

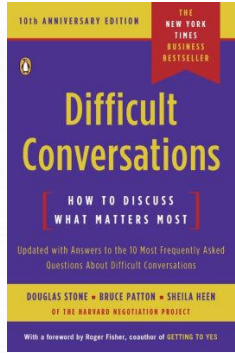
Interagency Committee of State Employed Women (ICSEW) Career Development Fair Minutes

May 21, 2019

General Membership Session		
8:00 – 8:15	<p>1 large auditorium (3rms) Registration and Networking</p>	All
8:15 – 8:30	<p>ICSEW First Annual Career Development Fair!</p> <p>ICSEW established 60 years ago by Governor Booth Gardner to represent women in state government. In 2016, Governor Jay Inslee reaffirmed the committee in Executive Order 16-04 emphasizing that ICSEW provides leadership, mentoring and networking opportunities for women and enhances the opportunities that allow women to participate fully in the state government workforce.</p> <p>Recognition of the Subcommittee Chair Persons Policy and Legislation, Cheryl Flynn and Melissa Cheesman Professional Development & Conference, Debbie Baker and Sarah Chaplin Health & Wellness Dana Bowen Membership, Marianne McIntosh Public Outreach Michelle Jorgenson Communications, Rachel Friederich Mentorship, Josephina Magana Partnerships, formerly Women’s Commission (which will include Commissions and Business Resource Groups), Allison Spector</p> <p>Executive Board Chair, Amal Joury Vice Chair, Jane Chapman Treasurer, Andrea Duane Secretary, Lu Eyles.</p> <p>Honor of the Native Lands on which we are having this meeting. We are standing on ancestral lands. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. Please join us in uncovering such truths at all public events.</p> <p>Enormous gratitude expressed to our workshop presenters Amy Leneker, Compass Consulting, preparing you for Behavioral Based Interviews Linda Tilson - how to make your LinkedIn profile powerful!</p>	Jane Chapman

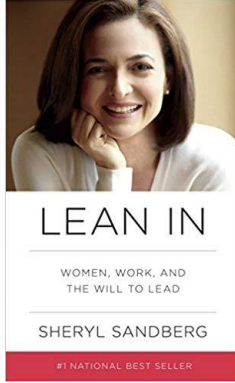


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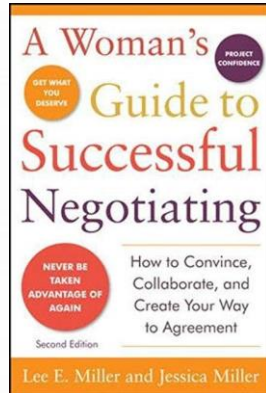
	<p>Lonnie Spikes - DOL HR recruiter building an effective resume and interview</p> <p>Janelle Guthrie Director of Communications for the HR representatives that have volunteered to review resumes, put on mock interviews, and answer questions about the hiring process.</p> <p>There are about a dozen Human Resource professionals here and about 90 attendees. A photographer will provide you with one headshot for your LinkedIn profile.</p> <p>General Announcements: ICSEW is working together with Amy Leneker presenting her workshop series on June 24th Stress Less: How to Minimize Stress and Maximize Potential. Save \$100, use ICSEW Promo code when registering at AmyLeneker.com/Events</p> <p>ICSEW's Annual Professional Development Conference is Tuesday, August 27th at South Puget Sound Community College in Olympia. Tickets are \$150. This year's keynote is Jennifer Powers, author of Oh Sh!ft. and includes an amazing line up of speakers!</p>	
<p>8:30 – 10:00</p>	<p>Keynote Speaker - Karen Griego is a Sr. Product Marketing Manager for Emerging Devices at Amazon</p> <p>Gender bias patterns & how they affect our careers keying on The Four Patterns of Gender Biases and how to navigate the ways these patterns affect our careers: Prove it Again, The Tight Rope, The Maternal Wall, Tug of War and Double Jeopardy. She provided tool kits including a cover letter template, resume rules and interview tips using the STAR Method and sample questions as well as a list of action verbs for resume and professional profiles.</p> <p>Recommended Reading List: Difficult Conversations: How to Discuss What Matters Most Book by Douglas Stone</p> 	<p>Karen Griego</p>

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Lean In: Women, Work, and the Will to Lead, Book by Sheryl Sandberg



A Woman's Guide to Successful Negotiating, Second Edition, by Lee E. Miller and Jessica Miller



