



## RECRUITMENT FAIR PREPARATION AND EXECUTION CHECKLIST

### Pre-Recruitment Fair Preparation:

- Identify key law schools and target demographics
- Understand market trends and job interests among law students
- Decide on the key selling points of your office
- Choose suitable dates, times, and locations for the fairs
- Coordinate with law schools for availability and access
- Plan the booth setup, including displays and materials
- Develop promotional materials
- Reach out to law school career centers
- Leverage alumni networks
- Organize a panel discussion
- Partner with law societies and student groups
- Use digital advertising
- Prepare job descriptions, qualification summaries, and application processes
- Create engaging materials about your office
- Prepare video or interactive content for presentation
- Train recruiters on the specifics of the jobs, office, and ideal candidate profile

### During the Recruitment Fair:

- Display promotional materials prominently
- Engage potential applicants by explaining the job benefits, challenges, and impact
- Make personal connections and collect contact information
- Answer all questions honestly and thoroughly
- Conduct on-the-spot interviews
- Network with other recruiters, law school staff, and professors

### Post-Recruitment Fair Follow-Up:

- Send out thank you emails to attendees who visited the booth
- Reach out to promising candidates with more information and next steps
- Schedule formal interviews for shortlisted candidates
- Conduct thorough background checks including references
- Analyze data on attendee engagement, interest, and feedback
- Assess the quality of applicants and successful hires from the fair
- Keep candidates in the loop through regular newsletters or social media updates
- Foster relationships with non-selected candidates for future opportunities
- Maintain relationships with law schools for future recruitment events
- Establish partnerships with law faculties and societies for regular engagement