

Recruitment event checklist

Prior to the event	Person responsible	✓
1. Research all ITTs, SCITTs in your branch to ensure ATL has the contact details. Contact each institution to confirm presence at enrolment days; you may need parking permits		
2. Check (with the ATL figures) the numbers expected; cross-check with the ITT and order materials from ATL Despatch. Allow 10 working-days for delivery		
3. Discuss with your Branch Officers who will be attending; produce copies of a written schedule (available from the Organising Team); if possible, exchange contact details with colleagues		
4. Confirm attendance with your ATL Organiser and request help if Branch Officers cannot attend an event		

On the day	Person responsible	✓
1. Arrive early; parking can be difficult at some venues and a worry. It also gets you the best location in the venue. Ensure you have all the necessary materials. If the materials are being delivered directly to the venue, take a contact number in case of problems		
2. Try to establish a friendly rapport with Local Authority personnel at the host institution; Discuss giving advice sessions from ATL and discuss returning at a later date during their induction year		
3. Personally thank administrative staff at the event. Ensure we have their current contact information because jobs/people can change from year to year		
4. Seek permission to leave ATL posters at agreed locations. Once you know where the designated areas are, posters and NO materials can be left throughout the year		
5. Contact ATL Despatch to arrange pick-up of leftover stock		

Following the recruitment event	Person responsible	✓
1. Keep a record of recruitment numbers		
2. Ensure that completed forms are posted to ATL in a secure packet; keep a certificate of posting		
3. Contact each institution to thank them for their co-operation		
4. Review the recruitment exercise with Branch Officers and the ATL Organiser. Identify any areas which are showing low recruitment and discuss with designated Organiser		
5. Complete the ATL mapping document and email to designated Organiser		