

Instructions for the Davis Bews Design Group Digital Interview

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

Link to interview portal: <https://www.davisbewsdesigngroup.com/join-2>

Instructions:

1. Complete the camera interview. The questions are on the next page. 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 many people without having to coordinate all their schedules AND your own. Practice as much as you want. Upload your final version to the file sharing resource.
2. Complete the Excel assignment that is in the PA interview portal. Be sure to use formulas – any hard input numbers will be considered incorrect.
3. Complete the application for the position via the PA interview portal on our website, by clicking on “Submit Digital Interview”. You will upload your MS Excel assessment, resume, and video interview in this form, as well as answer a few additional questions. Put all of these items into a zip file to upload to the portal.

Interview Questions for Video Response

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 are your tactics for staying organized and managing your time?
4. What are some things you have done in the past to improve processes that you were responsible for?
5. What steps do you take before deciding on how to solve a problem and why?
6. What is the worst job you have ever had?
7. What is the best job you have ever had?
8. Specifically, what types of projects have you worked on in your career so far?
9. Tell us about a time when you failed to meet your clients' expectations. What happened?

Excel Assessment Instructions

1. Open Excel spreadsheet from the portal on the website.
2. Open the tab that is labeled instructions to see the steps you need to take to complete the assessment.
3. All the raw data needed for the assessment is on the tab labeled "Raw Data".