

LATHAM & WATKINS



One Firm.

A World of Opportunities for You.

LW.com

Welcome



Michael Liu
Hong Kong Office
Managing Partner

Thank you for your interest in Latham & Watkins.

We hope that you will consider starting your legal career with us. We believe that we offer you a very different working experience compared to other elite international law firms in Hong Kong.

The following information is intended to give you a sense of our trainee programme and life at Latham. We encourage you to contact us with any questions and we look forward to hearing from you.

Michael Liu

What we can offer you

We pride ourselves on our collegial atmosphere and our collaborative management style.

The Latham community in Hong Kong is made up of people from a variety of backgrounds, including many lawyers from top-tier UK and US international firms. We are able to offer not only the experience available at the top UK firms in Hong Kong, but also a platform for work opportunities in respect of high profile US-related matters including public and private capital markets and mergers and acquisitions, as well as US-related litigation.

We value originality and creative thinking. Candidates with a strong academic background, excellent communication skills and a consistent record of personal and/or professional achievement will thrive at Latham.

Our associates are involved in firm management via their participation on the Associates, Recruiting, Diversity and Pro Bono Committees, amongst others. For example, the Associates Committee evaluates and recommends lawyers for promotion to partnership every year.

We also look for candidates who are able to apply the law in a business context and have the initiative to take charge on client matters early on in their careers. At Latham, we undertake sophisticated legal work for clients around the world. Our trainees will be given meaningful responsibility on client matters from the outset. We expect that each trainee will have significant legal experience on qualification.

We want to develop your full potential in a very friendly, fun and teamwork oriented environment and will assist you to do so.

About Latham & Watkins



“We have been recognised as an ‘international powerhouse’ and one of the ‘global elite’, with some of the best and brightest lawyers from around the globe. But the real power of our firm comes from our most important resource — our people. That’s why we stay committed to recruiting the next generation of leading talent.”

Robert M. Dell
**Chairman and
Managing Partner**

Latham & Watkins is one of the largest global law firms, practising in 31 offices worldwide.

Latham has no head office and no dominant practice, and is governed by an open, inclusive and consensus-building management style. Our “one firm” culture means that firm decisions are only made after a broad range of opinions are considered and a clear consensus is developed. With our geographic and practice area diversity we frequently work across offices to provide our clients with the best international expertise. Very few firms can match our global resources.

In Hong Kong, our practice is primarily focused on the following:

Banking, Project, Leveraged & Structured Finance

Equity Capital Markets

Debt Capital Markets

Regulatory & Compliance

China Investments

International Dispute Resolution

Litigation

Mergers and Acquisitions

Private Equity

Public Company Representation

Real Estate

Defining quality



Named “Law Firm of the Decade” by *Legal Business*. Latham was described as a “textbook example of how to globalise.”



Ranked amongst the *Global Elite* which showcases the leading 17 law firms globally



Most Innovative US law firm in Europe in 2008

“one of the firms with the most cutting-edge associate development programmes”



Highly Commended in 2009 and 2010



Ranked among the top-10 in *The American Lawyer's A-List* since the list was created.

Defining community



稚子無辜何忍虐待

商界展關懷

caring company



SMART
Sustainable Measures
and Recycling Tactics

Pro Bono

Each of our offices is fully immersed into its local legal community, with pro bono work being an important part of what we do. The firm is one of the largest providers of free legal services in the world and in 2010 alone, Latham & Watkins provided approximately 199,000 hours of pro bono legal services, valued in excess of US\$90 million. The organizations we work most closely with in Hong Kong include the Hong Kong Refugee Advice Centre, which provides free legal advice and representation to those seeking refugee status from the Office of the United Nations High Commissioner for Refugees (UNHCR) and Helpers for Domestic Helpers, a local nonprofit organization that provides free legal advice to foreign domestic workers.

Community Support

Latham has been recognized as one of the “caring companies” in Hong Kong, in honor of our achievements in corporate social responsibility and commitment to the community. The Hong Kong office has recently worked with the charity Against Child Abuse (ACA), which provides support for abused or neglected children in Hong Kong, by donating pyjamas for children the agency work with and also helping ACA compile a case book to promote the great work it undertakes.

Latham was a proud sponsor of the Yonex-Sunrise Hong Kong Open Badminton Super Series 2010.

We also are delighted to be sponsors of the Hong Kong University Rugby Football Club (URFC) which comprises four teams, including the inaugural women’s URFC team last season.

Diversity

Our lawyers and staff throughout the world comprise a rich mixture of men and women of different races, ethnic backgrounds, cultures, sexual orientations and primary languages. We are strengthened enormously by this diversity, and our commitment to diversity and equal opportunity enables Latham & Watkins to draw from a remarkable wealth of talent to recruit and retain the best lawyers and create one of the world’s leading law firms.

Sustainability

Latham & Watkins’ SMART (Sustainable Measures and Recycling Tactics) initiative is charged with implementing the firm’s global sustainability policy. We believe that everyone at Latham can play a daily role in reducing our impact on the environment, conserving natural resources and managing our firm in a sustainable manner.

