

**Meeting Minutes**  
**Employment & Career Services**  
**TELECON**  
**2 May 2005**

1. **Webinar:** On 4 June 2005 at 1 p.m. EDT, Ken Doniger and Gary Johnson will conduct a webinar on **How to Interview**. Ken will email Scott a short blurb explaining what they plan to talk about during the webinar. Once Scott receives the blurb he will begin to promote the event. First a notice will be sent to U.S. IEEE Members who are unemployed, letting them know that they will have the first shot at 25 slots. After two weeks the slots will be opened up to a wider audience.
2. **Career Issues Survey:** Chuck and Peggy will continue to work on developing a survey to evaluate members' career needs. Peggy and Chuck will contact Chris Currie to find out more about the survey tool that IEEE uses in order to determine what type of questions will be asked. Scott will provide the IEEE Survey office with a copy of the CWPC draft survey to find out whether any of the proposed questions have already been asked in other surveys.
3. **Spherion/EmploymentNavigator:** Scott reported that the EmploymentNavigator will be launched in May. The salary service vendor needs to write code in order to connect to Spherion through the IEEE-USA store. Scott will let the committee know when this will take place. [Looks like *May 31<sup>st</sup>*].
4. **Achieve Global Professional Development On Line Courses:** Scott reported that once he receives approval to move forward from Jean (Jean provided approval during the meeting) they will begin to have code written to interface with Achieve Global's website. The estimated launch date would be 5 July 2005.
5. **Launch of E-Mentoring:** IEEE RAB Launched the eMentoring Pilot Program in Region 1. Scott reported that he contacted Don Herres, Region 1 PACE Coordinator to see if he wanted to be involved in this project. He authorized the use of the Region 1 PACE email list to be used for this effort and asked that ECS handle this issue. [see <http://www.ieee.org/mentoring>]
6. **Monitoring - JLS, VC, Spherion:** Jean reported that no progress has been made on the IEEE Ad Hoc JLS Committee. Scott reported that the VC now has 1920 users, 190 topics and nearly 1,500 postings and is thriving. Joe DeVita offered to begin monitoring the EmploymentNavigator. Scott explained that it would be best to monitor it once we have launched it on our site. Joe stated that he is ready whenever it is launched.
7. **Fall meeting dates:** The committee agreed to change their meeting date to 21-23 October to accommodate the Denver and Pikes Peak Section request.