



Future Ready Final Project

01.16.2020

Your Name:

Your business partner's Name:

Overview

This project will be utilized to demonstrate skills you have learned in this class such as well being, team building, job search, job application, hiring, interview skills, Resume, Cover letter and thank you letter writing.

Goals

1. Students will be able to apply employable skills to the real life scenario.
2. Students will be able to conduct mock interviews to hire the right people to work with and tell why they want to hire them according to team building principles.

Specifications

In order to have a high well being, you decide to do what you love to do by starting your own business so you will be able to take good care of yourself under five domains of well being.

1. Business idea

Please brainstorm ideas about what type of business you want to start such as a restaurant, online store, amusement park, mini golf play area, wellness center, toy/bookstore, bakery or High Tech startup company and so on.

2. Job descriptions for your business

Please list all of the jobs and descriptions in order to run your business successfully. For instance, you need a manager, a chef and two cooks, servers, cashiers, bus boys or girls, cleaner, bartender and so on. Application forms for job application are needed at this point.

3. Advertising

You need to promote your business in front of the class in order to attract people to apply for your jobs. Powerpoint presentation is needed at this point and big envelopes are needed to collect application forms, cover letter and Resume.

4. Resume and Cover letter

Resume and cover letter are needed for Job application.

5. Hiring

Please write down at least ten interview questions for each position and conduct interviews to select the right person for each role.

Each of you need to apply for at least three jobs and get interviewed twice.

6. Follow up/ Thank you letter after interview

7. Reflection

Please reflect on why you want to apply for these three positions and what you have learned from two interviews as a job seeker and why you want to hire that person as an employer for each position.

8. Summary

Please create a powerpoint presentation to include all the skills mentioned above.

You will be graded according to the table below:

	Description	Point value (points)	Peer View With Signature
1	Business idea	5	
2	Job Descriptions	6	
3	Job Application Forms	6	
4	Business advertising PPT	6	
5	Resume	5	
6	Cover Letter	5	
7	Interview Questions	5	
8	Mock Interview Performance	10	
9	Thank you Letter	2	
10	Reflection	10	
	Total	60	