

# Alston & Bird LLP

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## Tab 1: Basic Information

### Recruiting Contact

**Recruiting Contact Prefix:** Ms.

**Recruiting Contact First Name:** Erin L.

**Recruiting Contact Last Name:** Springer

**Recruiting Contact Title:** Director of Attorney Hiring

**Recruiting Contact Address Line 1:** One Atlantic Center

**Recruiting Contact Address Line 2:** 1201 West Peachtree Street

**Recruiting Contact City:** Atlanta

**State/Province:** Georgia (GA)

**Recruiting Contact ZIP/Postal Code:** 30309

**Recruiting Contact Country:** United States

**Recruiting Contact Phone Number:** 404-881-4464

**Recruiting Contact Email:** erin.springer@alston.com

### Hiring Attorney

**Hiring Attorney Prefix:** Ms.

**Hiring Attorney First Name:** Elizabeth A.

**Hiring Attorney Last Name:** Price

### Narrative Text

**Enter descriptive narrative text about your organization:** Alston & Bird is an international law firm serving clients worldwide. The principles upon which we were founded 119 years ago – service to our communities, mutual respect and hard work – remain at the core of our business practices today. We are also very proud to be recognized as one of the best places to work in America, ranking 24th on FORTUNE’S 2012 “The 100 Best Companies to Work For” list. Alston & Bird has received this honor for 13 consecutive years! Our full service practice includes traditional areas of the law as well as specialties such as biotechnology, energy, telecommunications, global finance, intellectual property and homeland security. Our commitment to our founding values, as well as to excellence in the practice of law, is evident in the lawyers and other professionals we recruit to be a part of our great organization. For more information, please visit our website.

### Multi-Office Information

**Multi Office form - Reporting for:** All Offices

**Specify included offices:** Atlanta, GA; Charlotte, NC; Dallas, TX; Los Angeles, CA; New York, NY; Research Triangle, NC; Silicon Valley, CA; Washington, DC; Westlake Village, CA

**Number of offices on form:** 9

**Total number of offices:** 10

## Tab 2: Lawyer Demographics

### Racial/Ethnic Demographics

		Partner/Member	Associates	Counsel	Staff Attorneys	Other Attorneys	Summer Associates
	Men	283	203	88	7	2	35
	Women	78	156	28	7	11	26
	Total	361	359	116	14	13	61
Hispanic/Latino	Men	3	6	3	0	0	UNK
	Women	0	9	1	1	1	UNK
White	Men	265	167	36	6	1	UNK
	Women	68	106	22	3	7	UNK
Black/African American	Men	6	12	1	0	1	UNK
	Women	6	23	2	1	0	UNK
Native Hawaiian/Other Pacific Islander	Men	0	0	0	0	0	UNK
	Women	0	0	0	0	1	UNK
Asian	Men	7	15	3	1	0	UNK
	Women	3	16	1	2	1	UNK
American Indian/Alaska Native	Men	0	1	0	0	0	UNK
	Women	1	0	0	0	0	UNK
2 or more races	Men	1	2	0	0	0	UNK
	Women	0	1	1	0	0	UNK
Disabled	Men	NC	NC	NC	NC	NC	NC
	Women	NC	NC	NC	NC	NC	NC
Openly LGBT	Men	4	7	3	1	0	UNK
	Women	3	2	1	0	0	UNK

## Tab 3: Practice Areas

## Practice Areas

PRACTICE AREAS	PRACTICE GROUP NAME	NO. OF PARTNERS/MEMBERS	NO. OF ASSOCIATES & OTHER LAWYERS
Litigation	Bankruptcy	11	10
Litigation	Environmental & Land Development	18	9
Tax	Employee Benefits & Executive Comp.	12	3
Litigation	ERISA Litigation	2	5
Business, Corporate	Financial Services & Products	24	30
Business, Corporate	Global Finance & Debt Products	19	22
Business, Corporate	Health Care	15	12
Intellectual Property	Intellectual Property - All Specialties	59	85
Litigation	Labor & Employment	13	11
Litigation	Litigation - All Specialties	114	127
Business, Corporate	Real Estate Finance & Investment	21	21
Tax	Tax; Federal & State; Estate Planning	23	10
Business, Corporate	Corporate Transactions & Securities	28	14

## Tab 4: Compensation & Benefits

### Lawyer Compensation

**2012 compensation for entry-level lawyers (\$/year):**

### Summer Compensation

**2012 compensation for Post-3Ls (\$/week):**

**2012 compensation for 2Ls (\$/week):**

**2012 compensation for 1Ls (\$/week):**

### Clerkship/Credit/Supplemental Compensation

**Judicial Clerkship Bonus?:** Yes

**Compensation/progression credit for judicial clerkship?:** Yes

**Compensation/progression credit for other advanced degrees?:** Case-by-case

**Other Compensation:** Reimbursement for moving and bar expenses. Eligible for merit based bonus. The firm also offers a salary advance.

