• The format of the task: Font size 12, Times New Roman, 1.5 spacing and justify text

You are required to prepare as fellow.

1. Create a pretend resume.
2. Design a job advertising for a new manager position.
3. Write the job description of manager position.
4. Create 5 top question should ask during the interview.
5. List top 5 reason for hiring the selected employee.
6. List 10 ethical manner that should have as manager.
7. Rewrite 10 reason to layoff an employee.
8. Discuss 10 benefit and the important of the Corporate Social Responsibility.
9. 10 Differentiation between BOSS and LEADER.

10. Explain the important of motivation that can shape an organization effectiveness