Job Submittal & Market Onboarding

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Introduction

Onboarding Video ← Instruction video

Welcome to the Job Submission and Market Onboarding process. You're just a few days away from entering the market. The purpose of this document and video is to provide you with a clear understanding of what's about to unfold. Therefore, please ensure you watch the entire video. It's easy to tell when someone hasn't watched it completely because they often ask questions that have already been addressed in this material. So, please stay engaged as the information is crucial.

When you enter the job market, you will be assigned a virtual assistant (VA) who will handle most of the workload for you. They'll be responsible for job applications on your behalf and will keep you informed when you have interviews scheduled. Your primary focus should be on studying and preparing for these opportunities. Continue following your established Colaberry sandwich schedule because as interviews start coming in, you'll appreciate the time you've invested.

Here's the process:

Step 1: Please complete this lab, but refrain from submitting your resume at this point, as this is not the appropriate location for it, and I won't review it.

******Important Note******

Step 2: After you've submitted this lab, you'll receive an email containing two important tasks:

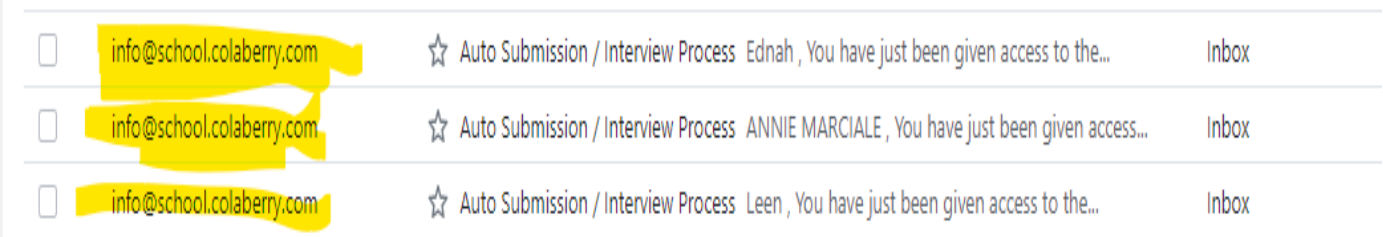
a. Create your LoopCV Profile.
b. Join my Whatsapp Group (Colaberry Interview Group).