The vacation scheme



We offer vacation schemes during the winter and summer breaks for penultimate year law students who are considering an application for a training contract with the firm.

Our goal with the vacation schemes is to give you work experience in a global law firm which will mirror that of a trainee or junior associate at the firm. Interns have many opportunities to experience firm culture by getting to know Latham associates and partners. We hope that these opportunities will give you a sense of our culture of teamwork, collegiality and strong commitment to quality and professionalism that have helped us to succeed for more than 75 years.

You will participate in various social events in addition to work assignments and information sessions tailored for our interns. Our summer programme includes a variety of activities for many different interests, including bowling, art jamming, wine tasting and barbecue evenings. You will also be invited to participate in any training courses that are offered to our associates.

You will have fun while taking the opportunity to experience our top quality practices around the globe.

The vacation scheme aims to expose you to our work and our culture and also provides various social opportunities to meet the people who work at Latham.

The training contract and beyond



Our aim at Latham & Watkins is to guide our trainees to become first-class lawyers in an international market.

Rotations

As a trainee solicitor, you will work in at least four of the following practice areas (seats):

- Dispute Resolution
- Hong Kong Corporate/Commercial
- Real Estate
- Finance
- US Corporate and Finance

Unlike in other large international law firms, the duration of each seat may range from three to six months. This allows you to develop key skills and experience in core areas and provides you with an opportunity to explore your own areas of interest and allow you to obtain an idea of different areas of the law.

We recommend that you spend six months in each of our Hong Kong Corporate/Commercial and Dispute Resolution departments. You may also be offered the opportunity to spend up to six months in an overseas office in your second year.

Before the commencement of your training contract, we will ask you to nominate practice group preferences for your rotations. While we cannot offer any guarantees, we will use our best endeavours to build any preferences into your programme to help you plan your career.

Principal, Supervisor & Mentor

Our lawyers work in teams and we ensure that you have all the help you need. We will assign you a Principal, Supervisor and Mentor. Your Principal will be a partner who will oversee your general workload, skills training and practical experience. Your Supervisor for each seat will allocate tasks, provide practical day-to-day training and closely monitor your work.

Your Mentor will assist you with your integration with the firm and administrative issues. You will meet with your Mentor at least once a month (often over lunch) to talk about your experiences, concerns or issues on a confidential basis and your Mentor will provide you with objective input and advice. Because we recruit trainee solicitors one or two years in advance, your Mentor will keep you up-to-date with developments at the firm and act as an informal contact. Your Mentor may accompany you to our firm social activities (e.g. drinks nights, Christmas party etc.) that provide an opportunity to meet and mingle with Latham lawyers before you formally join the firm.

We have a structured programme with rotations around a number of practice areas.

To ensure that you have all the help and support that you need, you will be allocated a Principal, Supervisor and Mentor.

The training contract and beyond

(continued)



We also aim to provide you with quality legal training, hands-on experience and constructive feedback.

Induction Program

Upon joining, you will take part in our comprehensive induction programme designed to give you a better understanding of the firm and its operations, its office procedures and IT systems and to learn about the resources available to you.

Practical Legal Training

We will also provide you with a Key Legal Skills Training Programme tailored specifically for trainees in areas such as time management, legal writing and drafting. As part of your trainee programme, you will also participate in the firm's Training & Career Enhancement programme (TACE), which boasts a range of courses, workshops and seminars open for all lawyers designed to enhance your professional development and ensure that you fulfill the requirements prescribed by the Continuing Professional Development (CPD) Rules and the Legal Practitioners (Risk Management Education) (RME) Rules. Often these courses, workshops and seminars focus on more specific issues relating to different practice areas and are attended by lawyers from other jurisdictions so that you may learn from each other and share best practices. You will also have access to Latham's customized, in-house videos training delivered on-line.

Hands-on Experience

The best way of learning is to have real hands-on experience and at Latham you will have extensive client contact and be actively involved in telephone conference calls, meetings and client visits. You will also learn directly from the lawyers you work with many of whom are recognized as the most respected and best practitioners in their field. The key to our success is sharing knowledge, experiences and skills.

Feedback/Review

The trainee review process is similar to our associate review process which is essential to the firm's core values of open communication and career development. You will meet with your Supervisor and Principal at the end of each seat for a comprehensive in-person conference. At these conferences work reviews are read to you verbatim and a clear message regarding progress and standing is given. You shall also have an informal mid-seat appraisal with your supervisor.

The training contract and beyond

(continued)



Post-Qualification Academies are a great way of further developing your legal skills and practice.

Experience of Firm Culture

Trainees will have many opportunities to experience our firm culture by getting to know Latham associates and partners. Your week may include a lunchtime practice group presentation or a casual lunch with a small group of attorneys, and each month will include at least one evening social activity that provides an opportunity to meet and socialize with Latham attorneys in a relaxed environment.

Post-Qualification Academies

As a qualified lawyer you will receive comprehensive and on-going training sessions to further legal skills and enhance understanding of the firm and the practice of law. You may have opportunities to attend various academies held in the United States with lawyers from our other offices.

First Year Academy

First Year Academy combines formal training programs such as “Anatomy of a Lawsuit” and “Basics of Discovery” with social activities, which allow associates to meet their peers from other offices.