### Benefits

**Benefits:**

401(k)/IRA/Other Retirement Plan

Bar Association Fees

Business Casual Dress Code

CLE

Dental Insurance

Domestic Partner Benefits

Employee Assistance Program

Family/Dependent Care Leave

Flexible Spending Account/Pre-Tax Option

Health Club Membership

Life/AD&D Insurance

Long-term Disability Insurance

Medical Insurance

Medical Spending Account

On-site Child Care

On-site Child Care - Emergency

Parental Leave

Parking/Transportation

Relocation Expenses

Short-term Disability Insurance

Sick Leave

Technology (Laptop, PDA, etc.)

Vacation Leave

Vision Insurance

**Benefit Package:** Cafeteria plan for medical, dental and vision benefits with no waiting period. Medical plans include a \$25,000 infertility benefit. Medical opt out credits of up to \$2400 per year. Benefits offered for same and opposite sex domestic partners and the firm provides gross up on the imputed income. Firm-paid life and disability insurance, bar dues for DC and one state, 4 weeks vacation, 3 months paid maternity leave, 3 weeks paid paternity leave and a professional development allowance. Adoption assistance, in-home elder care, in-home child care, child care while traveling, back-up child care, family referral service, employee assistance program, discounted corporate concierge service and 401(k) plan also offered. Attorney luncheons and annual retreats

## From WPQ

**Associate base salary (excluding bonuses) is determined by:** A set lock-step system (same base salary for each class year)

**If not strictly a set lock-step system, what criteria are used to determine associate base salaries (excluding bonuses)? (check all that apply):**

**Has your organization offered annual bonuses to eligible associates in the past five years?:** Yes  
**Comments:**

**What factors are used to determine the amount of an associate's bonus? (check all that apply):**

Hours billed

Quality of work

Pro bono hours

Business development

Overall contribution (e.g., recruitment activities, firm committees)

**Are same sex domestic partners afforded the same benefits as spouses of attorneys?:** Yes

**Are opposite sex domestic partners afforded the same benefits as spouses of attorneys?:** Yes

## From WPQ: Benefits offered in addition to those provided by the FMLA

**Does your organization have a written parental leave or family care policy?:** Yes

**Comments:** The Alston & Bird employee must be the primary care giver to access the parental leave benefits. If they are not the primary care giver, they receive 3 weeks paid leave.

**How many weeks of paid parental leave do female attorneys receive?:** 12

**How many weeks of paid parental leave do male attorneys receive?:** 12

**Have one or more attorneys made use of your parental leave policy in the last 12 months?:** Yes

**Are attorneys currently utilizing this benefit?:** Yes

**Does your parental leave or family care policy include adoptions?:** Yes

**Comments:** 3 month period of pay for adoption/placement of a child under the age of 6; 1 month period of pay for adoption/placement of a child over 6 years.

**Does your parental leave or family care policy cover children/dependents of same sex domestic partners?:** Yes

**Comments:**

**Does your parental leave or family care policy cover children/dependents of opposite sex domestic partners?:** Yes

**Comments:**

## Tab 5: Partnership & Advancement

### Partnership & Advancement

**Does the firm have two or more tiers of partner?:** Yes

**How many years is the non-equity track?:**

**How many years is the equity track?:**

**Is the partnership information provided here firm-wide or specific to one office?:**

**How many are men? - Equity Partners:**

**How many are men? - Non-equity Partners:**

**How many are women? - Equity Partners:**

**How many are women? - Non-equity Partners:**

**Of the total, how many are racial/ethnic minorities? - Equity Partners:**

**Of the total, how many are racial/ethnic minorities? - Non-equity Partners:**

**Additional equity/non-equity partnership information:**

**Additional partnership progression information:**

## Tab 6: Recruitment & Hiring

### Hiring Grid

	Began Work In				Expected
	2010	Prior Summer Associates	2011	Prior Summer Associates	
LAWYERS					
Laterals	46	2	66	0	23-32
Post-Clerkship	6	6	3	2	4
Entry-level	71	70	44	38	54
LL.M.s (U.S.)	0	0	1	1	0
LL.M.s (non-U.S.)	0	0	0	0	0

