

Alston & Bird LLP

www.alston.com

Tab 1: Basic Information

Recruiting Contact

Recruiting Contact Prefix: Ms.

Recruiting Contact First Name: Shana

Recruiting Contact Last Name: Beldick

Recruiting Contact Title: Attorney Hiring Manager

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: 30309-3424

Recruiting Contact Country: United States

Recruiting Contact Phone Number: 404-881-7213

Recruiting Contact Email: shana.beldick@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.

Tab 2: Lawyer Demographics

Racial/Ethnic Demographics

		Partner/Member	Associates	Counsel	Staff Attorneys	Other Attorneys	Summer Associates
	Men	172	166	23	13	5	17
	Women	42	67	8	7	2	13
	Total	214	233	31	20	7	30
Hispanic/Latino	Men	0	1	0	1	0	UNK
	Women	0	0	0	0	0	UNK
White	Men	123	83	13	5	3	UNK
	Women	38	48	7	4	1	UNK
Black/African American	Men	4	5	1	0	0	UNK
	Women	4	12	0	3	1	UNK
Native Hawaiian/Other Pacific Islander	Men	0	0	0	0	0	UNK
	Women	0	0	0	0	0	UNK
Asian	Men	2	8	0	0	0	UNK
	Women	0	6	1	0	0	UNK
American Indian/Alaska Native	Men	0	0	0	0	0	UNK
	Women	0	1	0	0	0	UNK
2 or more races	Men	1	1	0	0	0	UNK
	Women	0	1	0	0	0	UNK
Disabled	Men	NC	NC	NC	NC	NC	NC
	Women	NC	NC	NC	NC	NC	NC
Openly LGBT	Men	1	1	0	1	1	UNK
	Women	2	1	0	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	7	5

Business/Corporate	Corporate Transactions & Securities	14	9
Tax	Employee Benefits & Executive Comp.	6	4
Litigation	Environmental & Land Development	5	5
Litigation	ERISA	1	4
Business/Corporate	Financial Services & Products	11	15
Business/Corporate	Global Finance & Debt Products	8	7
Business/Corporate	Health Care	8	8
Intellectual Property	Intellectual Property	18	36
Litigation	Labor & Employment	10	9
Litigation	Litigation - All Specialties	61	74
Business/Corporate	Real Estate Finance & Investment	13	7
Tax	Tax; Federal & State; Estate Planning	13	6

Tab 4: Compensation & Benefits

Lawyer Compensation

2012 compensation for entry-level lawyers (\$/year): 135,000

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?: No

Other Compensation: \$160,000 base salary for Patent Bar members working in our IP area. 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? - Non-equity Partners:**

Of the total, how many are racial/ethnic minorities? - 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	7	1	6	0	10-15
Post-Clerkship	5	5	1	1	4
Entry-level	37	36	24	21	25
LL.M.s (U.S.)	0	0	0	0	0
LL.M.s (non-U.S.)	0	0	0	0	0
SUMMER					
Post-3Ls	0	0	3	3	1
2Ls	14	0	28	3	25
1Ls	3	0	4	0	5

Additional Hiring Questions

Number of 2011 Summer 2Ls considered for associate offers: 28

Number of offers made to summer 2L associates: 27

Does the organization hire school-term clerks?: Yes

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:

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
Howard University School of Law
Mercer University School of Law
Michigan State University College of Law
New York University School of Law
Northwestern University School of Law
Stanford Law School
University of California at Berkeley, Boalt Hall School of Law
University of Georgia School of Law
University of North Carolina 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 (Washington University/Tulane/American University)
CLEO Career Fair

DuPont Minority Job Fair (Los Angeles)
DuPont Minority Job Fair (Wilmington)
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

Number of Schools Visited in 2011: 22

Number of Job Fairs / Consortia Attended in 2011: 11

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: Non-primary caregivers receive up to 3 weeks paid parental leave.

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

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

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 qualified 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