

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.

Digital Media 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.

_____ 10pts **Evidence: Interviews Completed.**
Vice President of Digital Media

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

3. Photo & Video Consent form:

Obtain the Photo & Video consent form (Portal → Orientation → Reference files) 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

4. Company Photos:

Schedule a day to have everyone dress up for a company picture and individual pictures that can be used as a photo archive for the year. The employee pictures can be used on the about section of the company website to show the employees. You will have your own company SD card to store your image. Eventually, you will be uploading these images to your company Google account next month.

_____ 10 pts **Evidence: Company Photo Day**
Name of who is responsible

5. My VEI Transformation Project:

This project allows students to track and share their VE experience as it unfolds during the school year. On a weekly or monthly basis, students are expected to film and submit video responses to reflection questions. There are six questions that students are required to answer as well as several optional questions. Video responses should be no shorter than 30 seconds per question. This task period will be your first submission. See the special Digital media only assignment Canvas for this project.

_____ 10 pts **Evidence: Videos submitted from your team**
Name of who is responsible

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. Find the guidelines under Trade Show Rubrics - National Competitions found on your coordinator web page. Review the top pitches from last year on the VEI website. Set up a Flipgrid account for your company. Record all members of the sales team doing their pitches and convert the recording to mp4 format using iMovie. Upload the pitches to the Flipgrid Account. You will be uploading the videos (next task sheet) and submit the project for the National Elevator Pitch competition in October.

_____ 25pts **Evidence: Upload pitches to FlipGrid and access code sent to teacher to review**
Name of who is responsible