

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** 30 September, 2016

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

**\*\*Supervising Board Member:** Julia Frankosky

**\*\*Chair, Co-Chairs, Assistant Chairs:**

Brandy Horne, Chair and  
Hannah Buckland, Co-Chair

**\*\*Committee members:**

Jillian K. Hayes	jillian.k.hayes@gmail.com
Le Yang	yanglegd@gmail.com
Aisha Conner-Gaten	aconner3@illinois.edu
Elizabeth Marie Hamilton	elizabeth.m.hamilton@gmail.com
Leah Plocharczyk	lplochar@fau.edu

**\*\*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 Job Placement Center at Annual and Midwinter conferences.

**\*\*Project Description / Goals:**

- Provide helpful, relevant job-hunting information via NMRT-RRS webpages
- Update handbook as needed
- Run an effective virtual email review service
- Run a smooth, organized ALA Midwinter Resume Review
- Run a smooth, organized ALA Annual Resume Review
- Create culture of assessment within RRS Committee to facilitate service enhancements as needed and appropriate

**\*\*Specific Objectives (numbers, tangible end-products):**

- Create and Use feedback/survey instrument in Google Forms
- Review and update website with helpful, relevant information and links
- Spread out daily email resume review service duties amongst all committee members
- Collaborate with the NMRT Online Discussion Committee to plan a discussion/Q&A with RRS
- Improve services to graduate students
- Improve marketing of service
- Complete 50 virtual reviews

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$0.00
<b>Amount which you have spent so far this year</b>	b. \$0.00
<b>Your estimated additional expenses this year</b>	c. \$0.00
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. \$0.00
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. \$0.00

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:** N/A

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

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

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

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc)**

- Committee members have been charged with checking the RRS webpages for broken or outdated links/information and to find current, relevant resources to include. Once we've made decisions regarding what to remove and what to include, the pages will need to be updated. October 31, 2016
- Navigating the Resume Review pages is not user-friendly, mostly because the navigation disappears when you go from one page to another. That's something we'd like to see changed. (October 31, 2016)
- The content on one of the Resume Review pages needs to be moved around so that the most important information is at the top of the page. (October 31, 2016)

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

- Resume Reviewers (NMRT members & Non-NMRT members welcome)

- Reviewers volunteer for shifts ranging from 1-4 hours. Reviewers meet on-site at conferences to evaluate reviewees' resumes and cover letters as appropriate.
- Booth Greeters (NMRT RRS Committee Members, NMRT Members, & NON-NMRT members welcome)
  - Booth Greeters welcome reviewees and reviewers, and they facilitate the on-site review service by checking-in reviewees, scheduling drop-ins, and coordinating with reviewers to ensure timely and efficient resume reviews. Booth Greeters also ensure that all drop-ins are made aware of NMRT membership benefits.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

Cross-promotion to NMRT listserv, through NMRT liaisons to other listservs, articles in Footnotes, conference scheduler, Connect, and NMRT social media channels including Twitter and Facebook. Additionally, this year's committee hopes to facilitate better marketing strategies for reaching non-NMRT graduate students in an effort to recruit new membership and better serve young professionals.

**\*\*Report submitted by:** Brandy R. Horne

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