

Digital Media Department

Bimonthly Tasks for September Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before September 13th. 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. Assign the below tasks to team members so that you can complete all tasks by the deadline.

Task 1. Junior Company Interview Preparation:

Participate in meeting time to meet with the prospective junior vice president applicants before they interview. Share the basics of what you do in the position in a big picture and what you do in a typical week. Participate in the company interviews for that position.

5pts Evidence: Signed Verified Mr. Gersten _____

Responsibility of Vice President

Task 2. Elevator Pitch Scoring Sheets:

Obtain the Elevator Pitch scoring rubric. They are found in the **Hub** under **Competitions & Events** and then click **Competition Rubrics** → **Live Competitions - Elevator Pitch (Live)**. Design a company scoring sheet (20 points) that coincides with the scoring rubric found in the portal. In addition, you will design a score tracking sheet (Excel or Google Sheets) that can be used for recording of all the submissions by employees in the company for each of the 4 categories they received scores in. Your team, along with sales, will score all the submissions. Meet with your facilitator and go over the score sheet you developed and your tracking sheet you will use to record the scores of the employee submissions. Make any changes requested by your facilitator and prepare the score sheets and scoring system so you are ready when pitches start coming in later this month.

15pts Evidence: Company Scoring Rubric: Submit in Canvas

Responsibility: Any Team Member

10pts Tracking Sheet: Submit in Canvas

Responsibility: Any Team Member.

Task 3. Website Survey Data Collection

Following the survey review of your facilitator, make all changes or additions to the survey and send the survey out to all the employees in your company. In addition, have your facilitator post the link to the survey in Canvas so the other senior company can take the survey. Send a final copy to the junior facilitator so that the survey can be sent out to the new junior companies. At the end of the task period, submit a copy of the survey results so that your facilitator can award credit for all employees that took the survey.

10pts Evidence: Updated survey sent to Company employees.

Responsibility: Any Team Member

10pts Evidence: Survey Results: Submit in Canvas

Responsibility: Any Team Member

Task 4. Set up a Company Flipgrid Account

Go to Flipgrid.com and sign up for an Educator account. Once in the account, you will be creating a new grid for your company employees to submit their elevator pitch videos (everyone is required to do an elevator pitch for the company as a personal task). Title the new grid Elevator Pitches and establish a Flip Code for your group to use to post these pitches to the website. Send your Facilitator a link to the Flipgrid group to observe the submissions. Employee pitches will be due on or before September 20th.

10pts Evidence: Flipgrid Account Set Up and Active: Facilitator Observation

Responsibility: Any Team Member