<b>SUMMER</b>					
Post-3Ls	0	0	3	3	1
2Ls	27	0	55	5	49
1Ls	5	0	9	0	11

## Additional Hiring Questions

**Number of 2011 Summer 2Ls considered for associate offers:** 55

**Number of offers made to summer 2L associates:** 54

**Does the organization hire school-term clerks?:** Case-by-case

**Does the organization hire 1Ls?:** Yes

**When after 12/1 should 1Ls apply?:** 12/1

**Are split summers allowed?:** Yes

**If yes, minimum weeks:** 6

**Comments regarding Hiring:** First half required. All applications must be received through Career Services.

**Do you accept applications for the 2013 Summer Program from Joint degree candidates graduating in 2015 or later?:** No

**Do you accept applications for the 2013 Summer Program from evening students graduating in 2015?:** No

**Do you accept applications for the 2013 Summer Program from Judicial clerks?:** No

**Do you accept applications for the 2013 Summer Program from students at non-US law schools?:** No

## LL.M. Hiring Information

**Do you hire domestic LL.M.s?:** Yes

**In what practice areas?:** Specialized areas as needed.

**Do you hire foreign LL.M.s?:** No

**When should LL.M.s submit applications?:**

**Preferred application materials:**

## Hiring Criteria

**General Hiring Criteria:** We prefer students who have excellent academic credentials in undergraduate and law school, as well as experience on law review or in moot court. We look for students who show leadership abilities, self-confidence and a serious commitment to the practice of law.

## Campus Recruiting

### Campus Interviews:

American University, Washington College of Law  
Columbia University Law School  
Cornell Law School  
Duke University School of Law  
Emory University School of Law  
George Washington University Law School  
Georgetown University Law Center  
Georgia State University College of Law  
Harvard Law School  
Hofstra University School of Law  
Howard University School of Law  
Loyola Law School - Los Angeles  
Mercer University School of Law  
New York University School of Law  
Northwestern University School of Law  
SMU Dedman School of Law  
Stanford Law School  
UCLA School of Law  
University of California at Berkeley, Boalt Hall School of Law  
University of California, Davis  
University of California, Hastings College of the Law  
University of Georgia School of Law  
University of Michigan Law School  
University of North Carolina School of Law  
University of Southern California Gould School of Law  
University of Texas School of Law  
University of Virginia School of Law  
Vanderbilt University Law School  
Washington and Lee University School of Law  
Yale Law School

### List Any Job Fairs / Consortia Attended (previous fall): Atlanta Interview Program

Boston College/Boston University Job Fair  
Northeastern BLSA Job Fair  
CLEO Career Fair  
Duke, Northwestern, UVA & Georgetown On Tour Interviewing  
DuPont Minority Job Fair (Los Angeles)  
DuPont Minority Job Fair  
Georgia State Southeastern IP Job Fair  
Hispanic National Bar Association Job Fair  
Lavender Law  
Loyola - Patent Program  
Pennsylvania Atlanta Program

Southeastern Minority Job Fair  
Southern Region Black Law Students Job Fair  
Sunbelt Minority Job Fair  
Texas Interview Program

**Number of Schools Visited in 2011:** 30

**Number of Job Fairs / Consortia Attended in 2011:** 16

## **Tab 7: Hours & Lifestyle**

### **Billable hours**

**Average annual associate hours worked in 2010:**

**Average annual associate hours worked in 2011:**

**Average annual associate billable hours worked in 2010:**

**Average annual associate billable hours worked in 2011:**

**Is there a minimum billable hour expectation?:** No

**Hours policy details:** Billable hours bonus payable at 1900 hours with up to 100 pro bono hours counting towards 1900 goal.

**Is billable hour credit given for pro bono work?:** Yes

**Is there a maximum that will be credited?:** Yes

**If yes, what is the maximum?:** 100

**For bonus consideration, is a pro bono hour equivalent to a required hour?:** Yes

### **Work/Life Information**

**Is part-time allowed?:** Yes

**Is part-time available to entry-level?:** No

**Number of male part-time associates:** 0

**Number of female part-time associates:** 7

**Number of male part-time partners/members:** 0

**Number of female part-time partners/members:** 6

**Number of male part-time other lawyers:** 2

**Number of female part-time other lawyers:** 11

**Do you have a written part-time policy for associates?:** Yes

**Do you have a written part-time policy for partners?:** No

**What is the impact of working part-time as an associate, if any, on an associate's progression toward partner?:** Attorneys working reduced hours are eligible for partnership.

