AALL Committee Activities and Action Plan

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Committee Name: Placement Committee

Committee Charge:
• Manage and staff the Placement Office at the Annual Meeting assisted by volunteers from the membership, as well as at least one full-time employee from headquarters or convention staff.
• Provide policy guidance on career issues relating to placement in the profession.
• Determine statistics necessary to develop and understand the current state of the profession, including where the positions are, types of libraries and geographic locations and where job growth is expected.
• Develop career publications necessary for placement and develop new publications when appropriate.
• Work with headquarters staff to provide a forum on AALL’s web site where members can obtain career advice, counseling and discuss issues relating to the profession.
• Work collaboratively with the Economic Status of Law Librarians Committee, Membership and Retention, Mentoring, Public Relations Committee, and Recruitment to Law Librarianship Committee.

Major Activities for 2011-2012:
• Reevaluate some Placement Committee activities in light of the new Career Center online job board. (Since employers and applicants can now identify each other online using the Career Center, are some placement services provided at the Annual Meeting still necessary? If not, does the Placement Committee need eleven members? Etc.)
• Continue the expansion of placement-related services available online. For example, explore offering an online discussion forum on which members can exchange placement-related ideas.
• Leverage the Career Center's Job Board system to generate statistical reports concerning the resumes and positions posted, including the number and types of jobs and their geographic locations.
• Provide placement-related input concerning content on Career Center web pages to the AALL headquarters staff who maintain those pages.
• Revise the Placement Committee's web pages on the recently redesigned AALLNET to ensure they further the Committee's charge and complement information on Career Center web pages.
• Explore the implementation of a resume review service that will allow members to request and obtain feedback on their resumes.
• Survey users of Placement Office services at the Annual Meeting to determine their satisfaction with those services and to identify other suitable services.

Proposed Activities for 2012-2013:
• Follow up on responses to the survey of users of Placement Office services at the Annual Meeting to determine if the committee should modify or discontinue some services and add others.
• Regularly update statistical reports concerning the resumes and positions posted, including the number and types of jobs and their geographic locations.
• Revise the Placement Committee's web pages on AALLNET to ensure they further the Committee's charge and complement information on Career Center web pages.
• Possibly implement a resume review service that will allow members to request and obtain feedback on their resumes.
• Possibly offer an online discussion forum on which members can exchange placement-related ideas.