.g., daily announcements from the morning standup, RevaturePro) and to share the daily coding challenges.

Discord will be free from corporate-sensitive and personally sensitive information. Discussions should remain focused on

- Technology
- Professionalism
- Leadership
- Channel-appropriate topics (e.g., we have a channel dedicated to book recommendations)

Examples of topics that should be handled via other means (e.g., Q&A sessions, email) include

- HR issues (payroll, contracts, interpersonal conflict, etc.)
- Management approval for time off
- Revature corporate insight into clients (you may talk about your personal experiences, however)

Your server nickname should be your first and last name.

Your status should be work-appropriate (no obscenities, sensitive topics).

Your profile picture should also be work-appropriate.

If easier, you may create a work-only Discord user ID using your work email address.

Any associate may opt out of Discord if they prefer. This must be done in writing via email so Staging Managers can ensure you will have access to the daily coding challenges.

Automated Messages

There are a few different automated messages you may receive during your time in Staging.

• Notice of interview outcome: Typically this message is to notify you if you were not selected for the particular interview in question. It may contain very little information other than the client, interview date and time, and final disposition. You may always reach out to stagingmgmt@revature.com or your respective Staging manager to check for additional feedback.

Example



Interview notification: These messages are reserved for interviews that require manager approval.
 Only interviews scheduled with less than 24 hours' notice require manager approval. At times, the interviews are input after the interview occurred, or the manager approves them in the system after they occurred. The automated notice will still go out.

Example

Scheduled Client Interview

Hi Associate,

Your client interview with {{Client}} has been scheduled for {{Date and Time}} If there are any conflicts, please reach out to me immediately.

Julie Seals

Staging Manager

julie.seals@revature.com

Overview



The Staging Activities schedule can be found in RevaturePro in the Staging batch curriculum section.

- Hours: 10 a.m. to 6 p.m. EST
 - o General availability via phone and email
 - Staging meetings to occur during this timeframe
- Participation in daily standup as scheduled by your direct supervisor
 - o Zoom meeting at 10:00 a.m. EST
- Completion of assigned deliverables by deadline
 - Coding
 - Challenges
 - Tournaments
 - Projects
 - o Professionalism
 - Bridging the Gap
 - Other as assigned
 - Review
 - RevaturePro quizzes
 - Other as assigned
- Participation in Weekly Staging Activities
 - Monday: Weekly Sprint Form
 - To be completed by 3 p.m.
 - The weekly sprint form is designed to be your primary focus and personal goal-setting for the week but does not need to comprise your entire work activity. Other time during your days will be divided among activities, other personal tech enrichment, and interviews.
 - Tuesday: Kahoot Tournaments (optional if outside your tech stack)
 - Wednesday: Coding Tournaments; Hackathons (1 per month)
 - Thursday: Hot Seat Interview Exercise
 - Friday: Topic of the Week Presentations; Hackathon Demos (1 per month)
- Award for Contributing Employees (ACE) see attachment

Weekly Sprints



Each week you will be required to complete the Weekly Sprint Form. This form determines what will be your primary focus for the week, whether that be projects, interview preparation, or certification preparation. You are not limited to working on solely one area either, so please feel free to add in the notes if you are doing multiple tracks.

For a number of the areas you can choose from we will ask you for a Management Board (ie. Scrum Board/Scrum Task Board). These boards can be created with any software tool you prefer (we recommend trello, asana, github boards etc.) and will be the focal point for your weekly sprint as it will be used to show the tasks and priorities you have created for yourself for the week. Please ensure your Staging Manager has the necessary permissions to view your board.

Check out RevaturePro for all routine forms.

Daily Quizzes

- Each day you will complete a simple quiz based on your tech stack.
- Quizzes are assigned through RevaturePro.
- You should select the quiz labeled with your tech stack (e.g., Java, React, Big Data).
- The deadline is midnight.

Code Tournament



A daily code tournament through <u>CodinGame</u> that has random questions to complete (in all languages) in a set timeframe.

You need to create an account on the platform being used prior to joining. You are required to change your nickname on CodinGame to some version of your name so that we can track attendance. We should be able to use CTRL+F and search for your name and find you. Additionally, you are required to share your code at the end. Once you are on the leaderboard, you can scroll down to your name and click the big yellow button that says "Share My Code". If you do not do this, you will be marked absent from this activity.

This is a mandatory activity.

Additionally, there is a separate Weekly Coding Challenge, often through <u>Hackerrank</u>. This happens every Wednesday at 2pm and is required if it is at all related to your tech stack. You will have to create an account on this platform as well. *Participation is required but you will not be graded on this.*

Kahoot Tournaments



With a new topic each week, the Kahoot! Tournament is a multiple choice, free response, and puzzle activity that has you playing against all of Staging to see who answers correctly and at fast speed.