**Can an associate be promoted to partner while s/he is working on a part-time schedule?:** Yes

**Can a partner work on a part-time schedule?:** Yes

**Eligibility for alternative work schedules determined by:** Alternative Career Path Committee.

**Does your organization provide paid non-medical parental leave?:** Yes

**Comments:** These are firm-wide numbers. In addition, each office provides a form of daycare service and the ability for attorneys to telecommute.

## **From WPQ**

**Does your organization have a written alternative work option policy (e.g., part-time, flex-time)?:** Yes

**Comments:** We have an Alternative Career Path Committee.

**Does your organization allow Job Sharing (two or more persons sharing one position)?:** No

**How many associates are currently participating in a job sharing arrangement?:**

**How many partners are currently participating in a job sharing arrangement?:**

**Does your organization allow Flex-Time (working a full-time schedule with flexible hours)?:** Yes

**How many associates are currently working under a flex-time arrangement?:**

**How many partners are currently working under a flex-time arrangement?:**

**Does your organization allow Telecommuting (working remotely one or more days per week)?:** Yes

**How many associates are currently working under a telecommuting arrangement?:**

**How many partners are currently working under a telecommuting arrangement?:**

**If applicable, please describe any other scheduling arrangement::**

**Is there a minimum percentage of full-time hours that a part-time attorney must work?:**

**Comments:**

**Are attorneys who work part-time and exceed their agreed upon part-time hours compensated in some manner for the additional hours?:** Case-by-case

**Comments:** Bonus consideration.

**Are attorneys who work "Job Sharing" schedules given bonus consideration?:**

**Are attorneys who work "Flex-Time" schedules given bonus consideration?:**

**Are attorneys who work "Telecommuting" schedules given bonus consideration?:**

**Are attorneys who work "Part-time" schedules given bonus consideration?:** Case-by-case  
**Comments:**

**In the past five years, have attorneys made partner who have worked or are currently working alternative schedules with your organization?:** Yes

**Comments:**

## **Tab 8: Pro Bono/Public Interest**

### **Pro Bono Contact Information**

**Pro Bono Contact Name:** Mary Benton

**Pro Bono Contact Title:** Pro Bono Partner

**Pro Bono Contact Phone:** 404-881-7255

**Pro Bono Contact Email:** mary.benton@alston.com

### **Pro Bono Information**

**Is the pro bono information indicated here firm-wide or specific to one office?:** Firm-wide

**% Firm Billable Hours last year:** 3.06%

**Average Hours per Attorney last year:** 59.2

**Percent of associates participating last year:** 85%

**Percent of partners participating last year:** 86%

**Percent of other lawyers participating last year:** 78%

**Average hours per associate last year:** 47

**Average hours per partner last year:** 69

**Average hours per other lawyer last year:** 49

**What percentage of attorneys performed more than 20 hours?:** 60%

**What was the number of actual pro bono hours contributed by the organization in the prior calendar year?:** 49,120

**Does the organization maintain a formal pro bono policy that sets forth the organization's commitment to pro bono?:** Yes

**How does the organization define what constitutes pro bono legal work?:** The firm's Pro Bono Committee has created, adopted and maintains a policy that includes the definition of pro bono and this serves as a guideline in determining what constitutes pro bono.

**Does the organization set annual goals regarding the minimum number of pro bono hours to be**

**contributed by the organization?:** Yes

**If yes, what is that annual goal?:** 3%

**Does the organization set individual attorney goals regarding the minimum number of pro bono hours to be contributed?:** Yes

**If yes, what is that annual goal?:** 100 hours

**Is an attorney's commitment to pro bono activity considered a favorable factor in advancement and compensation decisions?:** Yes

**If yes, to what extent?:** It is a fundamental component in the annual review process.

**Are full-time support services (word processing, online research Lexis/Westlaw, out of pocket costs) available for pro bono representation?:** Yes

**If so, are there any limitations?:** Pro bono matters are treated the same as billable matters.

**Are associates provided written evaluations of their work on pro bono matters?:** No

**Does the organization employ one or more of the following structures to manage its pro bono program and to provide training and guidance to participating attorneys? (Check all that apply)::**

Pro Bono Committee

Non-attorney administrator

Other A Pro Bono Partner dedicated to serving half-time as leader and in an oversight role.

