

## **Resume Review Service**

### **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. Due to the demands of providing an on-site service, all committee members are required to volunteer a total of 4 hours at the on-site service. Committee members can distribute these required hours across Midwinter and/or Annual as their schedule allows.

### **History of the Committee**

The idea for a resume review service for NMRT members arose in the Mentoring Committee in 1996-1997. At the NMRT Exec Board meeting during the 1997 Midwinter Meeting Mich Nelson and Emerita Cuesta of the Mentoring Committee discussed their idea for a resume review service to be coordinated by their committee.

The board directed the committee to further develop the idea and report back at the Annual Conference. At June 28, 1997 Executive Board Meeting, Alesia MacManus, chair of the Self-Study, Resource Allocation Committee (SSRAC) again recommended a resume review service to be administered by the Mentoring Committee.

Over the next year, the Mentoring Committee decided that a resume review service was beyond the scope of its charge and suggested that another committee be created to provide the service. At the 1998 Midwinter Meeting, the idea of a separate committee was again taken up by the board and it voted to create an ad hoc committee to begin a pilot project of resume review by mail. Paula Hering became the committee's first chair and served in this role for two years. In her first final report, Hering reported that eleven resumes had been reviewed.

Ten resumes were reviewed the following year. The conference reviewing service, the result of a collaboration of ALA's Office of Human Resource Development and Recruitment and NMRT, debuted at the Annual Conference in Chicago in 2000 and was coordinated by Suzanne Sprague. The committee became a standing committee by board vote on July 7, 2000.

### **Major Responsibilities**

1. Maintain a year-round resume reviewing service (primarily via e-mail) in which job seekers' documents are sent to appropriate reviewers who make comments and return these documents within a reasonable amount of time.
2. Recruit and maintain a roster of resume reviewers.
3. Secure space in the Placement Center to be used for the following purposes:
  - One-on-one resume reviewing
  - Distribution of information about NMRT
  - Provide advice for job seekers
  - Provide a relaxing and friendly environment for weary job seekers.
4. Recruit NMRT members and resume reviewers to staff the booth and provide resume reviewing at the Placement Center at Annual and Midwinter Conferences.
5. Arrange for booth supplies to be shipped to the conference location.
6. Set up and dismantle the Placement Center booth at the beginning and end of conferences.
7. Prepare an attractive display of handout materials and supplies at the booth.
8. Review resume and cover letter tip sheets and revise as needed.
9. Maintain and develop committee web site as needed.

### **Procedures used to Accomplish Major Responsibilities**

- Publicize service and provide details of its use in appropriate venues, by contacting the NMRT secretary and chair of the Liaison Coordination & Support Committee.
- Contact previous year's reviewers to confirm that they are still willing to serve and confirm their contact information.
- Recruit new reviewers as needed, for both mail-in and on-site services.
- Apply to ALA Headquarters for space in the Placement Center at Annual and Midwinter
- Recruit and schedule resume reviewers and booth volunteers for Midwinter and Annual conferences.

### **Committee Composition and Term of Office**

- Chair (one year term). The chair may be shared between two members, or a chair and a vice-chair may be appointed
- Committee Members (one year term)
- Committee can have anywhere from 5 to 10 members.
- Term runs from Annual to Annual.

### **Reports to**

Director of Member Services

## **Contact People for Accomplishing Objectives**

- NMRT President
- NMRT Vice-President
- NMRT Director of Member Services
- NMRT Communications Chair
- Chair, NMRT Student & Student Chapter Outreach Committee
- ALA HRDR Placement Center Coordinator

## **Publicity Needs**

The on-site and mail-in services are publicized via flyers and brochures distributed at Annual and Midwinter. Other means of publicity include postings in listservs and newsgroups including nmrt-l and newlib-l. The services can also be promoted in print publications such as NMRT News, Cognotes and American Libraries.

## **Records Generation and Archiving Schedule**

Most of the work of the committee is accomplished via e-mail. Recruitment of 99% of resume reviewers and booth volunteers is done by e-mail. Reviews are currently received by e-mail and forwarded to a reviewer, who then returns them to the job seeker with comments. The Email Resume Review Service Coordinator is cc'ed.

## **Forms Used by the Committee**

No forms are needed, with the exception of required planning, progress and final reports.

