



## Recruiting and Retention Committee Charter

**Recruiting and Retention (R&R) Committee Goal:** To develop actions that facilitates growth within the nuclear industry, and bridges the experience gap by:

- Representing NAYGN at conferences and career fairs
- Maintaining a database that contains presentations with information about the nuclear industry
- Building a foundation within the Boys and Girls Scouts Club outlaying the significance of nuclear energy

### Background & Purpose

NA-YGN started a career awareness initiative in 2009. In partnership with NEI, the NA-YGN staff leads this effort in many fronts. The recruiting and retention committee supports regional and local chapter career outreach activities, as requested. This career awareness initiative supports the following NA-YGN goals:

- Provide a forum for the **Professional Development** of its membership.
- Actively participate in **Public Information** by informing and educating the general population about nuclear science and technology.
- Actively participate in **Recruitment and Retention** for NA-YGN and the Nuclear Industry.
- Contribute to the **Knowledge Transfer** among generations of nuclear professionals.
- Provide opportunities for members to **Network**.

### Core Sponsor:

NAYGN Vice President: Felix Meissner, [vp@na-ygn.org](mailto:vp@na-ygn.org)

**Committee Lead:** Arun Varghese, [arun.varghese@exeloncorp.com](mailto:arun.varghese@exeloncorp.com), 610-718-3514

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### Roles and Responsibilities

1. Representing NAYGN at conferences and career fairs
  - a. Universities host career fairs on a frequent basis, most of which are attended by NAYGN sponsored companies. These avenues will be ideal to provide more information about NAYGN, and the opportunities available in the nuclear industry. The schedule will be finalized subsequent to confirmation with committee members.
  - b. The Committee solicits participation from local NA-YGN chapters located near to events that are accepting of presentations by NAYGN volunteers. Core Sponsor may get involved to help solicit participation if there is difficulty getting volunteers.
  - c. The Committee Lead confirms participants' names and contact information, and communicates with the NEI Liaison to register booth workers for the events. The names of volunteers should be confirmed no less than 1 month in advance of the event.



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- d. The Committee hosts a pre-job brief with the booth workers and the Core Sponsor. Refer to the pre-job brief template, attached. As possible, the Committee Chair will ensure that best practices from the most recent event are discussed with volunteers. A populated pre-job brief document will be sent to the Volunteers following the conference call.
  - e. The Committee Lead should update and maintain a database to track the contact information and locations for the volunteers.
  - f. Volunteer NA-YGN members set up the booth, staff the booth during the event, interact with conference attendees, and answer questions. Be ready for a variety of encounters.
  - g. For very pro-nuclear conference attendees, volunteers may direct them towards the Nuclear Advocacy Network (NAN) at <http://www.nuclearadvocacynetwork.com/>
  - h. Volunteers should ensure that they have reviewed current industry events and have talking points so that they know where to direct people for further questions.
  - i. Dress code should be either business formal or business casual, or other as discussed during the pre-job brief.
  - j. Volunteer NA-YGN members should follow-up with anyone from the conference that requested further information. Follow-up requests can also be sent to the Committee Lead or the Core Sponsor in appropriate circumstances.
  - k. The Committee conducts a post-job debrief to review the event, gather lessons learned, and thank the NA-YGN participants. This should be completed within 2 weeks of the event.
  - l. In addition to scheduled career awareness events, the Committee should support regional and local chapter career outreach activities, upon request.
  - m. The Committee should maintain regular communications with Committee members and the Core Sponsor.
  - n. As possible, the Committee Lead should attend the yearly NA-YGN Core meeting to provide a committee report-out.
  - o. The core sponsor will maintain the Career Awareness Committee Charter current by reviewing and, if necessary, revising it annually at a minimum.
2. Maintain a database that contains presentations with information about the nuclear industry
    - a. Create a webpage titled "NAYGN Information Database" on the NAYGN R&R webpage
    - b. On a routine basis collect presentations prepared by local NAYGN chapters that may be useful for the organization
    - c. The Committee should review the collected presentations, and determine which among these need to be saved on the website
    - d. Create a summary for each file describing the topic in the power-point slides including the donated site, PWR/BWR and date the file was uploaded
    - e. Provide recently received topics with their descriptions to the NAYGN monthly membership communication with a link to the R&R page
  3. Build a foundation within the Boys and Girls Scouts Club outlaying the significance of nuclear energy
    - a. Universities such as Texas A&M have programs to educate High-School students about nuclear energy. Students who run this program will be interviewed, to determine best practices and, to determine the number of resources used during each outreach event.



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- b. Certain sites such as Peach Bottom and Vogtle have initiated programs coordinated by the NAYGN group to facilitate the local boys and girls scouts club in obtaining a Nuclear Badge. Site NAYGN members will be interviewed to determine best practices.
- c. Develop the rubric for a generic program that incorporates best practices from the above mentioned programs that can be implemented at all sites. This should included milestones, and estimated completion time for each milestone.
- d. Communicate the generic plan to site-reps and provide implementation milestones.



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## Pre-job Instructions

### Purpose

The purpose of this pre-job brief is to provide the NA-YGN member volunteers with the following:

- i. Confirmation of Location, Date, Time and Schedule of the conference or career fair, and any additional logistical information
- ii. A background of the NA-YGN career fair initiative – specifically its origin and purpose
- iii. The expectations from NA-YGN volunteers – specifically with regards to activities that are required to be performed
- iv. An opportunity to discuss any other business that is relevant to the event being attended

### Date of pre-job brief: DD-MM-YY

1. Conference Information	
Conference being attended	<i>enter name here</i>
NA-YGN Region	<i>enter region here</i>
Conference Location	<i>specify exact booth# and location</i>
Dress Code	<i>Business Casual/ NA-YGN Shirts</i>

2. Conference Date and Time				
	<i>ddmmyy</i>		<i>ddmmyy</i>	
	<b>Start time</b>	<b>End time</b>	<b>Start time</b>	<b>End time</b>
	<i>aa:bb</i>	<i>xx:yy</i>	<i>aa:bb</i>	<i>xx:yy</i>
<b>Volunteer Information</b>	time in	time out	time in	time out
<b>Vounteer 1</b>				
<b>Vounteer 2</b>				
<b>Vounteer 3</b>				
<b>Vounteer 4</b>				