

WEAC Meeting Minutes
January 12, 2021

In attendance: Callen McInnes, Jenni Wagner, John Preston, Pat Dale, Pat Larson, Lisa Howes, Kris Weiby, Tim Pollis, Melissa Findlay-Lampkin (guest)

Welcoming Activity: Attendees introduced themselves

-Meeting Minutes from 12/8/2021 approved.

-Informational Interviewing follow up: John mentioned he had contacts willing to volunteer for this activity. Callie revisited the informational interviewing activity as a Career Exploration/Research tool in the Seminar class and encouraged anyone else with additional contacts to forward names via email as the WBL Program is keeping to an “ACTIVE” list of volunteer contacts specifically for this classroom activity.

-Job Olympics Job Sites: Callie reviewed last year’s list job sites students would practice applying to (Home Depot, Aldis, Burlington). This year, as a group, we’ve discussed tailoring the job sites a bit more based on a volunteer’s area of expertise. Callie encouraged the group to think about jobs available to teens during this time of COVID.

- Chris reported having several positions at his site that could be used (ex - concessions at the ice arena, skate guards, lifeguards at the pool, etc.) He can get a list of questions used for these positions.
- Pat Larson suggested focusing on curbside pick-up positions within retail
- Lisa talked about teen specialists used by the library and offered to find out what sorts of questions would be asked of someone applying for those positions
- Jenni brought up Home Depot and asked about making sure one of the trades is represented via a job site option
- Tim liked that idea. He was hesitant to say Home Depot is representative of a trade as, like the others, it really is retail, but noted that the entry level positions there would feed into those with interests in some of the trades at current levels of skill and know how for our students.
- Callie also brought up Bachmans and/or Wagners for students with an interest in landscaping
- John asked clarifying questions about the objective of choosing sites specifically for the Job Olympics event. Callie explained that it is easier for students to practice applying for a job if they have a specific one in mind. John also brought up that although corporations have moved to online applications, many of the small neighborhood shops use paper applications still. He reported that it is often easier for students to start in these smaller

shops for experience and wondered if a paper application option will also be made available.

- Callie noted that this feedback is important. She noted we need to consider having students look through the requirements of the job they plan to apply to ahead of time (via class lessons) to assure they fit the job requirements.
- Pat L. validated that, yes, students researching jobs ahead of time (detailed job description, company mission statements, values, etc.) is an important part of the learning for students going into this event; it's part of preparing and provides students with items to talk about in an interview.

Feedback re: Job Olympics Rubrics (Interviewing, Applications)

- Callie presented the sample rubrics for review
- Callie noted a change on the application rubric; the “signature” category was replaced by a “legible” category
- More discussion related to the interviewing rubric focused on “knowing when the interview is ending.” The question was raised, “what would we see or hear the student say to indicate they know it is ending?” Pat D. suggested all interviewers provide each student with the same uniform statement or line they would be taught to listen for from the interviewer so they know it is ending.
- The group agreed to take more time to look the rubrics over thoroughly before the next meeting and bring back any more suggestions at that time.
- Pat L. asked about thank you notes. Callie reported that a “thank you notes/emails” rubric will be placed on the agenda for the next meeting.

Old Business

- Callie reviewed dates to remember:
 - Remaining Meeting Dates - February 9, March 9, April 13, May 11, 2021
 - Job Olympics: Week 1: March 15-19; Week 2: March 22-25

-Meeting adjourned.