

## **WEAC Meeting Minutes**

### **February 9, 2021**

**In attendance:** Callen McInnes, Jenni Wagner, John Preston, Pat Dale, Pat Larson, Lisa Howes, Kris Weiby, Tim Pollis, Linda Gagnon, Linda Schmuhl-Florian, Elsie Kreuger, Kate Hernandez Albores (student guest)

**Welcoming Activity:** Attendees introduced themselves

**Student Presentation:** Kate shared her work experiences/future plans w/the group via a slide presentation; Q&A followed her presentation. The group asked Callie more questions about the student after Kate left the Meet. Lisa H. reported missing Kate at the library and answered questions from others about her time there as a volunteer there.

**Meeting Minutes** from 1/12/2021 were approved.

### **Job Olympics**

- **Positions Update:** Based on feedback from the group at the last meeting, positions used for the upcoming Job Olympic competitions in March will include: Richfield-Pool Attendant/Concessions, Richfield-Cashier/Concessions/Skate Guard, Southdale Library-Teen Specialist position, ACE Hardware-Sales Associate, Tangletown Gardens-Landscape Crew Member, Walmart-Online Order Filling & Delivery. The group liked the options offered.
- **Rubric Review:** Callie presented the JO event rubrics again for review.
  - Thank you Note Rubric - Pat L. suggested that the Thank you Note Rubric include the expectation that students ask directly for the position he/she interviewed for. Linda G. validated that this is really important. Group members provided language Callie and Jenni could teach students to use so they don't come off as too "pushy."
  - Interview Rubric - With all of the new technology being used for interviewing, Pat D. emphasized the importance of coaching students re: the use filters (making sure filters are applied on backgrounds, not themselves) when in a virtual interview. Callie asked for feedback about the use of backgrounds. The group agreed the use of background screens are appropriate as long as they aren't distracting. Pat D. also shared the idea of how some companies are using a screening tool called a "wedge" which is a series of questions applicants can record and submit; it's now being used to help employers determine who may get a second interview. The group discussed the advantages of this for applicants.

- Resume Rubric - Linda G. brought up the idea of using a slide presentation (like Kate's) with an employer vs. a resume. Callie and Jenni explained that this idea is part of what they are learning about in the ECBC group they are a part of this year and that next year's volunteers for JO may see some "visual" resumes submitted which would be in keeping with this idea. Skills are showcased with pictures. There was consensus that the rubrics all look good to go.
- **Volunteer Flyer/Sign Up Sheet reviewed** - Callie explained there may be the need for more volunteers. John P asked some clarifying questions about the time commitment needed. Callie explained that ideally, it would be good to have one volunteer assigned for each student Job Olympics participant. If a volunteer signs up for more than one student, volunteers could expect to interview 2 students in an hour (max.). There would also be another hour needed (½ hour/student) the next week for a follow-up meeting. The group agreed to use the flyer for further volunteer recruitment for the JO event.

**Additional Items:** Linda G. shared how difficult the pandemic has been on some of the tourism/hospitality businesses in the area, reporting that a couple of hotels have even closed. Given such, instead of approaching her past business colleagues/contacts for prize donations during these difficult times, she approached friends who will be providing 2-\$100 Target gift cards for the event. Pat D also reported that Headway will also be contributing as well as the Optimist Club to support the efforts. Thank you, thank you, thank you to all!

**Meeting adjourned.**

**Future Meeting Dates** - March 9, April 13, May 11, 2021