Simply log into:

Kahoot.it - via either app or browser and type in the provided pin number to enter the game!

Be sure to frame your name based on your staging group (RS- Remote Staging, PO - Project Onboarding)

Hot Seat Interview Exercise



HOT SEAT INTERVIEW EXERCISE INSTRUCTIONS:

- You are put in groups of 3 (sometimes we have to do 2 or 4), primarily with people you do not routinely work with.
- You will be split into breakout rooms in a Zoom Meeting Please change your name to reflect your tech stack and trainer (ie <tech stack> <trainer> <your name>)
- Your camera should be on to allow for your peers to assess not only your interviewing skills, but your interviewing setup.
- One person serves as interviewer, one as interviewee, and one as scribe. The scribe takes notes on the interview. These notes are to be shared with each other and with the staging manager you report to. Electronic format for note-taking is recommended.
- Please note both technical expertise in the answer as well as soft skills. This should be a constructive exercise for everyone.
- After one person has been interviewed for 15-20 minutes (minimum), switch roles! Continue until each person has performed each role. The notes document can be a single document if preferred.
- Feel free to use this document as a guide for questions, you can also use your own questions as well. If you use the provided question bank, please duplicate it and name it with your group member names.

Hot Seat Handout

Tech/Soft Skills 1on1's

softskill

CURRENTLY UNAVAILABLE

PLEASE EMAIL YOUR STAGING MANAGER IF YOU NEED A 1-ON-1

Tech 1on1's

15 min long technical interview preparation with a trainer or staging manager. Please note the Tech 1on1's are limited to one per week, you must sign-up at least an hour prior to the timeslot you have chosen and you must include your tech stack in the description box. Additionally, if you have to miss the Tech 1on1 notify the trainer you will be working with or your staging manager.

Calendar to Sign up

https://calendar.google.com/calendar/u/0/selfsched?stoken=UUhpNWNQckFnZldVfGRlZmF1bHR8NjkzNjdiYTlkZDQ2NTJjZDQwYmNkOGZkZDA2ODlhM2Y

Soft Skills 1on1's

15 min long soft skills interview preparation with a support specialist or staging manager. Soft skills 1on1's will focus on behavioral based questions and how to approach specific questions. Soft skills 1on1's are available upon request, are assigned based on panels scores, or per suggestion of staging manager.

Introduction



Introduce yourself based on your technical background -- 60 - 90 seconds, do not rush

- Name, basic information, college experience (graduation year and degree)
 - Talk about any previous technical experience
 - o Explain technologies you know and worked with
 - Explain your reason for going into technology (i.e. your motivations)

Project Introduction



Walk me through your latest project

- Purpose of the project -- Reason for the project, what does it task does it solve, what is the title of the project etc.
 - Make sure your thought process is linear explain the who, what and why of the application
 - Explain any methodologies you followed Agile or otherwise, and go a little into how that helped your project progression
 - Include information as to whether it was inherited code you were working off of or new source code

Project Flow and Role

interview

Explain the complete data flow through your last project

- O Different data access layers and any design patterns used for the data flow
 - o Also include the technologies used and how you maintained version control

What was your role in the project?

- - How did you role help other groups? How did you manage your time constraints during the sprint?

Challenges + Other Soft Skill Questions



What was the biggest challenge during the project?

- Talk about a challenge that you overcame and how you overcame it and how you would prevent it from happening in the future
 - Important to not be overly negative about the challenge

How did you handle [insert scenario]?

- Utilize STAR stories
 - Situation Task Action Result
 - Example: How did you handle a time of great stress?
 "I think back to my college days, when I was in my final semester of my graduate degree. I not only had my classes to keep up with, but I worked full time as a Graduate Teaching Assistant, and I also needed to get my Master's Thesis finished quickly so it could be approved by the deadline. I needed to utilize all of my time management skills. What I chose to do was create a calendar that outlined all of my due dates and goals, and give myself a moderate task list of reasonable goals each day. I also made sure to leave wiggle room and scheduled time for self care in order to maximize my efficiency. As a result, I got my thesis submitted and presented early, I got straight A's that semester, and I was able to keep on top of all of my responsibilities with my students. As stressful and busy as that semester was, I look back on it with pride."

