

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** 10/13/17

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

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

**\*\*Chair, Co-Chairs, Assistant Chairs:** Hannah Buckland & Jillian Hayes

**\*\*Committee members:** Rachael Clukey, Jenny Cole, Marie Day, Sharon Holderman, Sarah Kirkley, Jennifer Wilhelm

**\*\*Committee Charge:** to manage the virtual and in-person resume review services

**\*\*Project Description / Goals:** [Goal #1]: manage virtual resume review service year-round, offering quick turnarounds and high quality reviews; [Goal #2]: plan and manage in-person resume review service at the ALA Midwinter Meeting and ALA Annual Conference; [Goal #3]: distribute post-conference surveys to in-person reviewees.

**\*\*Specific Objectives (numbers, tangible end-products):** During the 2017-18 year, Resume Review Service expects to serve 20 people using the virtual service and 100 people total during the two in-person review opportunities.

### 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:** None

**g. Vendor support requested:** N/A

**h. Vendor support received:** N/A

**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):** None

**b. On-site conference volunteers:** During both Midwinter and Annual, RRS will need approximately 10 people to volunteer as booth greeters (checking in reviewers/reviewees; answering participant questions; scheduling walk-in review) and approximately 40 people to volunteer as reviewers (working one-on-one with reviewees to provide in-person reviews of their resumes). Committee members will be responsible for some booth greeting and all advance scheduling.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):** in-person service will be advertised via listserv, NMRT blog, student chapter announcements, and NMRT social media

**\*\*Report submitted by:** Hannah Buckland

**\*\*Email address:** hannah.buckland@lltc.edu