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JAN 17 2019

WESTFIELD CITY CLERK

## MINUTES OF THE MEETING

### WTA Business Technology Advisory Meeting

January 15 and 16, 2019

The Business Technology Advisory meeting/interview was held on January 15, 2019 from 9:00 a.m.-11:17 a.m. and on January 16, 2019 from 9:00 a.m.-11:17 a.m. in the Business Technology shop and surrounding classrooms.

Members present were: Beth Burns from the Westfield Gas and Electric, Tiffany Royland/Julia Popov from AeroFastener. Tammy Tefft from Westfield City Hall, Martha Rickson/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 interviews were held from 9:00 a.m.-11:17 on January 15 and 16. All juniors were interview by two or three different individuals.
3. Members reconvened and debriefed.
4. Students were given the rubric and a discussion was held about strengths and weaknesses observed during the interview.
5. After the end of Term 2, several students may be offered positions with the companies that interviewed them.

The meeting adjourned at 11:17 each day.

*Karen Tyburski*

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