

# Peer Liaison Guidelines

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

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

## BUDGET

Peer Liaisons shall be provided a budget to be used on out of office meals and coffee with the Associate. Peer Liaisons shall utilize the budget in a manner that best accommodates the Associate's interests and facilitates active discussion. Peer Liaisons and Associates are expected to utilize the entire budget over many meetings, with meals not to exceed \$50.00 (total). If the Peer Liaison/Associate needs additional funds for the Peer Liaison pairing, additional funds can be requested.

Your time should be tracked using Professional Development 0000099.041000;

To seek reimbursement for Peer Liaison-related expenses, please submit your receipts through **Expense Manager**. GL Code 8061-[office]-114 // Purpose: Attorney Mentoring and Integration.

## FIRST DAY

Meet with lateral associate over lunch. Lunch should be charged to 8061-[office]-114.

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

Advise on practice group meetings they should attend that month and any corresponding information they should have in preparation. Discuss how practice group meetings and events within the practice group are communicated.

## FIRST WEEK

Check in often on lateral associate.

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

Discuss any unwritten rules and guidelines—e.g., the best time to get in to see the PIC, PGC or other departmental leaders, expectations of attendance or participation at firm/departmental events.

Explain your best practices for receiving work assignments (if there isn't a practice group work flow coordinator).

Escort lateral associate to practice group meetings/events and make introductions.

## FIRST MONTH

Introduce lateral attorney to lawyers in other practice groups, including practice group leaders. Encourage them to attend other practice group meetings to help make connections.

Check to see if lateral's integration is going well.

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## **MONTHS 2 – 5**

Organize three lunches in-house during the lateral associate's first 2–5 months inviting various groups of associates and/or partners.

## **MONTHS 6 – 9**

Check-in regularly. Inform lateral associate of any useful tips or information that you have come across that would be helpful to their practice.

Continue to assist lateral associate in making connections with senior lawyers.