

Committee Final Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Final Report

****Date:** 7/12/13

****Committee Name:** Resume Review Service

****Supervising Board Member:** Coral Sheldon-Hess

****Chair, Co-Chairs, Assistant Chairs:** Jodie Borgerding and Cheryl Blevins

****Committee members:**

Jodie Borgerding	Cheryl Blevins
Holly Okuhara	Nicole Spoor
Anne Larrivee	Angela Pashia
Emily Swanson	Melanie Kowalski

****Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

- a. Anne Larrivee wrote an article on a job seeking related topic for the winter and spring issues of Footnotes.
- b. Recruited volunteers and advance appointments for the Midwinter resume review service. We had 14 booth greeters (9 on Saturday and 5 on Sunday), 37 reviewers (22 on Saturday and 15 on Sunday) and 74 advance appointments. When including drop-ins, we reviewed 130 resumes over the course of the weekend (63 on Saturday and 67 on Sunday). A satisfaction survey went out to all volunteers and reviewees and overall the response was positive towards the service.
- c. Recruited volunteers and advance appointments for the Annual resume review service. We had 22 booth greeters, 62 reviewers and 143 advance appointments. When including drop-ins at the conference, we reviewed 207 resumes over the course of the weekend (96 Saturday and 111 Sunday). In addition, we gave out an estimated 120 “free” email review coupons to those that could not be fit into the schedule. A satisfaction survey will go out to all volunteers and reviewees.
- d. We completed a review of the RRS page on the ALA website and updated outdated information and broken links.
- e. We have completed 65 email resume reviews from July 1, 2012-July 1, 2013.

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

- a. An email recruiting potential on-site and email resume reviewers will be drafted and forwarded to the chair of the Retired Members Round Table. We have

identified a need for additional email reviewers in the areas of medical, law, and archival librarianship. We hope to use the email drafted for the RMRT to recruit additional volunteers in those fields.

- b. Send out satisfaction survey to Annual volunteers and reviewers.

Financial Report Section:

Your budget appropriation (see budget)	a. 100
Amount which you have spent this year	b. 0
Difference between budgeted amount and amount spent (a-b)	c. 100

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