

# Associate Recruiting Manager – Global Assessment & Selection Services

<b>PeopleSoft Job Code / Title:</b>	7156 / HC&T Manager
<b>Department / Subdepartment:</b>	HC&T / Associate Recruiting
<b>Organizational Relationship:</b>	Reports to level 6 or above
<b>FLSA Status:</b>	Exempt
<b>UCM Level:</b>	Level 5
<b>Last Updated:</b>	2.19.26

## Department / Subdepartment Overview

Associate Recruiting is responsible for the recruitment and hiring of top talent for all associate-level positions at Latham & Watkins. This includes summer associates, stagiaires, referendars, trainees, new associates, and lateral associates. Associate Recruiting collaborates closely with firm leadership committees and various professional services departments to develop and execute our strategic associate recruiting initiatives.

## Role Overview

The Associate Recruiting Manager – Global Assessment & Selection Services is responsible for the design, governance, and continuous improvement of the firm's global associate assessment and selection frameworks. This role serves as the subject matter expert on how associate talent is evaluated and selected across regions, ensuring that assessment practices are consistent, fair, defensible, and aligned with the firm's strategic hiring objectives.

## Essential Duties and Key Responsibilities

*"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.*

1. Leads the global strategy for associate assessment and selection, owning the design, evaluation, and ongoing evolution of assessment frameworks and methodologies across both entry-level and lateral hiring
2. Oversees the use and governance of associate assessment data, ensuring assessment tools and models remain consistent, predictive, and defensible across regions and hiring pathways
3. Advises Associate Recruiting leadership and key stakeholders on evaluation practices, interviewer calibration, and selection decision-making to support high-quality and well-supported hiring outcomes
4. Partners closely with internal teams on large-scale recruiting data initiatives, contributing assessment and selection expertise while leveraging cross-functional analytical capabilities to inform and enhance hiring practices
5. Supports the continuous improvement of global assessment and selection practices, incorporating feedback, outcomes, and evolving firm priorities to strengthen the effectiveness of associate hiring
6. Promotes effective work practices, works as a team member, and shows respect for others

## Knowledge, Skills & Abilities

- Extensive experience in recruitment operations with a proven track record, preferably within a law firm or professional services environment
- Strong understanding of recruitment practices and regulations in all jurisdictions where Latham & Watkins LLP operates
- Technical proficiency with experience in recruitment technologies and assessment platforms, with the ability to interpret and apply assessment data to inform hiring practices
- Strong understanding of structured assessment and selection methodologies, including principles of consistency, fairness, and defensibility in hiring decisions
- Excellent leadership and interpersonal skills, including organizing, planning, problem-solving, decision-making, and effective interaction with all organizational levels
- Proficiency in PC applications, including MS Office, database management, and applicant tracking systems, with the ability to conduct thorough analyses and reports
- Handling confidential and sensitive information with appropriate discretion

## Position Specifications

### *Typical Experience*

- Typical years of relevant experience: a minimum of seven years' experience in legal recruitment or professional services required
- Typical years of cumulative experience: a minimum of seven years
- A minimum two years' supervisory experience in a related field preferred

### *Education*

- Bachelor's degree or equivalent required

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international travel, may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.