# Jessica Graf – 30-Minute Interview Script Sheet

## Tell Me About Yourself (90 sec)

I’ve been in IT for over 20 years, and for the past decade I’ve focused on Microsoft 365 and SharePoint. What I enjoy most is taking complex platforms and making them secure, compliant, and easy for people to use.  
  
For example, I recently led a SharePoint migration for thousands of users — the technical side was critical, but the real win was adoption once governance and training were in place. That’s been a theme in my career: designing solutions that are technically solid and trusted by the business. This role feels like the perfect place to apply that mix of technical expertise, governance, and leadership.

## Strengths (60 sec)

One of my strengths is building governance frameworks that balance user freedom with compliance. On a federal project, I designed SharePoint and OneDrive models that passed audits with zero issues while improving collaboration.  
  
Another strength is automation. I built PowerShell scripts that saved my team about 20 hours each week. And I’d add communication as a strength too — I focus on making sure stakeholders understand the solutions so adoption sticks.

## Weakness (60 sec)

Earlier in my career, I had a tendency to overcommit because I wanted everything to be perfect. I realized that slowed projects down. Since then, I’ve worked on prioritization and delegation — giving team members ownership and using regular check-ins. Now I deliver faster and help my teams grow without losing quality.

## STAR Stories (Pick 1–2 based on time)

### Migration Example (90 sec)

At Hanger, we needed to modernize collaboration for 5,000 employees in healthcare. My role was to migrate legacy drives to SharePoint and OneDrive while staying compliant. I built a phased plan, applied governance and Intune policies, and ran workshops for adoption. We cut infrastructure costs by 70% and saw usage climb almost immediately.

### Governance & Compliance (90 sec)

At MERP, I supported a federal client with strict HIPAA and FedRAMP rules. The challenge was enabling external collaboration without risk. I created access models, automated monitoring with PowerShell, and applied Conditional Access and DLP. The result was 100% compliance in audits while users gained the flexibility they needed.

### Automation Example (60 sec)

At Carollo Engineers, SharePoint provisioning was fully manual and slow. I built PowerShell automation that applied permissions and lifecycle policies automatically. That saved about 20 IT hours per week and cut errors, letting the team focus on strategic work.

## Tips for Delivery

- Keep eye contact — just glance at key phrases.  
- Each answer = 60–90 seconds max.  
- Always end with the business result (saved hours, passed audit, boosted adoption).  
- Smile — recruiters listen for confidence and approachability as much as skill.