

Preparing For Your Interview

Welcome

Thank you for your interest in Caveo Learning. We are delighted to invite you to interview with our firm. We are excited about talking with you and getting to know you better.

When you interview with us, you will talk with some of our consultants, and these interviews have two aims:

1. To enable us to learn more about your skills and experience.
2. To allow you to learn more about what we do and who we are so that you can be clear and confident in your decision to join us

We want you to realize your full potential throughout your discussions with us as we hope to make this an engaging experience for you. This simple guide is intended to help you prepare for our interview process, as well as determine if Caveo is a next step for you professionally.



Interview Preparation Guide

What We Are Looking For

There are seven core competencies that define success at Caveo. Each of these competencies is critical in the day-to-day work we do. We hire distinctive people, so we will look for outstanding potential in each of these areas during your interviews.



1. Establish Personal Credibility

Widely trusted. Seen as a direct, truthful individual. Present the unvarnished truth in an appropriate and helpful manner. Keep appropriate confidences. Admit mistakes. Don't misrepresent yourself for personal gain. Provide timely information people need to do their jobs and to feel good about being a member of the team or company. Practice attentive and active listening. Can accurately restate the opinions of others even when you disagree.

2. Drives for Stakeholder Success

Act with customers in mind. Establish and maintain effective relationships with customers and gain their trust and respect. Dedicated to meeting or exceeding customer expectations. Knowledgeable about how the business works and how your role impacts its success. Acquire and use information to improve products and services.

3. Think Innovatively

Develop new and unique ideas. Easily make connections among previously unrelated notions. Seen as original and add value in brainstorming settings with others. Look beyond the obvious and don't stop at the first answers. Take unpopular stand if necessary and encourage direct and tough debate, but unafraid to end it and move on. Ask "why" of standard situations. Energized by tough challenges. Show good judgment about which creative ideas and suggestions will work.

4. Maximize Team Performance

Easy to approach and talk to which enables you to build rapport well. Sensitive to and patient with the interpersonal needs of others. Find common ground and solve problems for the good of all. Represent own interests yet remain open to the ideas of others. Can solve problems with a minimum amount of disruption. Seen as a team player and cooperative. Respectfully candid. Contribute to a climate in which people can perform their best.

5. Drive to Add Value

Enjoy working hard. Action-oriented and full of energy. Will seize opportunities without prompting. Bottom-line oriented. Steadfastly push yourself and others for results. Able to take action quickly with minimal planning if needed.

6. Exhibit Seasoned Judgment

Make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure. Notify others as appropriate. Make decisions based upon a mixture of analysis, wisdom, experience, and judgment. Sought out by others for advice and solutions.

7. Practice Critical Thinking

Undertake a complex task by breaking it into manageable parts in a systematic, detailed way. Think of several possible explanations or alternatives for a situation, anticipate potential obstacles, and develop contingency plans to overcome them. Identify the information needed to solve a problem effectively. Present problem analysis and recommended solution rather than just identifying or describing the problem itself. Acknowledge when you don't know something and take steps to find out.

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Our Interview Process

We employ a wide range of interviewing methods. You may experience all or only a few of these methods depending on the position you are interested in. Our interview process allows us to get to know you and for you to learn more about us. Upon successful completion, you would be considered for current or future opportunities with Caveo.

Introductory Call (30 – 45 minutes)

Introductory Call All candidates will participate in an introductory call. During this call, we learn more about your background and interests in joining our firm. We ask questions around your ability to travel, your work preferences, current availability, and previous compensation. You can ask us more about Caveo and our interview process. A member of our HR team will conduct this call.

Skills Assessment or Case Study (Unrestricted)

Skills Assessment The skills assessment helps determine if you have the skills necessary for the role in question. We will assign you a short written assignment. If you do not have the availability to complete the skills assessment, you may request to put the interview process on hold.

Case Study Some positions require a case study in lieu of a skills assessment. The case study sets up a business problem for you to work through. Often times you will present and discuss your solution during the next phase. If you do not have the availability to complete the case study, you may request to put the interview process on hold.

Behavioral Based Interviews or Case Study Discussion(s) (60 minutes each)

Behavioral Based Interview If we have invited you to interview, it means we are impressed by your achievements to date. However, the skills you exhibited in accomplishing those achievements are also important to us. Our interviewers are trained to examine your past accomplishments in depth to determine if your skills would position you well for a successful position at Caveo. Therefore, you need to be prepared to discuss your most important past experiences in detail, focusing on your specific roles and describing key actions that were critical to success.

Case Study Discussion You may be required to have a discussion with your interviewer around a case study. There is no perfect answer. You will be assessed more on how you go about dealing with the problem, rather than your specific answers. During this discussion, the interviewer will assess many things, including how you:

- Go about structuring a tough, often ambiguous business problem
- Think about what issues are important to the problem
- Deal with and process data
- Think about making conclusions and recommending actions
- Articulate your thoughts during an interactive problem-solving discussion

DECISION



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Does Caveo Want to Review My Work Samples?



No. Client confidentiality is of utmost importance at Caveo, and we take all precautions necessary to protect sensitive client information. This includes final work products and everything we leveraged to create them. We expect potential Caveo associates and consultants to share our commitment to maintaining client confidentiality. As a result, we believe that sharing client work products is an unethical business practice and could violate confidentiality agreements that candidates have with previous client engagements.

Tips for Your Experience & Interview

We want you to enjoy interviewing with us and hope that you learn more about what we do. Here are some tips to ensure you get the most out of your interview:

Relax

Although it's easier said than done, you should try your best to be relaxed and to enjoy the interview. Our interviewers are friendly, fair, and fun — and they want you to succeed. You will perform better if you are relaxed. Most of our candidates say they enjoy the discussion that they have with their interviewers, whatever the outcome.

Be Yourself

There is no “typical” Caveo hire; we hire people from a variety of backgrounds. Be yourself in your interview. Do not try to behave differently from how you would normally behave, and do not try to focus on what you think we want to hear. If you behave as naturally as possible, you will allow our interviewers to get the most accurate assessment of your skills.

Take Your Time

Do not feel rushed during the interview. Take your time. If you respond to questions before having time to think them through, you are less likely to respond well. Ask your interviewer for a moment to think, if you need it, and always ask the interviewer to clarify anything you do not understand. This will not affect how we evaluate your skills.

Get Something Out of it for Yourself

Ensure you take time to find out what you need. If you have questions about Caveo or about learning consulting in general, ask your interviewers. They expect questions from you during the interview.

We hope that you enjoy the experience of interviewing with Caveo.

