Memorandum

To User

Cc

From Norta Diessen

Department Manager of HR and Finance

Telephone

Facsimile

Email

Date June 20 XX

Records Ref No.

Subject Application for position of team manager

I am pleased to advise you that you have reached the final round of selection for the position of team manager at ValleyView Publishing Company. As part of the final selection process, we would like to get an idea of how you would manage a team. Attached is some information on the proposed ValleyView Market Expansion Project. We would like you to show us:

• how Yo Mandon's responsibilities and tasks are linked to the project team goals and ValleyView's goals

• an appropriate timeline for Yo's tasks

• how you will monitor the team's progress

• how you will support and coach your team

• how you will incorporate the needs of your part-time and casual staff

• how you will maintain team morale

• how you will evaluate the team's achievements.

We would like you to present this information in report format. You may present a written report, or you may choose another format, for example, an oral presentation via videoconference, teleconference, a PowerPoint presentation etc.