Girl, Stop Apologizing: A Shame-Free Plan for Embracing and Achieving Your Goals, by Rachel Hollis



10:00 – 10:15

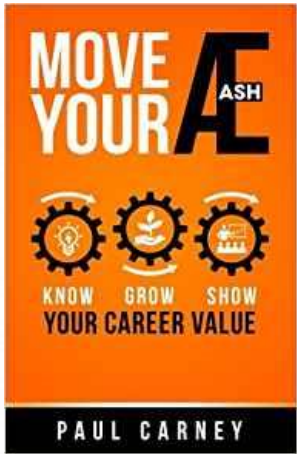
Break



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<p style="text-align: center;">10:00 – 11:00</p>	<p>Rm 1 Budget Meeting</p> <p>In effort to simplify the budget process:</p> <p>Administrative Budget will comprise of all operational cost, such as SharePoint, WordPress and Survey Monkey as well as items requested per annum such as catering for all Membership meetings. This will ease the budget process as the decision package used year after year with any carry forward items and will serve as a template for the majority of ICSEW budget needs. Committee can vote on necessary unplanned expenses that come up during the year as is done currently.</p> <p>Conference has its own budget and has already passed for the current year.</p> <p>Subcommittee budgets submitted for out of the ordinary or one-time requests.</p> <p>Public outreach will have a budget for marketing materials.</p> <p>Andrea will put package together for review and distribute to membership for a vote in the near future.</p>	<p style="text-align: center;">Andrea Duane</p>
<p style="text-align: center;">11:00 – 12:00</p>	<p>Rm 1 Behavioral Based Interviews - Amy Leneker</p> <p>This workshop was from the “During” portion of LMS workshop “How to Ace Interviews” offered at DES and given by Amy Leneker</p> <p>What is a Behavioral Based Interview and how to prepare</p> <ol style="list-style-type: none"> 1. Keep your interview portfolio at your fingertips to back up comments by Karen in Keynote. 2. Past experience is a predictor of future experience 3. Responses are about REAL examples from your experience. 4. Demonstrated abilities <p>STAR S – Situation - clear and concise T – Task – what did you do specifically A – Action – what “YOU” did R - Result – what was the outcome and if not a great result, “what did you learn”</p>	<p style="text-align: center;">Amy Leneker Linda Tilson</p>

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	<p>Practice makes Better responded and received feedback on one of the following real world questions:</p> <ol style="list-style-type: none"> 1. “Describe a time when things didn’t go as planned at work.” 2. “Tell us about a time when you collaborated with a co-worker on a task or project” 3. “Give an example of how you used customer feedback to improve a process or service.” <p>Rm 2 LinkedIn Rm 3 *HR booths/*Photos</p>	
12:00 – 1:00	<p>Catered Lunch Rm 3 *HR booths/*Photos</p>	Networking
1:00 – 2:00	<p>Rm 1 Behavioral Based Interviews Rm 2 Building an Effective Resume and Interview Rm 3 *HR booths/*Photos</p>	<p>Amy Leneker, Compass Lonnie Spikes</p>
2:00-3:00	<p>Rm 1 LinkedIn Rm 2 A Taking Charge of Your Career Rm 3 *HR booths/*Photos</p>	<p>Linda Tilson Janelle Guthrie</p>
3:00-4:00	<p>Rm 1 LinkedIn - Linda Tilson. Great tips on how to navigate and make the best use of a business social media tool.</p> <p>Book resource: “Move your Ash” by Paul Carney, Know, Grow, and Show Your Career Value</p> 	<p>Linda Tilson Lonnie Spikes (DOL)</p>

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	<p>Thoughts about your own Allstar Profile</p> <ol style="list-style-type: none"> 1. Lifecycle – decide who you are and what you want 2. Determine engagement levels that match your personality. You don't need to post daily to be an influencer 3. Can block some functionality such as skills review 4. You can link video from YouTube and Eventbrite. 	
	<p>Rm 2 Building an Effective Resume and Interview Rm 3 *HR booths/*Photos</p>	

*HR reps from various agencies available to review resumes and advise.

*Mock interview panels: volunteers act as interviewee to get experience and feedback.

*Photographers for headshots for LinkedIn, Outlook, and Resumes.

A special thank you to ECY Communications and SIB, ESD, DOL, L&I, DSHS, OSPI, DOR HR Recruiters

