



Davis Bews Design Group, Inc.
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(813) 925-1300

Instructions for the Digital Interview

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Thank you for your interest in working with us! We are excited that you are considering applying for a position as an Executive Assistant with our company! If you run into any issues, please email 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.

Please record yourself 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 3-5 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 do you think are the top priorities in this position?
4. What are your tactics for staying organized and managing your time?
5. What type of supervisor helps you bring out your best?
6. Tell us about a mistake you made and how you handled it.

Then, submit your resume and the digital interview file via our website.

We *LOVE* Drawing Houses.