

# Business Services Recruiting Specialist - Talent Sourcing & Research

**PeopleSoft Job Code / Title:** 6971 / BusinessSrvcsRecrSourcingSplst  
**Department / Subdepartment:** Human Capital / Business Services Recruiting  
**Organizational Relationship:** Reports to Business Services Recruiting Manager or above  
**FLSA Status:** Exempt  
**UCM Level:** n/a  
**Last Updated:** March 4, 2025

## General Summary:

The Business Services Recruiting (BSR) Talent Sourcing Specialist supports individual business services search efforts as well as workforce planning initiatives at the departmental, functional, and office level through a collection of best-in-class market research, data, pipelining, and direct outreach services. Based on business need and individual background, the Sourcing Specialist may focus more heavily on one of these three core functional areas: Talent Market Research, Talent Pipelining, and Direct Sourcing. All successful Sourcing Specialists will be required to flex across the three core functional areas.

## Essential Duties and Responsibilities:

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

1. Talent Market Research
  - a. In collaboration with Firm Leaders, Hiring Managers, and/or Business Services Recruiters, conduct talent market mapping across a multitude of levels (with those levels often overlapping) including but not limited to: competency, technical skillset, role, level, industry, function, department, and region.
  - b. Generate competitive intelligence reports within and outside of the legal industry to understand Latham’s position relative to active searches, role and team buildouts, titling, leveling, organizational structure, compensation, and other talent trends impacting organizations with whom we compete for talent.
  - c. Monitor Latham new joiners, identifying potential sources of competitive intelligence.
  - d. Partner with Firm Leaders and HRBPS to supply talent market research and insights that will impact workforce planning strategy.
2. Talent Pipelining
  - a. Leverage LinkedIn product suite, iCIMS product suite, pre-existing market maps, and other talent pipelining tools and strategies to create talent pipelines for active searches.
  - b. Based on an analysis of firm hiring data, predictively pipeline talent for searches that appear at a regular frequency.
  - c. Partner with firm leaders to understand workforce expansion goals across a variety of levels and pipeline talent to support those efforts over time.
3. Direct Sourcing

# LATHAM & WATKINS

- a. Generate, or leverage pre-existing, market maps and talent pipelines to create a pool of passive candidate targets for individual searches based on discussions with Business Services Recruiters and/or Hiring Managers.
  - b. Analyze and share talent market data with Business Services Recruiters and/or Hiring Managers to influence and augment go-to-market strategy.
  - c. Pitch Latham opportunities to passive candidate targets and in-network (“warm”) targets, and conduct initial discussions with pre-application potential candidates to validate interests and qualifications.
  - d. Monitor Latham new joiners, identifying opportunities to untap their talent networks.
  - e. Ensure seamless handoff to recruiter when potential talent target turns applicant.
4. Develop, maintain, assess, and augment deliverables associated with talent market research, talent pipelining, and direct sourcing efforts (e.g. candidate slate presentations, market maps, competitive intelligence reports, etc.).
  5. Develop, maintain, assess, and augment talent data repositories.
  6. Regularly assess talent source data, attrition/promotion rates, internal mobility data, and historic search data across a variety of levels (firm, office, department, function, role, etc.) to unearth talent trends; offer data-driven potential solutions to talent shortages among other workforce challenges.
  7. Participate in recruiting intake and profile calibration meetings on assigned searches to collect information that will allow for the facilitation of effective Talent Market Research, Talent Pipelining, and/or Direct Sourcing while also sharing/presenting deliverables relative to those three focus areas when applicable.
  8. Maintain strong relationships with recruitment agencies both as a source of talent and intel.
  9. Ensure optimal candidate experience through thoughtful candidate communication and close attention to detail.
  10. Create and lead projects with the goal of maximizing the commercial value of the Talent Management team. Collaborates with team members to formulate and execute initiatives.
  11. Contribute to team calls by instigating conversations that encourage knowledge and best practice sharing, which may include, but are not limited to, current market and commercial observations; and disseminating tactical and operational expertise to help overcome hiring challenges.
  12. Promote data-led business decisions throughout workforce planning and individual hiring process.
  13. Coordinate with other areas of Business Services Recruitment, Human Capital & Talent, and Departments of the firm where overlap exists to develop efficient procedures and communications.
  14. Promotes effective work practices and works as a team member.

## Knowledge, Skills & Abilities

- Proficiency with LinkedIn Recruiter and LinkedIn Insights
- Comprehensive knowledge of Boolean search logic
- Strong ability to source within an Applicant Tracking System (ATS)
- Ability to deeply understand, and operate within, a global, highly-matrixed environment
- Sound judgement and understanding of when to escalate sensitive matters to management. Ability to handle confidential and sensitive information with the appropriate discretion.

# LATHAM & WATKINS

- Thorough knowledge of and ability to apply legislation as it relates to employment matters and recruitment practices.
- Comprehensive knowledge of traditional Human Resources and recruitment functions.
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm. Develops and maintain a courteous, professional and effective working relationship with clients, vendors and other representatives of external organizations.
- Ability to work in a team environment with a customer service focus.
- Strong communication skills, both written and verbal.
- Strong analytical skills with minimal supervision needed.
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines.
- Confidence and discipline to work independently and provide concise and specific recommendations to senior managers.
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports.

## Position Specifications

### *Education*

- Bachelor's degree in Human Resources, Data Analytics, or a related field preferred.

### *Typical Experience*

- A minimum of three (3) years' experience as a sourcer, talent market researcher or recruiter in a global professional services environment desired.

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.