

Braver Angels Internship – Performance Task Instructions

Purpose of the Task

This performance task includes responsibilities similar to ones at Braver Angels (BA). The task is designed to give us a more objective sense of how you might perform in the position and to give you a better insight to the work of Braver Angels and the Debate and Public Discourse team. Your task will be scored based on evidence of traits that will make you successful in the internship including:

- attention to detail
- following complex directions accurately
- professionalism in written communication
- efficiency and organization

It is important to take this task seriously. Because performance tasks better predict job performance than resumes or interviews, we weigh them more heavily in our hiring decisions.

Background

Braver Angels regularly recruits external partners to participate in our events. This performance task is designed based on this type of activity.

Summary

The goal of this task is to manage the email communications of a senior team member, including responding on their behalf to important stakeholders.

It contains 3 parts:

- Email Sorting** – Devise a system to organize and sort emails for response in the inbox of the Senior Fellow for Public Discourse.
- Document Proofing** – Proofread & professionally format a document to send to potential debate speakers.
- Speaker Outreach** – Draft two emails to these potential speakers to set up an initial meeting with the Senior Fellow for Public Discourse.

Feel free to prepare questions about any part of the performance task (PT) before attending the pre-interview, *and* before a deadline is set to complete your PT.

We estimate it should take you no more than 3 hours total to complete this task.

"We are not enemies, but friends. We must not be enemies. Though passion may have strained, it must not break our bonds of affection. The mystic chords of memory will yet swell the chorus of the Union, when again touched, as surely they will be, by the better angels of our nature."

--Abraham Lincoln

Detailed Instructions

Part A: Email Sorting

Estimated Time: 0.5 – 1 hr.

Point Value: 25/100

Goal: Save a senior member of the team time.

Background: Senior team members receive an exceedingly high volume of emails, and managing them consumes valuable time. You will add tremendous value to the team if you can help organize and reduce the volume of emails, for response by senior team members.

For this task, you will review a series of emails received by Senior Fellow for Public Discourse, Silas Kulkarni, and design a system to organize and prioritize them using the Gmail labels system. This task requires efficiency, sound judgment, and discretion.

You will need to use your own judgment in sorting, but generally emails from more important stakeholders and those from people making specific, time-bound requests are more important. Less important emails generally contain: no specific requests, automated or mass emails, or information only needed for events and conversations that have already ended.

Steps:

- 1) Login to the Gmail account using credentials provide by email at your scheduled start time
 - a. *if asked for device verification, use chandler@braverangels.org as the recovery address*
- 2) Create a document where you explain:
 - a. What labels you would create (create at least 3, no more than 10)
 - i. Examples: urgent, file for reference, less than 5 min response, delete.
 - ii. Note: Some emails may need multiple labels.
 - b. How using these labels would save time for the Senior Fellow
 - c. 2-3 example emails from the inbox you would nest under each of the labels you created; briefly explain why you would label them this way.
 - d. **Any questions that came up while completing Part A.**
 - i. Note: we are interested in seeing your thought process so your questions are as important as the labels you choose.
- 3) Please attach Part A as a Word document in your submission email.

Note: We have used this inbox for prior performance tasks. All of the emails you will be sorting are older and appear to be read already. Complete this task as if these emails are all unread. Do not delete any emails or make any changes to the inbox.

Part B: Document Proofing

Estimated time: 0.5 - 1 hr.

Point Value: 25/100

Goal: Prepare a document that conveys professionalism to external parties.

Later, in Part C of this task, you will reach out to two organizations to set up a meeting. We have drafted a document to provide as an attachment with the outreach email (see the attached file, “Draft Document for Potential Partners 12 1 20”). The document needs to be [proofread](#), branded using the BA letterhead, and professionally formatted.

For a model of Braver Angels formatting and branding, use the attached PDF file titled “Debate and Public Discourse Program Overview - 6 15 20.” **Try as much as possible to make the draft document match the formatting of this model.** To ensure the highest score attend to the following:

- 1) Copyediting to eliminate all typos
- 2) Logos, headers, and footers
- 3) Font, text color, and style (bold, italic, etc.)
- 4) Margins and indentations
- 5) File type (**must be saved as PDF** to preserve formatting across all device types)
- 6) All other relevant elements of formatting

Part C: Speaker Outreach

Estimated time: 15 – 30 min

Point Value: 25/100

Goal: Get the Senior Fellow an initial meeting with a potential speaker.

Hypothetical scenario: in reading the Senior Fellow’s emails you discover and mention to him that April Lawson (the Director of Debate and Public Discourse) asked him to recruit guests for an upcoming debate about faith and politics. He then asks you to draft two emails that he will send under his own name, to recruit potential partner organizations who may wish to participate in the debate with us: 1) the Poor People’s Campaign (blue-leaning) and 2) Liberty University (red-leaning).

Quickly read about the two organizations online to help you identify an appropriate email address to contact and to decide how your framing should differ for the two organizations. Briefly convey why participating in a debate with Braver Angels would be valuable to them.

Your emails should be friendly, yet succinct (**maximum 2 short paragraphs**) and written as if you are Silas. Be sure to use the conventions of professional email. You will need to write many such emails efficiently during your internship, so do not spend more than 10 minutes each on the two emails.

For this portion of the task, create a Word document that includes the following sections for both emails:

- *From:*
- *To:*
- *Cc:*
- *Subject:*
- *Body of email:*

Note: At the bottom of your document, include questions that came up while completing Part C.

Submission of Your Task

Estimated time: 15 min

Point Value: 25/100

Please Note: Following the submission instructions exactly as stated is a scored portion of this task.

1. Send all 3 parts of this performance task, as attachments, to chandler@braverangels.org and cc esther@braverangels.org and nlaroche@braverangels.org
2. Use the following file naming convention:
 - a. "FirstName LastName – Internship PT – Part A – Spring 2022" (or Part B, C etc.)
 - b. Make sure each part is in the appropriate file format specified above.
3. The subject line of your email should read "FirstName LastName – Internship PT – Spring 2022".
4. It is acceptable to employ assistance in creating and reviewing these tasks if such assistance does not dramatically increase the time it takes you to complete the task and if such assistance would be regularly available to you in the performance of your role in the position.