



Objective: Connect-Ability Recruiting/Hiring/Retaining Committee Meeting

Meeting Date: April 25, 2008

Meeting Place: Office of Protection and Advocacy

Attendees: Cathy Ludlum, Noreen Shugrue, Quincy Abbott, Margarita Torres

Action Items:

Item	Action	Responsibility	Due Date	Status
1.	Provide Employer web update to Kerri	Cathy	4/28	Complete
2.	Provide Story-Board Toolkit Presentation	Margarita	5/13	In Progress
3.	Provide Employer Names for 2008 Top Employer Award	Margarita	5/13	In Progress
4.	Draft 2009 Top Employer criteria and selection process	Margarita	5/13	In Progress

Introductions: Introductions were made.

Employer "Flat" Web Toolkit:

- Workgroup input was incorporated onto our draft for updating the Employer section of the Website. Thank you all for your timely contributions. The draft was sent to the Website team in time to meet the mid-May web update.
- The May web update will enable printing, therefore allowing Employers to print the information and use the paper copies for instruction or as handouts within their organizations.
- The addition of web links to sites providing Internship opportunities was discussed. The workgroup thinks it's a good idea with Quincy stating that we should ensure the sites feature jobs in Connecticut.

Employer eLearning Toolkit

- Margarita reviewed the concept with the team. There will be a phased approach to designing and developing an eLearning toolkit that provides recruiting, interviewing, hiring and retention information in an easy-to-read manner. The person taking the module can choose to participate in a quiz, to better understand what they've learned. The toolkit will also contain Best Practices as well as reference information and links.
- The toolkits will be designed in modules, with the first module geared toward supervisors and managers in the area of recruitment and interviewing. It will be launched in June with two employers participating in a Pilot.

Top Employer - Summit:

- Everything is on schedule per our discussion last month.