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9:00 AM

JAN 16 2020

MINUTES OF THE MEETING

WESTFIELD CITY CLERK

WTA Business Technology Advisory Meeting

January 14 and 15, 2020

The Business Technology Advisory meeting/interview was held on January 14, 2020 from 9:00 a.m.-11:17 a.m. and on January 15, 2020 from 9:00 a.m. 10:30 a.m. in the Business Technology shop and surrounding classrooms.

Members present were: Beth Burns from the Westfield Gas Electric, Tammy Tefft from Westfield City Hall, Meghan Hibner from Westfield Bank, Joseph Labanski from Polish National Credit Union. Deb Falcetti and Karen Tyburski acted as facilitators.

1. A brief meeting was held about the procedures that would be utilized for the mock interviews. Each member was given a folder with the schedule, who they would be interviewing, and rubrics to use to evaluate the candidates. The members were then lead to the area in which the interviews would be conducted.
2. The mock interviews were conducted and all juniors were interview by two or three different individuals.
3. Members reconvened and debriefed.
4. Students were given the evaluation rubric and a discussion was held about strengths and weaknesses observed during the interview.

The meeting adjourned at 11:17 and 10:30 respectively each day.

*Karen Tyburski*

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Karen Tyburski