Committee Planning Report
NOTE: ** = Required Field

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

**Date:** 9/13/11

**Committee Name:** Resume Review Service

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

**Chair, Co-Chairs, Assistant Chairs:** Heather Acerro & Emily Bowman

**Committee members:**
Emily Kornak
Jim Štaskowsky
Jodie Borgerding
LaDonna Pierce
Tahirah Akbar-Williams
Tom Reinsfelder

**Committee Charge:**
The Resume Review Service Committee gives NMRT members an opportunity to have their resumes and/or cover letters reviewed via e-mail by experienced professionals in the field. In addition, the Committee provides on-site resume reviewing for job seekers in a booth at the ALA Placement Center at Annual and Midwinter conferences.

**Project Description / Goals:**
Provide ongoing resume review service to NMRT members via email.
Plan and provide resume review service at midwinter and annual.

**Specific Objectives (numbers, tangible end-products):**
Maintain a roster of volunteers for both the email & in-person services to meet the demand.
Provide email reviews within two weeks of request date.
Expand the email RRS to serve those outside of NMRT, preferably through a partnership with LLAMA by February 2012.
Survey email RRS participants on a quarterly basis (September 2011, December 2011, March 2012 & June 2012) and show an 80% satisfaction rating.
Survey RRS booth users after each conference (January 2012 & June 2012) and show an 80% satisfaction rating.
Financial Report Section:

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<thead>
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<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. 100</td>
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<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0</td>
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<td>Your estimated additional expenses this year</td>
<td>c. 0</td>
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<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. 0</td>
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<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. 100</td>
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f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

h. Vendor support received: (From the above list, what if any, has been received?)

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):
   We will need to develop an online tool to recruit resume review booth volunteers (reviewers & greeters) & possibly a tool to accept reviewee appointments.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
   Booth greeters to cover the entire time the review booth is open, preferably in two hours shifts & resume reviewers (4 to 5 each hour).

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):
   We will publicize our services & our volunteer requests on as many listservs as possible, as well as social media outlets. We will also create flyers for the convention hall.

**Report submitted by:** Heather Acerro

**Email address:** hacerro@gmail.com