

## **Committee Final Report**

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

**\*\*Date:** August 27, 2014

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

**\*\*Supervising Board Member:** Kari D. Weaver

**\*\*Chair, Co-Chairs, Assistant Chairs:** Chair: Cheryl Blevens, Co-Chair: Nicole Spoor

**\*\*Committee members:** Brandy Bell Horne, Cheryl Blevens, Claudia Guidi, Krystal Wyatt-Baxter, Nicole Spoor, Rachael Altman, Sarah Brown, and Susan Schreiner.

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

1. Web pages whose content referred to the Resume Review Service (“RRS”) were updated. This included resume and cover letter writing tips, job hunting resource bibliographies, and other resources posted on the ALA website.
2. Volunteer recruitment ads and solicitations for reviewees to avail themselves of the RRS’s offerings were posted on the ALA website, in ALA Connect, and on various professional and state organizations’ listserves.
3. New online volunteer and reviewee registration forms created by the co-chair were linked to the NMRT RRS website.
4. Information-based promotional materials were created and distributed at the Midwinter Meeting and the Annual Conference.
5. The chair deeply regrets that more precise records were not kept for the 2014 Midwinter Meeting, held in Philadelphia, but prior to the meeting, 15 volunteers were scheduled to review 11 resumes and cover letters. Although the onsite registration sheet was lost, the chair feels confident in saying that reviewers ended up accommodating many walk-ins during the two days of the Service’s availability.
6. At the 2014 Annual Conference in Las Vegas, 39 volunteer reviewers and 10 volunteer booth greeters accommodated 114 reviewees by reviewing 168 resumes and cover letters. The co-chairs are currently in the process of conducting satisfaction surveys among the volunteers and reviewees. Survey results will be posted to the NMRT web pages upon completion of the process.
7. The chair sent thank you letters to the volunteers of the Midwinter Meeting and the Annual Conference, acknowledging their service to the committee.

**\*\*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.**

It is recommended that the committee's actions continue to address the following issues:

1. To accommodate as many reviewees' resume review requests as possible at the Midwinter Meeting and Annual Conference.
2. To recruit sufficient quantity of volunteers to serve as booth greeters and resume reviewers to accommodate reviewees' requests at the Midwinter Meeting and Annual Conference.
3. To accommodate NMRT members' resume review requests received throughout the year via the RRS's email account in a timely manner.
4. To successfully promote the RRS in a wide variety of venues using appropriate means of communication.
5. To carry out the directives of the President and officers of the NMRT Executive Board.
6. To update content on any web page that references the RRS.
7. To assess the quality and usefulness of the RRS through appropriate means such as user satisfaction surveys of booth greeter and resume reviewer volunteers and reviewees whose requests for assistance were accommodated at conferences and throughout the year via the RRS's email account.
8. The committee should consider asking for a small budget to accommodate the printing of information-based promotional material (example: brochures, bookmarks, business cards, signage) that would be available for distribution at the Midwinter Meeting and Annual Conference. The material would explain what the service is, how it works, provide a link to the NMRT membership application in case reviewees wish to seek help throughout the year, and list the RRS's email address. During this year, such printing costs were borne by ALA's JobPlacement Center and some of the RRS committee members' libraries. While this generosity was appreciated, it should not be expected to continue; a formal budget request to NMRT would ensure that such informational/promotional pieces would continue to be available to meeting and conference attendees.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	<b>(Jaeger donation)</b>	a. 100.00
<b>Amount which you have spent this year</b>	<b>(In-kind contributions of printing)</b>	b. 00.00
<b>Difference between budgeted amount and amount spent (a-b)</b>		c. 100.00

**\*\*Report submitted by: Cheryl Blevens**

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