

## **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 Staskowsky  
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:**

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

**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

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