2.a

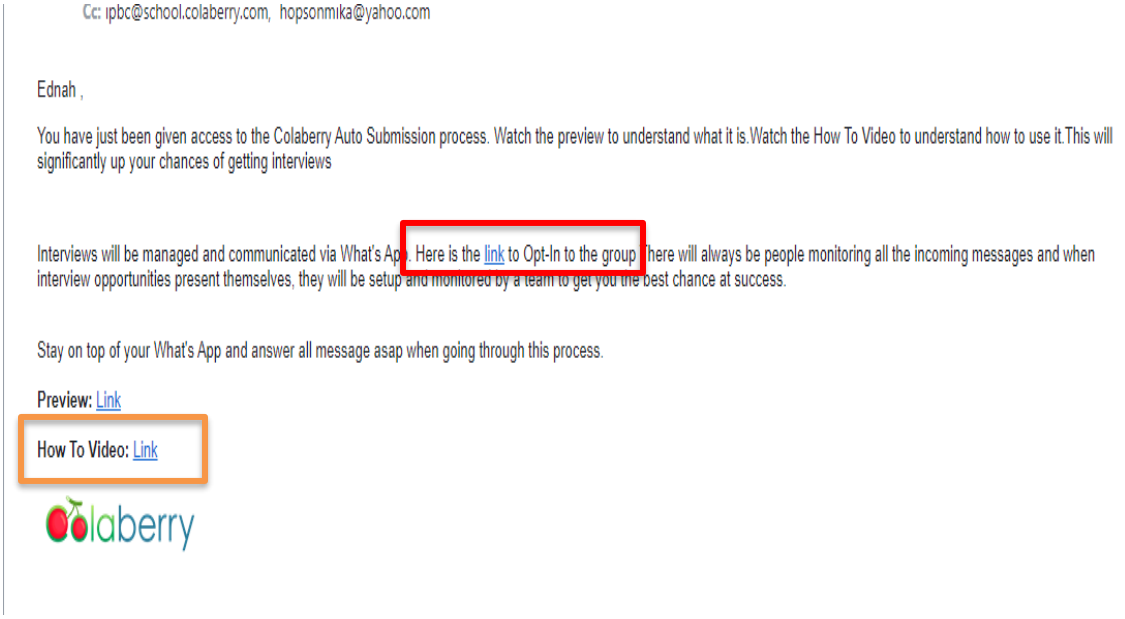
Separate Email

Shortly after your approval of this lab you will receive an email from info@school.colaberry.com with the subject line **"Auto Submission / Interview Process"**. This will go to your email that you registered with Colaberry. Not your new Gmail email. See screenshot below that will show you what the email

looks like. Check your spam/junk mail if need to.



1. **Open the email**
    a. It will advise you that you have been given access to the Colaberry Auto Submission process


Cc: ipbc@school.colaberry.com, hopsonmika@yahoo.com

Ednah ,

You have just been given access to the Colaberry Auto Submission process. Watch the preview to understand what it is.Watch the How To Video to understand how to use it.This will significantly up your chances of getting interviews

Interviews will be managed and communicated via What's App. Here is the link to Opt-In to the group. There will always be people monitoring all the incoming messages and when interview opportunities present themselves, they will be setup and monitored by a team to get you the best chance at success.

Stay on top of your What's App and answer all message asap when going through this process.

Preview: Link

How To Video: Link

Colaberry

2. **Join Colaberry Interviews Whatsapp Group**
    a. In the screenshot above you will see a red box. There is a link inside that gives you the opportunity to opt into the Whatsapp group. When you get the email click that link inside.
3. **Create your LoopCV profile**
    a. In the screenshot above you will see an orange box that says How to Video. This is the video of Ali walking you thru how to create your LoopCV Profile

Colaberry Interviews Whatsapp Group Explanation

The Colaberry Interviews WhatsApp group serves as the hub for all students who have completed the launch program, awaiting job offers. Within this group, you are encouraged to post your questions and enjoy direct access to Mika and the virtual assistants introduced at the end of this document. If there is a

need for contact or communication from myself or any of the assistants, we will reach out to you through this platform.

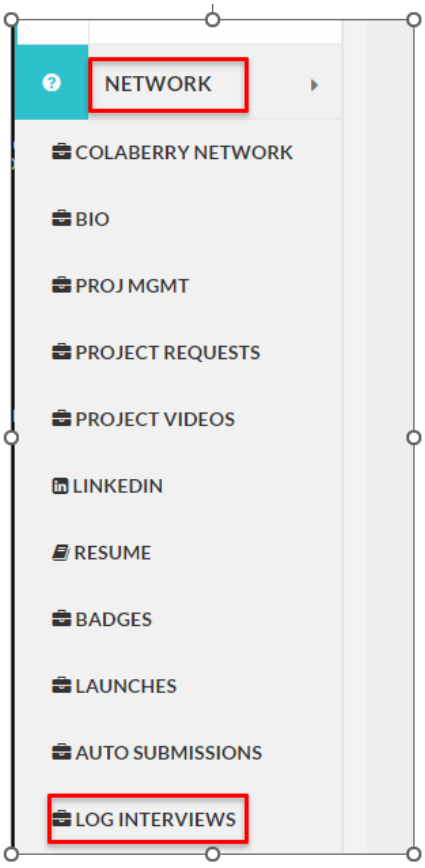
Regarding interview requests: (Document provided inside this task)

While you're part of this group, it's crucial to focus on your studies and interview preparation. When an interview opportunity arises, your Virtual Assistant will notify you via email, providing you with the following information:

