

IEEE-USA Employment & Career Services Committee

ACTION LIST 2009-2010

(updated 22-February 2010)

ACTION ITEM	CHAMPIONS	DATE OF COMPLETION	STATUS
HELP FOR AT-RISK MEMBERS			
Update Help Page www.ieeeusa.org/careers/help	Scott Grayson	2/26/09	Check Copyright to make sure it hasn't been revised to citations of the powerpoint slides. COMPLETED
eBook: How to Survive Layoffs Update www.ieeeusa.org/careers/help see above	6/16/09 2/26/09	Diane Scott	In response to Surviving Layoffs and the Unemployment Crisis NOT COMPLETED COMPLETED
MARKETING			
Develop a strategy to run a focus group for product development for Companies Survey companies using salary service and ask about the salary services but also inquire about what other products and services IEEE-USA may provide them. Contacting IEEE members who run companies	Margaret (Lead) Mauro Chris C	4/16/09	Resources and skills development Wanting to plan to for the future; more opportunities to network with people (face to face or social networking); Murty will try to run one COMPLETED
Develop Focus Group Questions: Members what do our members want. What they think we have.	Peggy Margaret Chris Currie	By time of Annual Meeting 2/24/09	COMPLETED

Conduct Focus Group for <u>GOLD</u> at Annual Meeting	Rachel Jean	At Annual Meeting 2/26/09	COMPLETED
Conduct Focus Group for <u>Regions & Students</u>	Don -Region 1 Region 2 Murty Carl/Lee Stogner Region3 Region 4 Tarek Diane/Jean Region 5 Region 6 Larry	By time of Annual Meeting Meet via telecon mid May	Some Regions COMPLETED
Create and staff booth at Annual Meeting	Tarek (Lead) Rachel	2/26/09 – 3/1/09	Chris Currie has ordered Career Services magnet and will develop a handout with a list of products and services Computer Powerpoint Display (Tarek) COMPLETED
Send magnets to Region MDC representatives Renewal Notice	3/5/09	Jean/Scott/Lee Stogner	Disseminate employment and career information to appropriate entities in assisting in membership retention and renewal. COMPLETED
Offer (develop) Uniquely Appropriate P&S - Results of Focus Groups - Partner w/for-profits	Chris C.		NOT COMPLETED
PRODUCTS AND SERVICES			
Develop a Webinar Business Plan: Webinars	Don (Lead) Tarek	Initial Draft due Mid March (3/16/09)	NOT COMPLETED BUT STAFF WILL REPORT ON PROGRESS

Value added for membership included in membership What major strategy is it supporting?	Murty Helen Hall	Final to Committee by 4/24/09	
Develop 3 webinars with AICN, EAC	Peggy Hutcheson		
Soft skills, Career Survival Makeover Workshops			NOT COMPLETED
Retirement & Financial Planning	(George McClure)	3/16/09	
Webinar: Develop Curriculum focused on Soft Skills and Career Survival	Don	Draft: 3/16/09 Final 4/10/09	
Economic Forces Vulnerability	NEED A CHAMPION (CWPC?)	TBD	
Forecasting future	NEED A CHAMPION (ECS)	TBD	
Helping your employer save money by being aware of cost areas	NEED A CHAMPION	TBD	
Effects of Globalization on Members			Scott explained about the NIC
Newsletter on Career Survival - Forecasting the future - How to react	NEED A CHAMPION (CWPC? George?)		NOT COMPLETED (Staff will report on the Globalization of Professional Development IEEE New Initiative)
Globalization Toolkit	Rachel (lead)		
Existing and Continued Activities			

Future Engineering Skills Career Checkup EBook development going on with Webinar	Peggy/Scott Chuck	On-going On-going Updates	Plan for 2010 NOT COMPLETED
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