**How is pro bono work assigned/distributed?:** Opportunities and trainings are circulated firm-wide and within practice groups.

**If an attorney is permitted to bring a pro bono case for possible consideration by the firm, who makes decisions about whether the firm will handle the matter? (check all that apply):**

Pro Bono Committee

Department Chair

Other Pro Bono Partner

**Does the organization provide any of the following to enable its attorneys to participate in pro bono activities or work in a public interest setting? (Check all that apply)::**

Fellowships

Other

**If so please describe:** In 1995, Alston & Bird was instrumental in establishing Atlanta Legal Aid Society's Fellowship Program, and since that time we have had eight Fellows participate in the program.

**Are pro bono opportunities available for summer associates?:** Yes

**Additional comments (Please use this space to provide any additional information about your organization's pro bono program including any special recognition or awards the organization has received for its pro bono work.):** Alston & Bird encourages every lawyer to pursue his or her passion and pursue it with the help of the firm. The firm's Pro Bono Committee hosts an annual pro bono fair, conducts numerous in-house pro bono trainings and maintains a pro bono website in an effort to provide a wide-range of opportunities.

**What are some of the areas in which your organization has performed pro bono work in the past year?:** Children's Advocacy, Voting Rights, Asylum and Immigration, Human Rights, Civil Rights, Death Penalty Appeals, Veterans' Benefits, Landlord Tenant, Family Law, and more.

## Public Interest Fellowship

**Does your organization sponsor split public interest summer and/or post-graduate fellowships?:** No  
**Public Interest Fellowship Comments:**

## Tab 9: Diversity & Inclusion

### Recruitment

**Which of the following methods do you use to increase the presence and retention of under-represented groups? (Check all that apply):**

Minority job fairs

Outreach to law student groups

Directed mentoring efforts

Recruit at schools with large minority population

Bar-sponsored programs

Firm diversity committee

**Comments:** Alston & Bird's workplace environment has been praised as one of the most open and receptive in the United States. Ranked by FORTUNE magazine as one of the "100 Best Companies to Work For" 13 years in a row, we utilize a three-prong approach of recruiting, development and sponsorship in an effort to display our continuing commitment to diversity and inclusion. Each year our offices recruit at and sponsor an increasing number of diverse job fairs, minority law student events and bar programs nationwide. In 2011, we participated in the CLEO Job Fair, DuPont Minority Job Fair, Southeastern Minority Job Fair, Hispanic National Bar Conference, WALRAA Diversity 8-Minute Networking Event, LAALRA Diversity Networking Event and Reception, Lavender Law Conference, Atlanta Bar Minority Clerkship Program, Black Law Students Association Job Fairs, Mecklenburg County Bar Charlotte Legal Diversity Clerkship Program and the Sunbelt Minority Job Fair.

In addition to Alston & Bird's Attorney Mentoring Program, the firm's Diversity Committee has introduced several initiatives, such as the Women's Initiative Subcommittee, an outreach network to address issues unique to our firm's female attorneys; LGBT firm-wide dialogues to bring visibility and understanding to the needs of our LGBT attorneys; and diversity liaison pairings for each of our diverse attorneys to support their mentoring relationships and further aid in their professional development.

We actively seek diverse students from all law schools.

**Non-discrimination policy:** We have a Non-Discrimination Policy Statement posted internally in our attorney and firm-wide policy manuals.

## Tab 10: Professional Development

## **Training & Professional Development**

**Does your organization have a coaching/mentoring program:** Yes

**Evaluations:** Annual

**Does your organization use upward reviews?:** No

**Does your organization have a dedicated professional development staff?:** Yes

**Does your organization give billable hours credit for training time?:** No

**Rotation for junior associates between departments/practice groups?:** No

**Is rotation mandatory?:** No

**Comments:**

### **From WPQ**

**What are some of the types of training and professional development opportunities your organization offers? (check all that apply):**

In-house training programs

External firm-paid seminars

Continuing legal education (CLE)

Organized/formal mentor program

Trial advocacy training

Observation opportunities

Practice group training

Retreats

**What roles do counsel/senior attorneys play in the training of attorneys? (check all that apply):**

Presenters

Develop/design training programs

Mentoring

Supervise projects

One-on-one training

**Does your organization have a formal evaluation program in place?:** Yes