



Our goal is to help you achieve your goals



Wisnik Core Competencies

www.wisnik.com

Core Competency: Organization & Planning

Assistant

Coordinator

Specialist

Manager

Chief/Director

- Ability to organize and prioritize numerous tasks and follow instructions.
- Excellent attention to detail.
- Maintains composure during busy season; uses common sense to find a solution.
- Maintains and enters candidate data in applicant tracking systems, monitors recruiting e-mail accounts and prepares reports using recruiting software and Microsoft Office.
- Coordinates interviews and greets candidates in person and via virtual platforms.
- Manages expense processing and document repositories.
- Adapts to hybrid remote work arrangements; flexible to work overtime when needed.

- Prioritizes tasks by importance and deadline.
- Follows up appropriately and sees projects through to completion.
- Anticipates needs and prepares accordingly.
- Coordinates on-campus and virtual recruiting programs including registration, resume screening, scheduling interviews and greeting candidates.
- Plans and executes summer associate orientations, trainings, events, work assignments, evaluations and budget tracking.
- Coordinates with student organizations and career services to plan events and outreach initiatives.
- Maintains recruiting databases, produces research reports using ATS such as viRecruit and FloRecruit.

- Implements recruiting strategies to build robust pipelines.
- Uses ATS to generate reports and identify trends that inform recruiting strategy.
- Collaborates with recruiting managers and directors to assess hiring needs and support decision-making.
- Maintains relationships with law schools and search firms.
- Gathers market intelligence on competitors and recruiting trends.

- Oversees recruitment processes, supervises team members, and ensures effective recruiting practices.
- Supports branding initiatives and targeted communications to achieve hiring goals.
- (If Law School Focused) Oversees summer associate program, including pre-arrival communications, mentoring, training events, and evaluation processes.
- (If Lateral Focused) Oversees lateral attorney hiring, onboarding and integration; develops relationships with search firms and manages due-diligence and conflict processes.
- Develops, tracks and manages budgets.
- Keeps abreast of industry trends and best practices.

- Leads firmwide recruiting strategies that support business needs.
- Oversees recruiting operations, evaluates workflows and sets success metrics.
- Shapes the recruiting brand and marketing messages.
- Understands firm economics and strategically links them to talent acquisition.
- Coaches and equips team members with skills, resources and growth opportunities.
- Implements best practices for lateral talent acquisition; tracks compensation data and market trends.

- Demonstrates proficiency with digital tools (Microsoft Outlook/Teams, Excel, database management, social-media platforms).

- Maintains career web pages and supports marketing/branding efforts for recruiting.

- Manages hybrid/remote work arrangements and ensures team members deliver high-quality service across in-person and virtual channels.

- Develops candidate engagement strategies; maintains relationships with law schools, search firms and professional organizations.
- Leads cross-functional collaboration with HR, professional development and other departments.

**Core Competency:
Communication**

Assistant

Coordinator

Specialist

Manager

Chief/Director

- Communicates effectively with lawyers, candidates and other professionals.
- Has well-developed writing and proofing skills.
- Speaks clearly and confidently.
- Takes direction well, asks clarifying questions when necessary and can interpret and carry out written instructions.
- Has a professional demeanor and is aware of tone.
- Communicates effectively via e-mail, video conferencing and other digital platforms.
- Provides a welcoming candidate experience by greeting candidates, explaining processes and answering questions in person or virtually.

- Presents information clearly, concisely and logically; focuses on key points.
- Keeps team members abreast of upcoming projects and deadlines without having to be prompted.
- Adapts to audience when constructing all written and oral communications.
- Interfaces professionally with candidates, attorneys and staff.
- Maintains marketing and branding materials to ensure recruiting messaging aligns with the firm's brand.

- Communicates with candidates, search firms and internal stakeholders to ensure a positive candidate experience.
- Gathers and provides market trends and attorney movements to leadership and recruiting teams.
- Uses social media (e.g., LinkedIn) to build the firm's recruiting brand and engage potential candidates.

