



LEXICON™

RECRUITING SERVICES

You may have heard it before, or even said it yourself: “We just need to get the right people on the bus.” Well, when your law firm is the bus, and you’re worried about keeping it on the road, that’s easier said than done. It takes time to recruit, screen, hire, and onboard just one employee. If you’re in growth mode and have multiple openings, it can easily become a full-time job. Don’t lose your billable hours to manage your HR function - let Lexicon handle it.

With more than a decade of experience recruiting in various practice areas for some of the largest law firms in the country, including the nation’s largest domestic litigation firm, Lexicon has the tools and the knowledge to help drive business strategy and foster firm culture through talent. Lexicon ensures your firm and employees are set up for success, while helping you identify talented employees - including attorneys and support staff - who will fit within your firm’s culture and help your business grow.

What We Offer

- ▶ Recruiting
- ▶ Set Up Interviews
- ▶ Run Background Checks, Including Compliance
- ▶ Perform Remote Skill and Personality Assessments
- ▶ Create and Send Offers
- ▶ Negotiate with Candidates
- ▶ Write and Place Job Postings
- ▶ Ensure Thorough Communication Through Hiring Process
- ▶ HR Consulting
- ▶ Market Compensation Guidance
- ▶ Host, Plan, Source, and Attend Job Fairs

**Let us handle the business, so you can handle the law.
Schedule a demo today.**

LexiconServices.com/Demo

Facilities
Management



Practice
Quality



Virtual
Receptionist



Legal Ops
& Training



Practice Management Software + Legal Support Services.



Information
Technology



Marketing



HR &
Recruiting

What Makes Us Better Than All the Rest?

- ▶ 90-day retention guarantee
- ▶ Places attorneys, legal staff and executives
- ▶ Regional, national and international expertise
- ▶ Understands bar regulations in 40+ states
- ▶ Average time to fill roles – 45 business days
- ▶ More than a decade of dedicated legal industry experience, inclusive of multiple practice areas
- ▶ Expertise in evaluating skills, ensuring environmental fit and successful onboarding
- ▶ College/University relationships
- ▶ Understand market nuances, reputations and competition
- ▶ Compliance guaranteed

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