



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

AGENDA

Fox Valley Workforce Development Board Ad Hoc Employment Committee Meeting

January 21, 2016, 1:00-3:00pm

James P. Coughlin Center ~ Volunteer Room

625 E. County Road Y, Oshkosh, WI

1. Call to order
2. Nominate and Elect a Chair (*Action Item*)
3. Approval of Agenda (*Action Item*)
4. Approval of Minutes from 12/15/15 Meeting (*Action Item*)
5. Review Draft CEO Job Description
6. Review Draft Relocation Policy
7. Review Salary Information
8. Review and Approve Interview Process (*Action Items*)
 - a. Determine when to recruit.
 - b. Finalize ad.
 - c. Determine who will place ads and collect resumes.
 - d. Determine which potential candidates should be interviewed.
 - e. Determine the type of interview (in person, by phone or video teleconference).
 - f. Determine date and location for interviews and administrative support to set up interviews with candidates.
 - g. Establish interview questions to be asked. (possibly assign each employee three questions)
 - h. Determine the level of background and reference checks for final candidates.
 - i. If a second interview is required, determine the type of interview.
 - j. If no candidate is acceptable to the committee, determine whether the committee will re-recruit for the position and if so what to change the second time.
 - k. If an acceptable candidate is found determine who would take the lead to negotiate salary, fringe, relocation expenses (if any) and start date.
9. Discuss Next Steps
10. Adjourn

For additional information, if you require assistance to attend the meeting or if you need an interpreter, contact Stefanie Hayford at FVWDB, 1401 McMahon Road, Ste. 200, Neenah, WI 54956, shayford@fvwdb.com, 920-720-5600.