Third Year Academy

This programme offers presentations with an emphasis on supervision, client interaction and business development. The Third Year Academy is designed to give associates a clear understanding of how to make a successful transition from being a junior to a mid-level associate.

Fifth Year Academy

Fifth Year Academy is a training programme that emphasizes the transition from mid-level to senior associate. Topics include partnership standards, business development, firm finances, mentoring, public speaking, as well as professional growth and development opportunities.

Daring to be different

It is how Latham operates internally that differentiates us from our competitors.



Daniel Mathias
2009 – 2011 Trainee

Latham is democratic in its decision-making and structure.

- A dynamic entrepreneurial and friendly culture
- From the very beginning of your career, you become an active member of the team and your opinion is respected

“ Being a trainee in the Hong Kong office on secondment from Latham in London brought home to me the fact that Latham & Watkins is a truly international firm, yet still allows each of its lawyers to really stand out. From the outset of my seat in Hong Kong I was made to feel like part of the team. Everyone in the office was extremely welcoming and even the most senior partners always had time to answer my questions and explain the more complex parts of transactions to me. I was involved in a number of high profile deals and was encouraged to take on as much responsibility as possible, without ever feeling like I was not fully supported.

Latham & Watkins' presence in Hong Kong, and other parts of the Asia, has expanded rapidly over the last few years. For trainees, the opportunities for international work are among the best in the world, not just through spending 6 months in an overseas office but also in the nature of the clients and the inter-dependency of the offices worldwide. I have been provided with varied, exciting and incomparable training and feel very well-prepared to take on my next role as a Latham associate and all the challenges and opportunities that will bring.”

Growing together



Terris Tang

Associate

- Non-hierarchical approach to work and a policy of financial transparency
- No profit centre accounting

Latham & Watkins is instilled with an ethic of hard work, commitment and quality that has nurtured the firm's dramatic growth.

“ Latham provides a family-like environment in which partners take an active interest in your future — they take the time and expend the effort to teach you and guide you along. Sure, the work is tough — and so it should be in a world class law firm with an enviable array of blue chip clients.

The important thing is that you feel that you are progressing towards becoming a lawyer who can open doors and close deals in every given situation.

With its full service Hong Kong law capabilities, which covers such diverse fields as corporate, banking, regulatory, real estate and litigation, you can try out such fields as your interest dictates, and specialise only when you are ready.”

Selection procedure



The Training Contract

During the assessment you will meet a mix of associates and partners during a number of interviews.

There will be ample opportunities for you to ask us about our strategic goals in China and the rest of the world, the type of training you will receive and how we see our trainees develop into our associates and beyond in the longer term. We will ask you perceptive questions to help us judge you in terms of your potential and whether you will benefit from the opportunities we afford to trainees here.

We carefully select each of our trainees and recognise that you will play a vital role in the future growth of the firm. It is important to us to establish a reciprocal and long-term relationship, developing your potential and ensuring a successful career for you at Latham.

All our trainees are recruited for the long term. We hope they will become associates and ultimately partners with the firm.

“ It was clear talking to a number of different people during the interview process that Latham’s culture combines ambition and drive with a collegial and supportive atmosphere. I was left in little doubt that Latham was the firm for me.”

Stuart Alford

2009 – 2011 Trainee

How do I apply?



To apply for a training contract or our vacation scheme, please send your CV and cover letter to: hkreuiting@lw.com

For more information, please contact:

Manager of Attorney Recruitment and Development
Latham & Watkins
18th Floor, One Exchange Square
8 Connaught Place, Central, Hong Kong

Email hkreuiting@lw.com
Phone +852.2912.2500
Fax +852.2912.2600

// We, as junior associates, are given the opportunity to participate in the management of the firm, e.g. being part of various management committees and conducting interviews, which makes Latham unique amongst its peers. This makes me feel very much part of the firm and its growth."

Melissa Shen
Associate

The facts



2000

Lawyers
Worldwide

31 offices

in 14 countries

120

Lawyers &
Staff in
Hong Kong

Celebrated our
firm's **75th**
anniversary
in 2009

Documentation for application

- Full CV with University transcripts
- Contact details of 2 referees
- Email or post accepted

Minimum academic criteria for trainees

3 strong grades at A-level
(or equivalent) and a
2:1 degree (or equivalent)

Expected remuneration

New York pay scale equivalent

Expected retention on qualification

100% subject to performance

PCLL tuition fees

Reimbursement upon passing and joining

Benefits

life assurance, medical and dental insurance, mandatory provident fund

Career prospects offer on completion

Vacation scheme winter & summer

Work permits we apply on your behalf if required

LATHAM & WATKINS



Office Locations:

Abu Dhabi	Hong Kong	Paris
Barcelona	Houston	Rome
Beijing	London	Riyadh*
Boston	Los Angeles	San Diego
Brussels	Madrid	San Francisco
Chicago	Milan	Shanghai
Doha	Moscow	Silicon Valley
Dubai	Munich	Singapore
Frankfurt	New Jersey	Tokyo
Hamburg	New York	Washington, D.C.
	Orange County	

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