



# Recruitment 201: Career Management Skills For the Mid-Level Professional

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# Goals for Today

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- Identifying the next level
- Competencies that can take you there
- Managing and delegating
- Creating your strategies
- Elevating your network



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# Coordinator to Manager

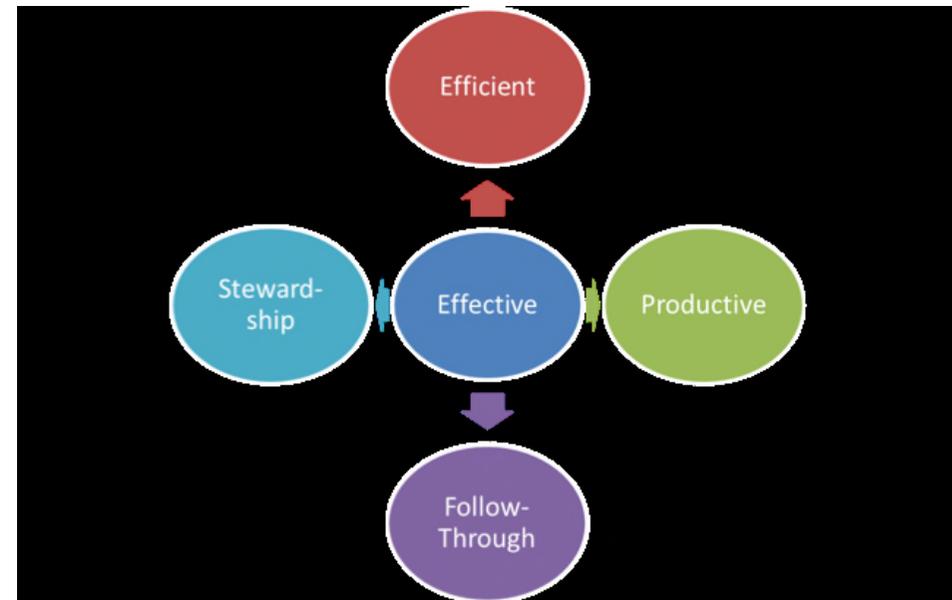
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- Campus Recruitment/Summer Program
  - Tasks vs. Management
  - Taking Leadership
  - Connecting with your recruits



# Coordinator to Manager

- Lateral Recruiting
  - Tasks to Management
  - Opportunities to Learn
  - Supervising
  - Finding a mentor



# Become the Expert

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- Campus Recruiting/Summer Program
  - Numbers, Numbers, Numbers
  - Market Awareness
  - Firm/Office Awareness
  - Diversity

**Predicting Outcomes**



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# Become the Expert

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- Lateral Recruiting
  - Assessing Needs and Priorities
  - Fold your Experience into your Development
  - Do your Lawyer Homework –  
PD/Evaluations/Hours
  - Diversity



# Creative Thinking

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- Campus Recruiting/Summer Program
  - Law Firms aren't the only Resource
  - Be Flexible
  - Be Thorough
  - Be Innovative



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# Creative Thinking

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- Lateral Recruiting
  - Search Agreements = Negotiation Skills
  - Cost Factors
  - Appropriate Placement – Seniority/Comp
  - Engagement – Successful Integration



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# Develop Your Voice/Seat at the Table

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- Campus Recruiting/ Summer Program
  - Be the Expert on Your Candidates/Summers
  - Speak up
  - Volunteer



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# Develop Your Voice/Seat at the Table

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- Lateral Recruiting
  - Attend meetings and have something to say
  - Be the go-to person
  - Become the expert
  - Volunteer



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# Contact Information

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