

ENGL7100
Minutes 2/22/07

Attendance:

Dr. N, Kerry, Pam, Kelly, Louis, Mike, Beth, Lee, Tab, Karla, Pat.

Agenda:

Announcements
Pam's Presentation
Career Planning Discussion
Resume Critiques

Announcements:

The Big Read

Week of April 9th

Sponsored by the National Endowment for the Arts.

Zora Neale Hurston [Their Eyes Were Watching God](#)

Book Clubs

For more information, please contact Live Oak Public library.

Assignments

March 1 assignments are posted. A memorandum format self critique is the assignment. Review will include all 5 sets of posted minutes and all materials within the notes, assignments, and postscripts as an overview to bring the course to the midway point. There is no mid-term exam, however this review will reinforce what has been covered so far and Dr. N. has asked that if any material needs clarification or further reiteration to let him know via e-mail.

Upcoming Presentations

March 1 – Karla will make a presentation about letters of applications. Pat will present on brochures and newsletters.

Presentation by Pam

Performance Reviews and Letters of Recommendation.

A handout was provided covering her major points. It seems unnecessary to recover each of those points in the minutes.

Important points to note:

Reviews are often only done annually as a way to decide changes in pay. They are generally done by the immediate supervisor.

The trend has been to move away from supervisors giving any kind of explanation to check box form reviews.

Managers can receive negative consequences for consistent poorly given reviews which can include termination.

The 360 Review instrument is not typically used for annual reviews, but more often for an overall review of a person. The Leadership Practices

Inventory is one such test. Dr. N says that anyone in the program who wishes to take this test should contact him in order to have that set up. The Fire Department uses a 360 Review instrument. (Mike)
In order to give an effective review, it is best to keep documentation on specific instances. This is also good in the case of letters of recommendation. Pam stressed this point often.
Reviews can become the basis for letters of recommendation in the workplace setting.

Letters of Recommendation are requested and the requester has to be willing to remind the recommender to do the recommendation so that the recommendation is not forgotten in the shuffle of other work.
Are letters of recommendation required to be blind? (Lee) Not anymore, almost all letters are now open, though at one point blind was not only preferred but required (Dr. N).
Providing a recommender with information is not a bad thing.
As with reviews, specifics are imperative in letters of recommendation.
General ways to handle these things: keep a folder for specific examples on an employee for when it comes time to write a review and budget time to handle reviews appropriately.

Career Planning

Personality Tests and Self-Inventories

A personal inventory is a useful tool for assessing not only where you are in your current career and is also good for helping to decide where to go next.
In the provided handout, three specific tests were covered and the fourth is the Leadership Principles Inventory which is available through the school.
Personality Inventory Survey is the newest of the tests discussed and is free for anyone to take.
Myers-Briggs is perhaps the most well-known of the tests indicated, several of the students in class noting that they have taken the test before.
Myers-Briggs has been around long enough for there to be extensive studies of it and it appears to be inconsistent in its results. Therefore consider its results carefully. (Dr. N)
Career Development e-Manual is also free and fairly comprehensive.

Resume Critiques

Class was broken into groups to allow for quick evaluations of resumes of other classmates based upon the criteria put on the board.
Criteria: Ease of Read (Mike), Clarity, Consistency [font, format, layout, language], Length Appropriate, Qualifications [Educational/Employment], Transferable Skills [Computer Skills (Kelly), Languages (Lee), Management (Kerry)].
Do not use templates because in a stack of a hundred, your resume needs to stand out. If you use a template, then it looks like everyone else's that used the same template. Job titles are a waste of time. (Dr. N)

Reference sheet information inclusive of email and phone number (Lee). Email, address, phone number, all should be included if known (Dr. N).

Looking Ahead

Interviews, Major Reports, and Proposals.

Remember to review all previous minutes in order to make sure that all concepts are clearly understood.

Memo Assignment for Resume revision due when class begins on March 1.