

## Bimonthly Tasks for September: Weeks 3-4

60 pts - Each department leader needs to show evidence of completion on or before September 27th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit.

### Digital Media Department

#### Task 1: Hiring Process and Placement:

You will be holding interviews to fill positions for your department team. Coordinate with the Vice President of Human Resources when you would like to schedule the interviews. During this process you will record your applicants in sequential order based on preference of hire. Following all the interviews the leadership team will meet and place employees.

\_\_\_\_\_ 5pts **Evidence: Interviews Completed.**  
Vice President of Digital Media

#### Task 2: Department Meeting:

Meet as a department (and CEO) and assign all tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the CEO and your teacher as soon as possible- Fill in task sheet with names and who is responsible for each task.

\_\_\_\_\_ 5pts **Evidence: Completed turned into teacher**  
Vice President of Digital Media

#### Task 3: Photo & Video Consent form:

Obtain the Photo Release and consent form found in the **Task Matrix** and print a copy. Make copies of the form on the copy machine so that you have enough for each employee in the company. Pass out the forms and have each employee get consent and collect the forms. When all have been collected submit the Task Verification form with the completed consent for attached.

\_\_\_\_\_ 5pts **Evidence: Completed consent forms turned into teacher**  
Vice President of Digital Media

#### Task 4: Company Photos:

Schedule a day to have everyone dress up professionally for a company picture and individual pictures that can be used as a photo archive for the year. The employee pictures will be used by several departments through the year. You will have your own company SD card to store your images. You will be uploading these images to create a photo archive for your company in your company Google account next month.

\_\_\_\_\_ 10pts **Evidence: Company Photo Day**  
Employee Responsible

#### Task 5: Explore WIX:

Each digital media employee will need to create a free WIX account and design a sample home page for our company web site. This is an opportunity for all team members to learn the basics of creating a web site using WIX. Each team member should "publish" their web site sample and share the links in Canvas

\_\_\_\_\_ 15pts **Evidence: Team links submitted → Canvas September 3-4**  
All Employees

#### Task 6: Elevator Sales Pitch Competition:

You will be working with the Chief officers and Vice President of Sales and sales team to create a 60 second Elevator pitches promoting your company. Review on YouTube elevator pitch videos to get ideas on how you want to record it. See guidelines for the competition. Log into the **VEI Hub** and go to the **Curriculum** icon. Open the curriculum and go to **Competition & Events** found on the left sidebar. Go to the **Competition Rubrics** and find the **Elevator Pitch (video)**. Review the top pitches from last year on the VEI website. Set up a Flipgrid account for your company and a Flipgrid for Elevator Pitch and share the Flipgrid code for this project with the class. Record all the chief officers and members of the sales team doing their pitches and help them upload the pitches to Flipgrid. Other employees can participate for extra credit. You will be uploading the best video and submitting the project for the National Elevator Pitch competition in early October on your next task sheet

\_\_\_\_\_ 20pts **Evidence: Upload pitches to FlipGrid and access code sent to teacher to review**  
Employee Responsible