

On-campus recruitment checklist



Planning meticulously and engaging effectively with students and faculty is essential to ensure a successful on-campus recruitment drive.

This checklist will guide you through every step, from initial outreach to post-event follow-ups, ensuring you maximize your impact and secure top candidates.

- ☐ Identify target universities and build relationships with career services.
- ☐ Schedule recruitment events and secure necessary permissions.
- ☐ Create engaging presentations and promotional materials.
- ☐ Assemble a team of recruiters and assign roles.
- ☐ Advertise the event through campus channels and social media.
- ☐ Prepare application and screening processes.
- ☐ Organize on-site interviews or virtual alternatives.
- ☐ Follow up with candidates post-event.
- ☐ Collect feedback to improve future on-campus recruitment efforts.