

# Individual Project

## MBA 642: Management of Human Resources

For the individual project, you should begin by picking a job title (any job title). Your task in the individual project is to write a report about the chosen job title that includes the following:

- **Title Page:** The first page of your report should have your name and MSU Tech ID number on it. It should also indicate that the document is the individual project for MBA 642.
- **Write a job description (in the proper format) for the job title.** Be sure the job description includes the following elements:
  - The job title is in bold and centered at the top of a new page.
  - Job Summary.
  - Task Statements (with each task statement written in the proper format).
  - Qualifications.
- **Write a description of how you would evaluate the résumés of applicants for the job.** What specifically would you look for on the résumés?
- **Write 10 interview questions that you'd ask applicants for the job in a job interview.** Most (if not all) of the questions should be behavioral interview questions (also known as behavior description interview questions). In preparation for writing the questions, you should conduct an Internet search, using your favorite search websites, to learn more about behavioral interview questions. Also, for each of the 10 interview questions, write three sample answers: an example of the best possible answer to the question, an example of a satisfactory answer to the question, and an example of an unsatisfactory answer to the question.

The due date of the individual project is shown in the schedule on the class syllabus. The project is worth 35 points.