## **Documents to Create/Update**

- Sign-up sheets for job seekers for Midwinter and Annual Conferences.
- Web document for scheduling onsite resume reviewees, reviewers and booth volunteers.
- Roster of e-mail and onsite reviewers.
- Reviewer instruction letter.
- Job seeker survey for e-mail and onsite services.
- Reviewer survey for e-mail and onsite services.
- Tip sheets for onsite reviewers.
- Tip sheets for booth volunteers.
- Brochure to publicize onsite and e-mail service.
- Flyer to publicize onsite service.
- Resume Tip sheet (currently on the Web).
- Job Hunting Tip sheet (currently on the Web).

## Reminders and Helpful Hints

The committee has a Gmail e-mail account set up: [resumereviewNMRT@gmail.com](mailto:resumereviewNMRT@gmail.com).

## Related Files

- [Interview Advice](#)
- [Job Hunting bibliography](#)
- [Resume Resources](#)
- [Guidelines for Conference Reviewers](#)
- [Resume Review Service at ALA Annual and Midwinter -- Instructions for Reviewees](#)
- [Volunteer Guide](#)
- [Tough Situations](#)
- [Resume Reviewers](#)
- [Academic Library Interview Process](#)
- [Job Seekers](#)
- [Job Hunting Resource Guide](#)
- [Resume Review Service FAQ](#)
- [Guidelines for Email Reviewers](#)

## General Timetable

### Ongoing

- Coordinate matching of resume review requests with available reviewers. This process seems to work best with one committee member appointed as the Email RRS Coordinator for a set amount of time.
- Coordinate with Student & Student Chapter Outreach Committee to publicize Resume Review Service via NMRT News, NMRT Web site, appropriate discussion lists, and student chapter outreach.

### July

- Receive materials from previous chair
- Review material for possible archival value and route appropriately
- Confirm Committee appointments

### August

- Send a welcome e-mail or letter to committee members and ask what tasks they would be interested in accomplishing
- Prepare planning report for President and Executive Committee

## **September**

- Assign tasks to committee members

## **October**

## **November**

- Coordinate shipping of booth materials to Midwinter location or designated Committee member
- Contact NMRT Committee chairs to request hand-out materials

## **December/January**

- Coordinate with NMRT Secretary and Liaison Coordination & Support Committee to publicize onsite service at Midwinter. Publicizing soon after the ALA Scheduler is open is best. If you publicize and accept volunteers and reviewees too early, you will spend a lot of time making schedule changes.
- Schedule resume reviewers and booth volunteers for onsite service at Midwinter via spreadsheet share with committee
- Recruit and schedule NMRT Representatives by emailing NMRT Board and Chairs and Vice Chairs of NMRT committees.
- Prepare progress report for President and Executive Committee.

## **Midwinter Meeting**

- Arrive early (usually Friday) to set up booth in Placement Center
- Check in on booth periodically as schedule permits
- Dismantle booth after 5 p.m. on Sunday

## **February**

- Prepare report of proceedings of Midwinter Committee meeting(s)
- Send results of Midwinter Committee meeting(s) to officers and others as appropriate
- Write article for NMRT News

## **March**

## **April**

- Arrange shipping schedule for booth materials to Annual Conference location or designated committee member
- Contact NMRT Committee chairs to request hand-out materials for booth
- Confirm roster of email resume reviewers

## **May**

- Recruit and schedule resume reviewers for onsite service at Annual via listservs and newsgroups
- Recruit and schedule booth volunteers (who should be NMRT members) via posting on NMRT-L; prepare report for Annual Conference
- Coordinate with NMRT Secretary and Liaison Coordination & Support Committee to publicize onsite service at Annual. Publicizing soon after the ALA Scheduler is open is best. If you publicize and accept volunteers and reviewees too early, you will spend a lot of time making schedule changes
- Schedule resume reviewers and booth volunteers for onsite service at Midwinter via spreadsheet share with committee
- Recruit and schedule NMRT Representatives by emailing NMRT Board and Chairs and Vice Chairs of NMRT committees

## **Annual Conference**

- Arrive early (usually Friday) to set up booth in Placement Center
- Staff booth as schedule permits
- Dismantle booth on Sunday after 5 p.m.

## **July/August**

- Prepare final report for President and Executive Committee
- Write article for NMRT News
- Send letters of recognition to Committee members and volunteers
- Send appropriate materials to new Committee chair(s).

Notices to other public relations vehicles may be handled at the same time as NMRT News releases; these should be coordinated through the NMRT Publicity Committee.

*Last Reviewed: March 2019; Last Revised: March 2019*