

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** February 12th, 2008

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

****Supervising Board Member:** Dawn Lowe-Wincentsen

****Chair, Co-Chairs, Assistant Chairs:** Maureen Cropper and Emily Love

****Committee members:**

Dawn Bussey

Elizabeth Bodenmiller

Robert Bremer

Stacy Brown (e-mail reviewer requester)

Laura Kortz (conference reviewer requester)

Rebecca Immich (conference onsite collaborator, midwinter; job column writer, Feb. issue)

Angela Kelleher (conference greeter requester; job column writer, Nov. issue)

Kristina Keogh

Adrian Stevens (wikimaster/webmaster)

****Activity in Current Reporting Period**

a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):

- Resume Review Service Booth at ALA Midwinter - pre-planning, documentation, scheduling volunteers, and booth arrangements, July 2007 - Feb 2008
- Continuous run of year-round RRS email review service, July 2007 – Feb 2008
- Job Talk columns written for NMRT *Footnotes*, August 2007, November 2007, and Feb 2008 issues
- Publicity for both email and conference services

b) Projects in progress but not yet completed:

- Resume Review Service Booth at ALA Annual - pre-planning, documentation, scheduling volunteers, and booth arrangements, Feb 2008 - June 2008
- Continuous run of year-round RRS e-mail review service, Feb 2008 - June 2008
- Job Talk Columns written for NMRT *Footnotes*, June 2008 issue
- Recruitment of new volunteers for the e-mail and conference service
- Continuation of publicity for both email and conference services
- Development of reviewing guidelines and tip sheets for reviewers and candidates to be posted on the website and for the review service at Annual

****Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

No.

Financial Report Section:

Your budget appropriation (see budget)	a. 100
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 100
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 0
Difference between budgeted amount and total expenses from above (a-d)	e. 0

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