



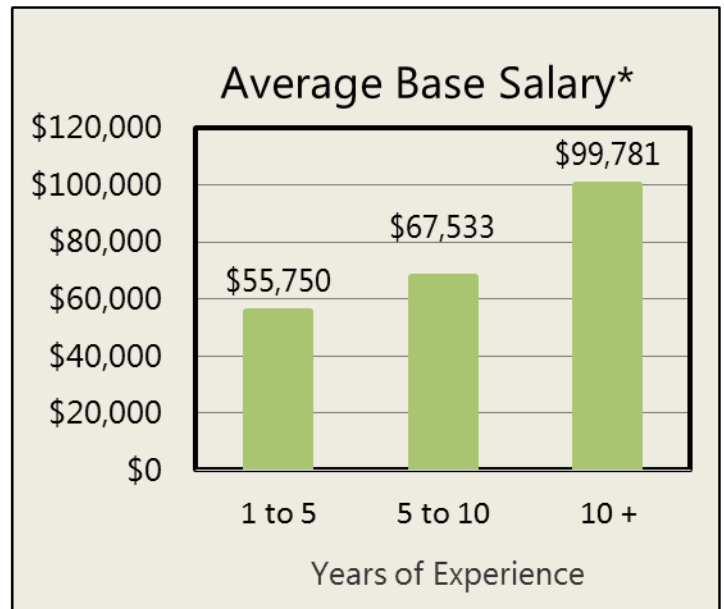
5 Insider Tips to Recruit the “Perfect” Paralegal



1. Compensation –

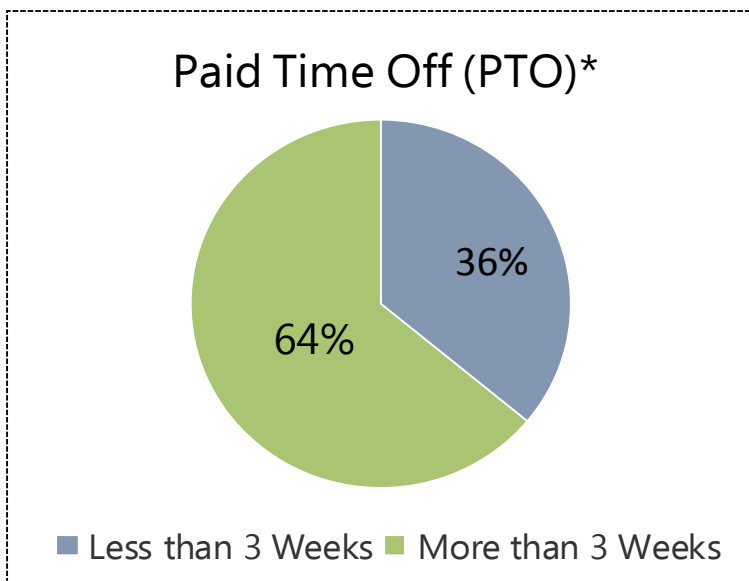
Target is Often Higher Than You Would Expect

Somewhat surprisingly, paralegals with 10+ years of experience often receive base salaries comparable to those of junior-level associate attorneys.



2. Vacation/PTO –

A Common Issue at the Offer Stage



Paid time off often carries as much weight as the base salary in an offer. The loss of a candidate's accrued vacation time can really impact recruiting. If you can match accrued PTO, you have a much better chance of attracting your target candidate.

*Base salary and paid time off data collected from in-house and law firm paralegal placements made by MSLS from 2011 to 2016.

3. Flexible Schedules – More Commonly Requested and Necessary

More candidates are looking for flexible hours or the ability to telecommute on occasion. We are finding that employers who are able to accommodate these requests often attract a broader pool of candidates.



4. Benefits/Perks – Unique Benefits Can Make a Difference

Creative Benefit Options:

- Casual Fridays
- Gym discount
- Catered meals
- Student debt reimbursement
- Holiday parties or team building events
- Summer hours
- Paid annual holiday shutdown
- Professional development opportunities
- Cell phone reimbursement

Unique employee benefits and perks may impact a candidate's interest in a position and overall perception of the culture of a company. By implementing some of these creative options, a position may be more appealing to a prospective candidate.

5. Duration of Search – Being Nimble and Responsive is Key

Paralegal searches tend to move quickly. Rapid turn-around in scheduling interviews and moving efficiently to the next step is often key to recruiting the strongest and most in demand candidate. A speedy process will help to maintain a candidate's enthusiasm for the position and reduce the possibility of an employer losing a strong candidate to a competitor.





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