Recruitment Checklist

Social Media

- [ ] Use your Freshers Fair or SU Hashtag on all posts to increase visibility.

- [ ] Add a link in your bio, or clear information at the top of your page, to ensure potential members know how to join your team and future meeting times etc...

- [ ] Promote the 'Enactus UK Welcome Events' and your own welcome events throughout the year on your various platforms.

- [ ] Follow the Enactus UK Brand Guidelines!

Utilising Your Team

- [ ] Challenge all team members to 'Bring a Friend' to different events and meetings e.g. intro sessions, social events...

- [ ] Challenge every team member to take leaftlets/posters and put them up across campus/give out in lectures etc...

- [ ] Challenge every committee member/team member to do at least one lecture shoutout on your behalf to a variety of different departments/schools. Think what would attract each one and tailor your pitch

- [ ] Use the 'Enactus UK Lecture Shoutout Guide' to help you with formulating your own shoutouts, this is located in our resources.

Utilising Your University Network

- [ ] Utilise your 'UA' network – Could they send out an email on your behalf? Can they ask colleagues to support/identify students? Maximise your network!

- [ ] Advertise any outstanding roles on the SU or careers website as volunteering opportunities.

- [ ] Place a poster/leaflets in every hall of residence and communal spaces.

- [ ] Organise a stand with your Freshers Fair / Volunteering Fair / Activities Fair.

- [ ] Collaborate with other societies to encourage dual memberships.

Recruitment Checklist

Welcome Events

- Encourage all new members to join the monthly Enactus UK 101 session for an in depth overview of the Enactus programme and important information.

- Host an interactive Welcome Event which encourages participation/engagement/fun! Aim to advertise this at least 2 weeks in advance.

- Use the Enactus UK Welcome Event slides/template to inspire your session.

- Host a 'Give-It-A-Go' session where you might get potential students to ideate on potential projects.

DON'T Forget!

- **DO** make your team accessible for all – create a place for anyone that wants to join!

- **DO** follow up with any new members within 3 days to onboard them and welcome them into your team!

- **DO** check and regular update your teams contact details/social media/website etc to ensure information is accurate!

- **DO remember to have fun!** This is a great oportuntiy to sell why Enactus is such a great society to join, so have fun whilst doing it!