



Davis Bews Design Group, Inc.  
150 State Street East  
Oldsmar, FL 34677  
(813) 925-1300

## Talent Acquisition Specialist

### Instructions for the Virtual Application

*Updated 3.9.2021*

Thank you for your interest in working with us! We are excited that you are considering applying for a position as our Talent Acquisition Specialist! If you run into any issues, please email [admin@davisbews.com](mailto:admin@davisbews.com) for support. However, please understand that emails to this address will not be accepted in lieu of the formal online interview. Please read this set of instructions before beginning.

The complete assessment consists of a short video interview and an assessment in the creation of a job description.

#### *Instructions to Apply*

1. Complete the job description assignment following the instructions on the next page. Prepare this assessment as one word document.
2. Complete the camera interview. The questions are on the next pages. Rest assured that you do not need to dress up, be in a fancy setting, or produce a high-quality interview. This step merely allows us to share, verbatim, your best answers to important questions with the appropriate people.
3. Submit your resume, excel assignment, and video interview via our job portal on our website.

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## Job Description Assessment

Prepare a complete and ready-to-share job description and instructions for an assessment for your choice of one of the following positions.

- A. Marketing Specialist
- B. Client Relationship Manager
- C. Vendor Coordinator
- D. Designer

Bonus points if you select one you've not had experience hiring before.

We are giving you creative freedom to define the roles above where the only boundaries are that the position fits within our industry and could fit within our company.

We feel that in order to fulfill a position that will fill most of the future open positions in the company, you have to have a thorough understanding of who we are and what we do. There is a lot of information about both our culture and our Unique Process available online. Please do thorough research while completing this assessment.

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## Interview Questions for Video Response

Please record yourself on video answering the following questions. Don't worry about backgrounds or making anything look or seem professional, this is just a way to make sure that we can share your responses among the appropriate parties without mistranslating your words or meanings as it is repeated.

Your video should be approximately 5 minutes long.

1. What are you looking for in a position?
2. Why are you a good fit for the position described from both a personal and professional standpoint?
3. What are your tactics for staying organized and managing your time and attention?
4. What has been your experience in hiring candidates for technical positions where the primary functions of the position are outside of your scope of knowledge and skills?
5. Have you ever hired anyone for an AutoCAD position? If not, tell us about a position you have hired for that you feel would be a comparable challenge.
6. What job posting websites are your most and least favorites to use and why?

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