- Able to explain pertinent information and direct team members toward desired outcomes.
- Adept at providing information to persuade others and get results.
- Provides clear guidance and feedback to team members.
- Engages with law school communities and search firms to promote the firm's brand and build pipelines.
- Presents recruiting metrics, recruitment reports and intelligence to firm leadership; uses data to inform strategic decisions.

- Effectively conveys the recruitment vision to partners, firm management and team members.
- Informs and inspires the recruiting team.
- Effectively delivers performance evaluations to team members.
- Establishes candidate engagement and pre-onboarding communication; ensures a consistent, inclusive and high-touch experience.
- Collaborates across departments (HR, professional development, operations) to align communication around hiring, integration and development firmwide.

Core Competency: Relationship Building

Assistant

Coordinator

Specialist

Manager

Chief/Director

- Uses good judgment in establishing relationships with candidates, attorneys, and professional staff.
- Gains credibility by following through and maintaining confidentiality.
- Builds rapport with candidates by providing professional, courteous support throughout the recruiting process.

- Highly responsive and builds trusted relationships with candidates, attorneys, and professional staff to ensure seamless recruitment.
- Builds rapport with candidates and summer associates; makes them feel welcome at the firm.
- Develops and maintains relationships with law school career services, student organizations and search firms to support recruiting efforts.

- Maintains relationships with search firms and other vendors.
- Serves as a liaison with summer associates/lateral candidates and facilitates ongoing relationships with recruits.
- Communicates with firm leadership and administrative departments to coordinate recruitment activities and onboarding.
- Collaborates with student organizations and career services to raise the firm's profile with target students.

- Excels in forging strong working relationships with internal and external stakeholders.
- Engages with hiring partners and practice group leaders to understand staffing needs and coordinate recruitment strategies.
- Represents the firm well; can promote unique qualities of the firm to potential candidates.
- Maintains and grows relationships with law schools, candidates and search firms.
- Mentors and develops recruiting team, fostering a collaborative environment.
- Collaborates with professional development and legal personnel to support integration and retention of new hires.

- Builds strong relationships with team members to align efforts and share best practices.
- Maintains high-level relationships with law schools, search firms and professional organizations to enhance outreach and visibility.
- Develops collaborative relationships with department heads.
- Works directly with firm leadership to align recruiting strategy with business objectives.
- Champions a culture of inclusion, respect and collaboration within the recruiting team and across the firm.

Core Competency: Professionalism

Assistant

Coordinator

Specialist

Manager

Chief/Director

- Demonstrates discretion and confidentiality when handling candidate information and sensitive data.
- Stays focused on tasks despite distractions and interruptions.
- Demonstrates professional maturity and inspires confidence.
- Takes ownership of work and accepts responsibility for mistakes.
- Quickly learns and follows firm policies, including remote work protocols and appropriate use of social media/AI tools.

- Upholds confidentiality and discretion when handling candidate information and sensitive data.
- Projects professional presence; represents the firm well.
- Uses good judgment in all decision making.
- Takes ownership, follows through and fixes mistakes when they occur.
- Demonstrates professionalism when interfacing with attorneys, candidates and external stakeholders.

- Demonstrates professionalism and inspires trust.
- Builds a reputation for following through with minimal supervision.
- Upholds high standards of professionalism, accountability, and ethical conduct.

- Sets high standards for confidentiality, compliance and ethical recruiting practices.
- Maintains composure under pressure, managing multiple stakeholders and deadlines; fosters accountability and continuous improvement within the team.
- Models good judgment and decision-making.
- Demonstrates diplomacy even in difficult situations.
- Highly professional in presentation and demeanor.

- Sets and models standards for confidentiality and workplace conduct.
- Projects executive presence that inspires confidence internally and externally.
- Remains calm and insightful in high-pressure situations.
- Delivers difficult messages empathetically.
- Fosters an inclusive, growth-focused culture that supports innovation and learning.
- Leads the team through change with resilience and adaptability.