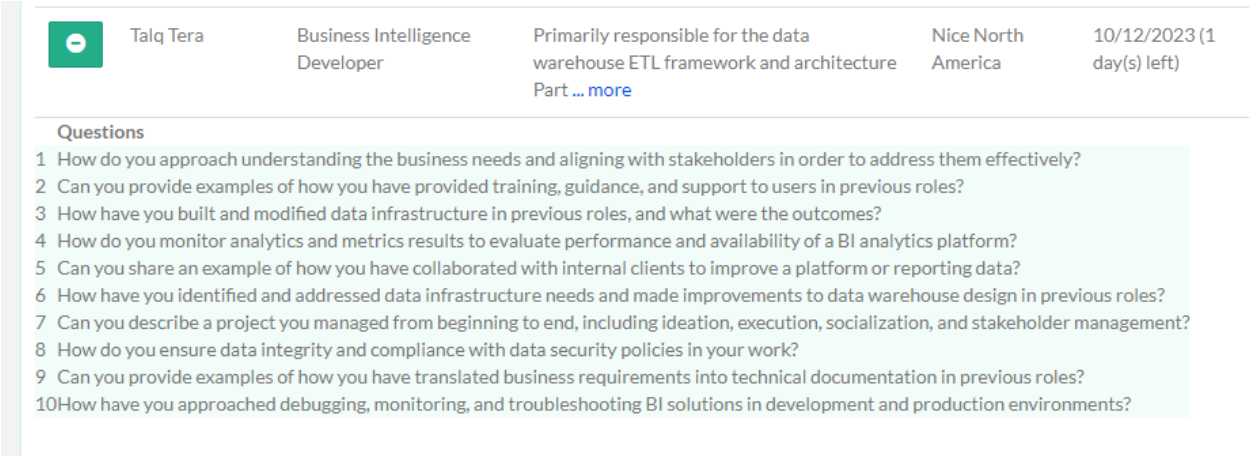
- Company name
- Contact person for interview scheduling
- Contact information
- Job description

Please remember that all communication related to these interviews should be conducted through the new Gmail account you've created.

A. Once your interview has been confirmed your virtual assistant will log your interviews for you in the interview tab inside the network within your student account



- After your interview has been logged you will receive an email that will provide you a list of 10 possible interview questions. Use that to study and prepare yourself on how you will answer these questions as you would if you were in an actual interview.

