

Peer Liaison Guidelines

FOR TIME ENTRY USE: PROFESSIONAL DEVELOPMENT 0000099.041000

The Peer Liaison's role is to assist the lateral Counsel with integration into the firm during the first year. You can do this by welcoming the lateral Counsel into the firm, sharing tips and lessons learned, and generally offering the type of support you had or would like to have had.

We offer the following as loose guidelines; please modify as you see fit.

FIRST DAY

Greet lateral Counsel upon arrival.

Act as host and join the lateral Counsel for lunch, if possible, on their first day during orientation. Lunch should be charged to 8061-[office]-114.

Discuss general questions the lateral Counsel may have about the practice group or firm.

Advise on practice group meetings they should attend that week and any corresponding information they should have in preparation.

Review how practice group meetings and events within the practice group are communicated.

FIRST WEEK

Check in often with lateral Counsel.

Arrange at least one other lunch the first week with other attorneys in the practice group.

Escort lateral Counsel to practice group meetings/events and make introductions

FIRST MONTH

Introduce lateral Counsel to lawyers in other practice groups, including practice group leaders.

Encourage them to attend other practice group meetings to help make connections.

Ask about lateral's integration and whether it's going well.

MONTHS 2 – 9

Organize three lunches in-house during the lateral Counsel's first 2–5 months inviting various groups of attorneys.

If needed, provide lateral Counsel with any useful tips or information that you come across that would be helpful to their practice.

Check in regularly and continue to assist lateral Counsel in making connections with other lawyers.