Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Template: Hiring Test Project- Systems Vault**

**Subject Line:** Your first project

Hey NAME,

It was a pleasure meeting with you Monday.  
  
Here’s your first project :)  
  
Create a document saved in Google Drive and provide the link to the file with the following:

**PART 1:**

Review the Sarah Noked OBM website and social media including FB Page and FB Group.

<https://www.facebook.com/sarahnoked/>

<https://www.facebook.com/groups/confidentobm/>

Knowing that the goal is to increase the size of our mailing list and increase the social media reach, what marketing actions or strategies would you suggest?

Create a brief report of less than one page outlining some suggestions, and why you think they would be effective.

**PART 2:**

Go to this website <https://10fastfingers.com/typing-test/english> and take the typing speed test found there.

Then paste the URL for your typing speed in the Google Drive document.

**PART 3:**

1. Download this video- <https://www.facebook.com/sarahnoked/videos/1930863686988762/>
2. Upload the video to YouTube
3. Create a new WordPress post on any blog
4. Title the post “Sarah Video”
5. Write a 100 word blog post summarizing the video
6. Insert the YouTube Video into the post
7. Copy the blog URL and paste it in the Google Drive document

**PART 4:**

Take this [personality test](https://www.16personalities.com/) (it’s a free test) and send the results to emily@sarahnoked.com

Speak soon,

YOUR NAME