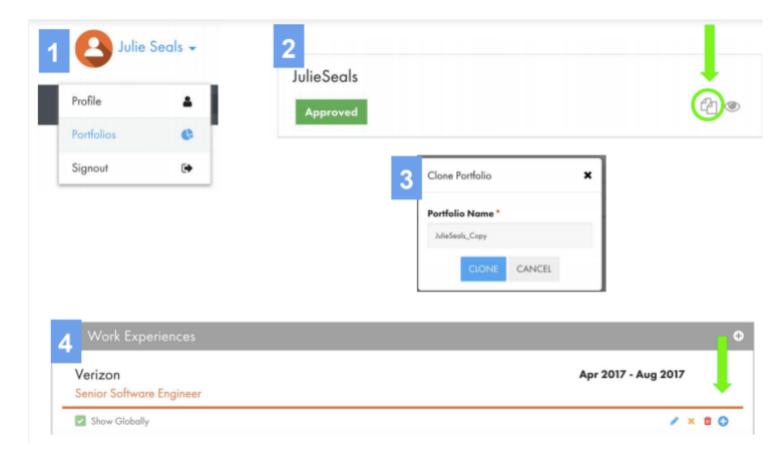
Editing your Portfolio



Please only update your portfolio if you are adding a certification or new project (that has been approved by a Staging Manager). All other updates need to be requested.

To edit your portfolio:

- 1. Login to RevaturePro select Portfolios.
- 2. Click the double docs to clone.
- 3. Rename cloned version following these conventions
 - o [original name] [certification name]: For certification addition
 - o [original name]_ProjectAdded: For adding a project
 - o [original name] [section name being edited]: For other edits
- 4. Update cloned version and submit.
- 5. Notify Staging Manager of your portfolio submittal.



Contact Information



Staging Department:

- Staging Management (all managers)
 - o <u>stagingmgmt@revature.com</u>
- Julie Seals Senior Staging Manager
 - Email: julie.seals@revature.com
 - o Phone: 703-844-1041
- Jennifer Heermance Technology Operations Associate
 - o Email: jennifer.heermance@revature.com
 - o Phone: 703-783-6210
- Chedro Cardenas
 - Email: chedro.cardenas@revature.com
- Muhammad Ibrahim
 - o Email: <u>muhammad.ibrahim@revature.com</u>
- Antony Xavier Project Onboarding Manager
 - Email: <u>antony.xavier@revature.com</u>
 - o Phone: 703-570-8762
- Shanker Rao
 - Email: shanker.rao@revature.com

Other Departments:

Human Resources:

• Email: <u>HR@revature.com</u>

• Phone: (703) 570-8182

Timesheets - for timesheet issues:

Email: timesheets@revature.com

Interview Experience Form



Each associate completes form for each interview. Staging team compiles relevant data from forms and shares Client Interview Insights with trainer/associate.

Interview Experience Form

Information

certification

To be eligible for certification reimbursements, you must currently be working on Revature payroll as well as be enrolled in the training program administered by Revature, marketing with clients to be placed on a project (Staging), or be working on one of the company's client projects. In addition, the certification must be related to a technology learned from the Revature training, unless otherwise approved or requested from your manager.

Certifications will be reimbursed upon passing the certification exam. Proof of the payment and of the passed certification must be provided to Human Resources for the reimbursement to be processed.

Due to technologies being ever-changing and new certifications being introduced frequently, Revature will consider new certifications which have not been previously approved. The alternative certification must offer enhanced or more qualified credentials to an individual. While in Staging the please submit certification requests

Eligible Certifications



Please note that certifications are routinely updated and there are some that get retired from time to time. This is also a continuously growing list and not all certs are displayed. For specific questions please reach out to a Staging Manager.

- Java Stack:
 - o Oracle Certified Associate (Java 8)- Link
 - o Oracle Certified Professional (Java 8) Link
 - AWS Solutions Architect Link
 - AWS Developer Associate -Link
- .NET Stack:
 - AZ-900 Microsoft Azure Fundamentals Link
- Mulesoft:
 - o Oracle Certified Associate Link
 - o Mulesoft Certified Developer v3/4 (depends on client) Link

How to Study



Aside from reading the associated documentation for each certification, the below resources are great aids.

- Oracle Certs:
 - OCA Study Guide Link
 - o OCA/OCP Practice Exams Link
 - Enthuware is reimbursable by Revature be sure to keep a copy of your receipt.
- Microsoft Certs (C#, Mule):
 - o 70-483 Study Guide Link
- AWS Certs:
 - Practitioner Link

Note: Many study guides can be found as pdf's on Github simply by searching the book title. Additionally, people often find Udemy courses on the particular certification work as well.

Upon Completion

certification

- Submit reimbursement request in the Timesheet portal in the Reimbursements tab and include a pdf/jpg of the completed certification.
- Update your portfolio to include your certification in the Education & Certifications section.
- Email <u>stagingmgmt@revature.com</u> to notify them your updated portfolio has been submitted.
- Celebrate!