



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

Talent Acquisition Specialist

Instructions for the Digital Interview

Updated 7.7.2021

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 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. **Assignment:**
 - a. Complete the job description assignment following the instructions on the next page. Prepare this assessment as one word document.
2. **Camera Interview:**
 - a. 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 Digital Interview Packet:**
 - a. Submit your resume, job description assessment, and video interview via our job portal on our website.

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Job Description Assessment

Prepare a complete and ready-to-share 1-2 page job description and instructions for a skills 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.

Our expectations from you:

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.

Your video should be approximately 4-6 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. In this position, you will own all recruiting efforts for all positions the company wishes to fill. What are your tactics for staying organized and managing your time and attention?
4. This position requires a large amount of accountability and self-management, and a significant amount of project coordination. Give me an example of how you manage multiple tasks and/or processes at the same time.
5. 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? Have you ever hired for a position similar to an architectural drafter?
6. There are tons of websites, platforms, and methods out there for talent acquisition. What, in your opinion, is the best method or strategy for recruiting qualified candidates?
7. This position requires a lot of process following. Do you feel that you are process-driven? Give me an example of how you have created processes in the past to ensure efficiency?
8. This position requires you to be in uncomfortable situations sometimes, such as having to take disciplinary action or terminating an employee. Are you comfortable these scenarios? Give me an example of a time you may have had to do something like this.

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