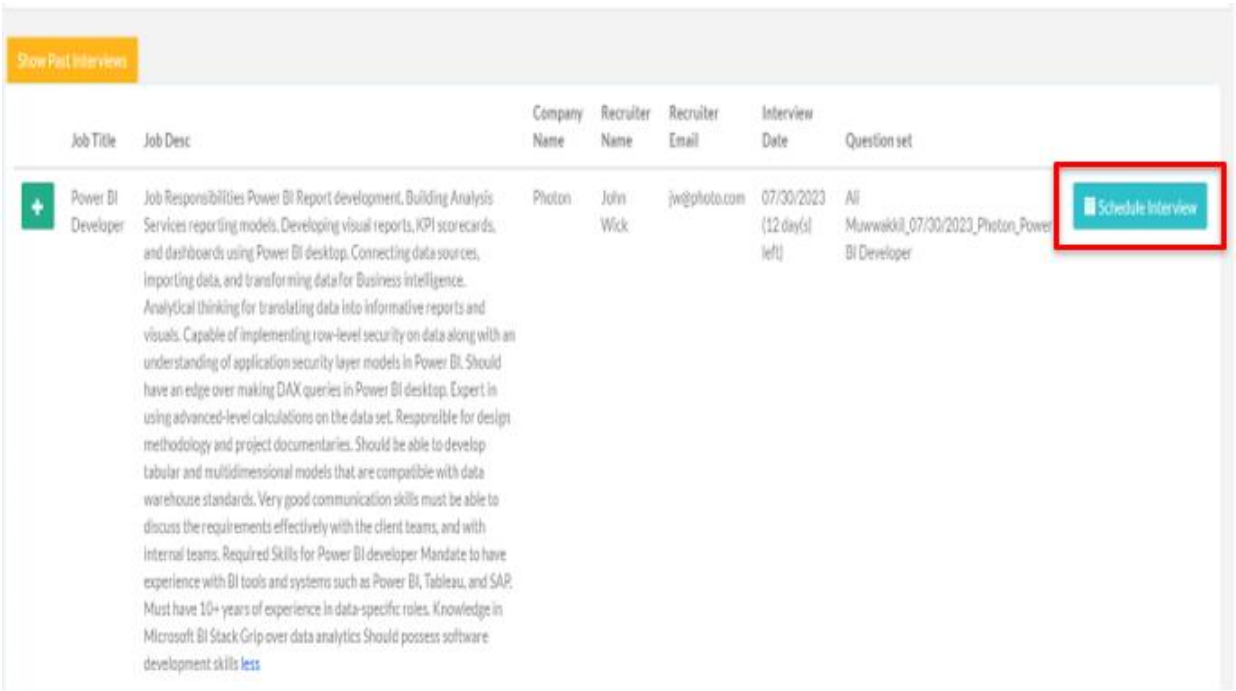


Talq Tera	Business Intelligence Developer	Primarily responsible for the data warehouse ETL framework and architecture Part ... more	Nice North America	10/12/2023 (1 day(s) left)	

Questions

1 How do you approach understanding the business needs and aligning with stakeholders in order to address them effectively?
2 Can you provide examples of how you have provided training, guidance, and support to users in previous roles?
3 How have you built and modified data infrastructure in previous roles, and what were the outcomes?
4 How do you monitor analytics and metrics results to evaluate performance and availability of a BI analytics platform?
5 Can you share an example of how you have collaborated with internal clients to improve a platform or reporting data?
6 How have you identified and addressed data infrastructure needs and made improvements to data warehouse design in previous roles?
7 Can you describe a project you managed from beginning to end, including ideation, execution, socialization, and stakeholder management?
8 How do you ensure data integrity and compliance with data security policies in your work?
9 Can you provide examples of how you have translated business requirements into technical documentation in previous roles?
10 How have you approached debugging, monitoring, and troubleshooting BI solutions in development and production environments?

- Take this seriously. In the meantime, you need to go to the Log Interviews tab and do both
    - ✓ Schedule an instructor Mock
    - ✓ Schedule an auto mock



Show Past Interviews

	Job Title	Job Desc	Company Name	Recruiter Name	Recruiter Email	Interview Date	Question set	
+	Power BI Developer	Job Responsibilities Power BI Report development, Building Analysis Services reporting models. Developing visual reports, KPI scorecards, and dashboards using Power BI desktop. Connecting data sources, importing data, and transforming data for Business intelligence. Analytical thinking for translating data into informative reports and visuals. Capable of implementing row-level security on data along with an understanding of application security layer models in Power BI. Should have an edge over making DAX queries in Power BI desktop. Expert in using advanced-level calculations on the data set. Responsible for design methodology and project documentaries. Should be able to develop tabular and multidimensional models that are compatible with data warehouse standards. Very good communication skills must be able to discuss the requirements effectively with the client teams, and with internal teams. Required Skills for Power BI developer Mandate to have experience with BI tools and systems such as Power BI, Tableau, and SAP. Must have 10+ years of experience in data-specific roles. Knowledge in Microsoft BI Stack Grip over data analytics Should possess software development skills less	Photon	John Wick	jw@photo.com	07/30/2023 (12 day(s) left)	All Muwwakkil_07/30/2023_Photon_Power BI Developer	Schedule Interview

