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| 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. | | | | | |