

Date: February 10th, 2020

Call to Order: Gabi Rutherford , the SHRM-QC President, opened the meeting at 3:30 pm.

Announcements: none

Attendees:

Irma Salazar

Paw Htoo

Gabi Rutherford

Sarah Whitaker

Jacob Yoke

Amadou Ndiaye

Doug Averill

Alicia Lum

Agenda: Gabi welcomed everyone and we did introductions of Audrey. Then Audrey started her presentation on career help. She started by showing us handshake a website available to students to connect with employers. You can upload your resume and it will help match you to jobs available that you qualify for. Career fair 1:30 to 4 pm on Thursday, February 27th. You can find out more information on the WIU career fair web page. It tells you all of the information about who is going to be there.

Audrey then started to talk about the key components of how to introduce yourself at the career fair. Make sure you can state your credentials, what you have done, something that is interesting or why you want to be in HR, why are you interested in the company that you are talking to and then how do you connect or why are you talking to them. We then practiced our elevator pitches as a group.

Audrey then went through her power point on good tips for the career fair. Make sure that you know your speech about yourself. Do your research about the companies you want to talk to. Make sure that you are wearing neutral clothing and being, “business professional”. Being more

conservative can be a better option, hiding tattoos and taking out piercings. There are some sources for women such as, dress for success, to get some business attire. After the Career Fair, make sure to email the employers that you talked to for a follow up.

Meeting Schedule:

Feb. 24th: Panel Discussion - HR in Healthcare

March 16th: Organizational Planning

March 30th: Amelia Hartnett - HR in Education

April 13th: Join us for an on-campus scavenger hunt. Officer Elections begin via email

May 4th: Alumni Event and New Officer Announcement