

Create a Company

Name: _____

My Partner's

Name: _____

1. What is the unique name of the company we are creating?

2. What products or services do we provide?

3. Create your logo: Look online for inspiration. Look at logos that have been successful.
(Rough Draft of logo here)

4. Design two types of Flyers for your business job fair. Include your newly created logo.
One online and one on paper. Attach them to your packet.

5. Where will you be located for the best possible financial incomes? Look at rent spaces in Oklahoma City. How much will you have to pay a month to do business out of that space?

6. Come up with **five jobs and five job descriptions** that you will be interviewing candidates for: Each job posted must have a salary or hourly number attached to it. For example, if you are interviewing for a **Public Relations Director** then a starting salary for that position would be \$60,000 a year. If you are interviewing someone to answer the phones and schedule appointments: **Administrative Assistant** then an hourly wage might be \$12.00 an hour. Get it?

1. _____

2. _____

3. _____

4. _____

5. _____

Interview Questions: Look online at the best interview questions to ask in an interview. Watch a video or two of how to interview for a job. Come up with ten questions you can ask at the job fair.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Finally, write ten offer letters, leaving the name blank, so you can fill it in. Look online for wording. You will be offering jobs to people who come into our job fair. You can type them out or write them out and I will print the typed versions from google classroom.

IMPORTANT: For an A on this project, you need to work hard every day AND...

1. Have a unique name for your company
2. Created a logo from scratch
4. Have designed two flyers
5. Have this entire package filled out

3. Were professional in the interview process

6. Always stayed kind to your partner.