Inclusive Job Posting Application & Interview Selection
Sample Application Assignment Instructions
Admin-Tech Support Assignment

Dear *(Candidate Name here)*

In the Admin-Tech Support role you will coordinate, and maintain a multi-stakeholder outreach and engagement contact list to support a variety of project initiatives.

Part One of Your Assignment is to analyze a sample stakeholder list and provide a summary of your findings. Your summary should highlight any insights and recommendations drawn from your analysis and include supporting statistics and graphs.

The attached sample draft excel spreadsheet is a mock Multi-Stakeholder Contact List. It is the preliminary method for the project team to begin to cultivate a broad and diverse outreach and engagement strategy. At the heart of the project is the premise that it will take multi-stakeholder partnerships from a wide range of sectors; business, government and civil society/non-profit, and equity deserving groups working together to generate and implement tangible solutions to advance Gender Equality for women in all their diversity across Canada. The spreadsheet headers includes categories such as the organization name, website, publicly available email, geographic region, and diverse sectors such as Business, Government, Civil Society/Non-profit organizations promoting awareness or serving equity deserving groups. **NOTE:** The generic publicly available information i.e. website, emails and social media information associated with each of the organizations listed in this sample spreadsheet is NOT validated data, but rather purposely designed to provide enough data for you to complete this excel-based data analysis assignment.

The Written submission should be a maximum 2 pages in length and include:

- A brief summary of your overall analysis
- Key insights into the composition and mix of the contacts relative to the descriptive headings in the excel spreadsheet
- Relevant statistics and graphs to reinforce your findings and support any recommendations

Please submit part one of this assignment **before** (   ) to this email address (   ). In the subject line state the following: **Data Analysis Assignment-First-Last Name**

Part two of your assignment involves creating a front end Google type fillable form that multi-stakeholder end users could complete to validate or update existing data as presented in part one and/or for new organizations to enter the required data. During your scheduled virtual interview you will be provided 3-5 minutes to present your form and highlight any relevant insights from your spreadsheet analysis in part one of the assignment to support your proposed fillable form design. You can use any freely available software/platform that you are comfortable with to create a fillable form template that includes the necessary content to be easily uploaded into a sample master multi-stakeholder data file.

See the attached sample mock multi-stakeholder spreadsheet. Here you would include/attach the mock resource associated with your chosen assignment.