

# INTERNSHIP

## RECRUITMENT ASSIGNMENT

### ASSIGNMENT OBJECTIVES

1. To give you a better sense of the types of tasks you would engage in as a prospective **intern at ALU**
2. To give us a sense of your skill set and fit for our team

We'd like you to return your submissions on all these deliverables on the **date stated on the email**. Please let us know if you do not think you will be able to meet this deadline.

### INSTRUCTIONS:

Please read all of the instructions carefully. There are four parts to this assignment.

Upon submission, please upload all responses in **ONE PDF document** to the link shared with you in the email.

#### 1) Candidates in the pipeline

The data below shows some information about the sources of candidates ALU has in its recruitment pipeline (*illustrative data*). ALU's first campus is placed in Mauritius, the second one has just opened in Rwanda. When it comes to our workforce, we would like to have a broad variety of candidates, from different countries and work experiences. Successful candidates should need to be willing to move to one of the campus locations and stay there for at least two years.

**Please visualize the data (on Powerpoint) and give 3 key recommendations about what ALU should do to achieve their goal.**

Country of origin	
East Africa	24
West Africa	80
South Africa	20
North Africa	6
Rest of world	50

Years of Work experience	
0-1 years	64
1-2 years	6
3-5 years	88
> 5 years	22

Gender	
Female	50
Male	130

#### 2) Hotel room

It's your first week on the job and your manager has just announced a cost-cutting initiative. The following week he asks you to book a hotel room for a consultant who is on a business trip with him. Your manager is staying with friends in the area (to save costs) but tells you a specific hotel close by to make it convenient for the consultant as they have an early morning meeting. He was very clear with you that he wants the guest to stay at this hotel.

When you call the hotel, they have only a suite available at \$1,000. You cannot reach your manager.

**Write a response on what you would do? (max. 300 words)**

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### 3) Staff recruitment

You are being sent on the road to visit your old university to recruit new staff for the ALU team. **Write up a 1-page email to the Head of the Career Services Department at your old university telling them what you're up to now and asking for a 30-minute slot to present ALU. (max. 300 words)**

### 4) Project Management

The CEO of a very large foundation (they have \$11billion in assets) is coming to Mauritius with a delegation of 10 people to spend 3 days at ALU. We want to approach them for a \$100m grant that will provide scholarships for economically disadvantaged student to attend ALU. The delegation is coming in 4 weeks' time. You have been tasked with organizing their experience at ALU.

**Map out what you will do between now and the next 4 weeks to make sure they have a truly inspiring and memorable visit.**