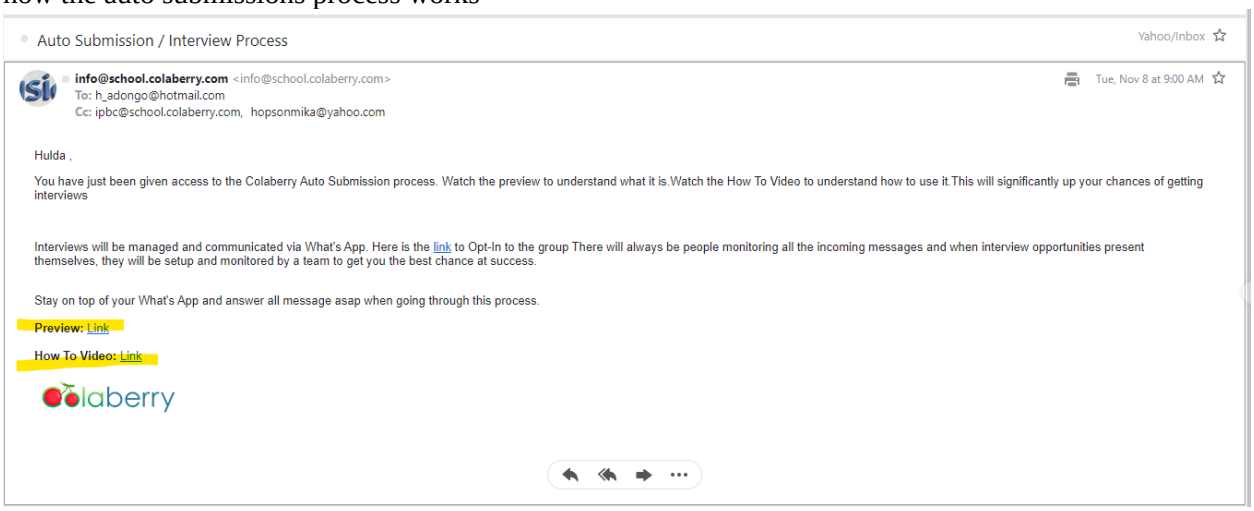
B. After your interview is over….you will receive a survey that you mentor will send out to you. Please complete so that way we can monitor how your interviews are going and how you are progressing.

2b. LoopCV

After joining the Whatsapp group you will then need to create a LoopCV Profile. This Profile is the platform that we use to apply for jobs for you. If you do not complete this then we can not apply so at this point we are waiting on you to get started. Whatever resume (A or B) you upload as your task for in the resume task in the launch is the resume you need to upload into LoopCV. In the email that you received it will provide you a link that will allow you to establish your LoopCV profile. It informs you that you have just been given access to the Colaberry Auto Submission process. The email will provide you 2 links

- **Preview Link**
    - Allows you to see what the LoopCV dashboard looks like
    - Gives you a tour of the site so that you know where everything is and what is does
- **How to Video Link**
    - Walks you step by step on how to set it up and shows you were to go to create your LoopCV profile
    - Create your LoopCV profile with the new Gmail account that you created in the Pre-Launch task that is Sync to Colaberry (Do not use your personal email)
    - Create the LoopCV Profile with the approved resume from Mika

Please make sure that you review these links for you will need them to understand what LoopCV is and how the auto submissions process works



Virtual Assistant Introduction

We can now begin the auto job submission process. You do not have to apply for jobs. Take this time to refresh your SQL and work on your communication skills. Make sure that you join in on the weekly sessions that are designed for you.

Weekly Sessions:

Power BI & DW/ ETL – Mondays @7:30pm CST

SQL Wednesdays - Wednesdays @7:30pm CST

Tableau & Qlik – Thursdays @7:30pm CST

IPBC Saturdays – Saturdays @10:00am CST

Required

If you are called on for CAP Competition and Data Talent Showcase you must participate for it is there to help with your communication skills. **No excuses**

Inspirations:

The Good Life Event – 1st Thursdays of every month @10:00am CST

Virtual Assistants (VA)

Stephanie@colaberry.com

Robelyn@colaberry.com

Rio@colaberry.com

Will be the ones applying for jobs on your behalf. If they reach out to you, please acknowledge their email request so that it doesn't cause a delay in your submittal process.

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Homework:

1. Watch Onboarding Video (pg 2)
2. Watch Inspirational video : https://www.youtube.com/watch?v=QwiudGZ-wDM
3. Record video that answers the question:
    a. **"Who is Colaberry? And why are you leaving?"**

Homework Instructions:

4. Place your link to your video in the description box **(make sure your video link works)** or I will reject it
5. Submit your task