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.

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.

Summary

It contains 3 parts:

A. **Email Sorting –** Devise a system to organize and sort emails for response in the inbox of the Program Manager.
B. **Document Proofing –** Proofread & professionally format a document to send to potential debate speakers.
C. **Research –** Find the contact information of 5 organizations for cold email outreach.

Feel free to prepare questions about any part of the performance task (PT) before attending the interview.

We estimate it should take you ~1.5~ 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*: 20 - 30 min*   ***Point Value:*** *25/100*

Goal*: Save the program manager time.*

Background: *Program managers 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 in their inbox.*

For this task, you will review a series of emails received by a Program Manager, Leah Sargeant, 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 provided by email at your scheduled start time
        *a.   *if asked for device verification, use chandler@braverangels.org as the recovery email address, **don't** request a verification code, [click here if you have trouble](#)**
    2) Create a document where you explain:
        a.   What labels you would create in gmail (between 3 and 10)
            i.   For example: "Urgent"
            ii.   Some emails may need multiple labels.
        b.   How using these labels would save time for the Program Manager
        c.   2-3 example emails from the inbox you would nest under each of the labels you created
        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: *20 - 30 min*   ***Point Value:*** *25/100*

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

We have drafted a document to provide as an attachment with an outreach email (see the attached word document, "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 titled "Model for Part B." ***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*: 30 – 40 min*   ***Point Value****: 25/100*

Goal: *Research 5 organizations and find contact information.*

The Program Manager needs your help to locate contact information for cold outreach. They want all the correct, necessary information to draft quick emails. The organizations they hope to connect with are:

1) The Poor People's Campaign

2) Liberty University

3) O'Neill School of Public Affairs

4) BridgeUSA

5) Chair of the University of Houston Political Science Department

For this portion of the task, create an Excel/Google Spreadsheet that includes the following:

- Person to Contact
- Title
- Email
- Organization

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

Submission of Your Task

Estimated time: 10 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 hliu@braverangels.org

2. Use the following file naming convention:

    a. "FirstName LastName – Internship PT – Part A – Fall 2022" (or Part B, C etc.)

    b. Make sure each part is in the stated file format specified above.

3. The subject line of your email should read "FirstName LastName – Internship PT – Fall 2022".