Committee Name: Placement Committee

Committee Charge:
CHARGE: The Placement Committee shall:
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 2012-2013:
The following report details the activities of the Placement Committee since the Annual Meeting in Boston.

1) Re-examination of Committee Charges and Use of Committee Members in the Placement Office

Based on earlier discussions with AALL staff, discussion at the Boston meeting centered on the declining
use of the Placement Office and its impact on Placement Committee members' role in physically staffing
the office. Historically, Placement Committee members were expected to have much of their commitment
fulfilled during the Annual Meeting with the staffing of the Placement Office.

Discussion turned to how AALL Headquarters has increasingly been fielding questions from students, new
librarians, and others affected by the economic crisis and how the Association could be of assistance. For
example, members sought advice on such issues as resume review, cover letters, interview assistance,
and the transition from one type of library to another.

In turn, this led to a discussion of the Committee Charge, and how it might be reviewed in light of
technology and the changing job market and how the Placement Committee might shift its primary
emphasis to education and ways in which it could assist members.

Overall, the meeting generated several ideas to be explored over the year, which are in various stages of
development and are expected to continue until Seattle and beyond.

2) Propose an Annual Meeting Program Based on Placement Meeting in Boston, 2012.

There was a consensus among Committee members that we could propose a program that would start to
address many of the topics raised in the meeting, especially educating new law librarians and those
looking for a lateral move. The Committee submitted a proposal for a "deep dive" program called "Get
Hired: How to Convey Your Value" that was accepted for Seattle.

The program's description states: "Experienced managers from academic, court, and law firm
environments will review and critique three important factors that lead to a job offer: the cover letter,
resume, and interview. Managers will assess sample cover letters, explaining what makes job candidates
stand out. They will review sample resumes to determine how they could be strengthened to appeal to
their particular library setting. Finally, the managers will be presented with a mock interview setting and
provide helpful tips on how the candidate’s presentation could be improved. The session's goal is to
facilitate practical advice from experts to help librarians improve their chances of landing their first, or next,
position."

To prepare for the program, the Placement Committee is now in the midst of soliciting resumes and
sample cover letters that the panelists will review during the presentation, and which will be made available
to attendees beforehand. The Placement Committee is also working on creating a short bibliography that
can be uploaded to AALL’s website after the presentation. The Placement Committee will also look into
distilling the information presented in Seattle Program into information that can be placed on the website.
3) Explore ways to move Placement Committee into role that would assist AALL in fulfilling Strategic Directions (Goal II: Education).

Committee members brainstormed several ways that the AALL and Committee members could best use the services of the Placement Committee in light of the Goal of Education as stated in the AALL Strategic Directions.

In addition to proposing an Annual Meeting program, some suggestions included: more active outreach to other Committees, proposing a series of Coffee Talks at the Annual Meeting, creating opportunities for small conversations at the Placement Committee table in the Exhibit Hall, evaluating and creating material for the Placement Committee website, and evaluating ways to harness AALL member expertise to educate new/lateral librarians on the best way to place themselves positively in a competitive job market (especially firm, court, county and bar law librarians).

The Committee continues to discuss the ways in which it could be of assistance to members and is in the midst of determining whether or not any of the above suggestions or others might be executed at the Seattle meeting outside of the accepted program. It is anticipated that some of these ideas may take several years to be crafted into a format that works best for the membership.

Proposed Activities for 2013-2014:

Note: This portion of the report was drafted with the assistance of Todd Ito, Incoming Placement Chair for 2013 - 2014.

In 2013 – 2014, the Placement Committee proposes to undertake or continue the following activities:

• Work with AALL Headquarters and membership to create mechanisms that help review and assess the needs of a diverse group of members, with a special emphasis on firm, court, county, and bar law librarians, in addition to academic librarians.

• Determine ways that the Placement Committee can most effectively assist AALL Headquarters. Reevaluate the Placement Committee charge in light of movement away from merely staffing the Placement Office during the Annual Meeting and towards providing educational opportunities at the Annual Meeting and throughout the year.

• Explore ways to harness AALL member expertise to provide helpful information for members (e.g. website content, webinars, various forms of outreach, etc.)

• Develop material for the website based on reaction to the Seattle Program and discussions with AALL staff.

• Investigate ways to partner with the Conference of Newer Law Librarians (CONELL) on programming related to job placement and career advancement.