

## Bimonthly Tasks for September: Weeks 3-4

60 pts - Each department leader needs to show evidence of completion on or before September 28th. 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.

### Communications Department

#### 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 and Employees placed**  
Vice President of Communications

#### 2. Department Meeting:

Meet as a department (and COO) and assign all tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the COO and your teacher as soon as possible- Fill in task sheet with names and who is responsible for each task. At the meeting assign one of the team to take notes and be the recorder at the leadership meetings. They will have the tasks of taking notes and typing up the minutes of the meetings

\_\_\_\_\_ 5pts **Evidence: Task assigned turned into your teacher.**  
Vice President of Communication

#### 3. Company Bulletin Board:

Your company bulletin board is the communication center of your company. You will post important information on this display. Develop a thematic bulletin board for the current month. The bulletin board will be used for company communications and is where you should be posting information that everyone should know. You can also add pictures from events, employee of the month recognition materials and advertise company events that happening in the next 2-6 weeks. The bulletin board should be updated weekly and the theme will be update at the beginning of each month. It should include a schedule of upcoming Events.

\_\_\_\_\_ 15pts **Evidence: Completed bulletin Board for October**  
Name of who is responsible

#### 4. Mailboxes:

Set up the company mailboxes for each employee. You will have two columns of boxes and might not have enough space for everyone to have their own box. Have some associates from the same department share a box if needed. Make labels on the computer and tape the labels to the their mailboxes with their full name/s & position

\_\_\_\_\_ 10pts **Evidence: Completed labeled employee mailboxes**  
Name of who is responsible

#### 5. Company Registration

To begin as a company we will need to register our business. Under Submittal Forms in the VEI Portal, open the Business Registration Form and print this page. Several departments will be working different sections of the application. Create a Google document that you can use to write the answers to all the questions in the form. All areas should be completed on the google form before you copy the answers into the live form. See your Chief Officers for the **Incorporation section** they are completing this. The accounting department is working on the **Firm Budget** information and will meet with you when they are done. When everything is complete copy the information to the form and submit the application. This will be a work in progress over the next few weeks.

\_\_\_\_\_ 15pts **Evidence: Google document for Registration → Share Google Doc with Teacher**  
Name of who is responsible

#### 6. Employee Contact Information:

Create a Google form that can be sent to all employees to gather their personal e-mail and phone numbers. You will be using this information to set up company contact

\_\_\_\_\_ 10pts **Evidence: Company Contact List → Canvas September 3-4**  
Name of who is responsible