

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 2/21/12

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

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

****Chair, Co-Chairs, Assistant Chairs:** Heather Acerro & Jodie Borgerding

****Committee members:**

Emily Kornak

Jim Staskowsky

Jodie Borgerding

LaDonna Pierce

Tahirah Akbar-Williams

Tom Reinsfelder

****Activity in Current Reporting Period**

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

Resume Review Service at Midwinter for 118 job seekers

Ongoing email resume review service for 43 job seekers so far this year.

Article for Footnotes.

Surveyed email resume review service users for first two quarters.

b) Projects in progress but not yet completed:

Resume Review service at annual

Review of RRS manual/website/committee documents

Recruitment of email resume reviewers

Survey midwinter reviewers and reviewees

Survey email resume review service users for last two quarters

Continue email resume review service

****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?):**

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.100
Difference between budgeted amount and total expenses from above (a-d)	e. 0

****Report submitted by:** Heather Acerro

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