|  |
| --- |
| Kappa Beta Delta |
| 3.16.2015 | 1645-1745 | Harper College J263 |
| Meeting called by | Christina Krawczyk |
| Type of meeting | International Honor Society Meeting |
| Facilitator | Professor Robin James |
| Note taker | Mariam Bhatti |
| Timekeeper | Mariam Bhatti |
| Attendees | Officers, Professor James, Members, Amber Cole-Speaker |
| Introduction |
| 10 minutes | Christina + Prof. Robin James |
| Christina | Reminders |
| Collect application forms, remind to visit KBD website & join FB page |
| Volunteer Event (Feed My Starving Children) – date voting  |
| Prof James | Induction Ceremony |
| Ceremony held April 27th in J auditorium 5-6pm w/ guest speaker 🡪 Previous KBD VP |
| Ordering stoles & rsvp to email sent out for induction  |
| Action Items | Person Responsible | Deadline |
| Have all member buy their stoles & RSVP to induction ceremony email | --  | April 27 |
| Guest Speaker-Successful Interviewing  |
| 30 minutes | Amber Cole |
| Presentation | Interview successes, phone vs face to face, DOs vs DONTs |
|  Phone🡪 on time, no distractions, no gum, ask questions, take notes, be interested, relate experience to job |
| Face 🡪 research, dress appropriate, be early, bring resume copies, good handshake, no gum, good 1st impression, don’t sit until interviewer sits, be courteous, NO jeans  |
| Dos 🡪 eye contact, no slouches, call Mr/Mrs unless told, take it seriously, concise answers, evaluate interviewer, appropriate to ask questions, be specific & responsible, send thank you email after |
| Donts 🡪 no excuses, don’t be casual, don’t be desperate, no gum, don’t ask about salary, never talk negative about employers, no cell phone, no smoke smell, no filler words |
| Closing Discussion |
| 20 Minutes | Christina Krawczyk |
| Discuss+Remind | Feed My Starving Children- Majority Vote Date- Mon. April 25 |
| Outstanding Award 🡪 came to all meetings, shared ideas, committed, etc. |