OUR TRAINEES DON’T THINK 9 TO 5
THEY THINK TIME ZONES
YOUR GUIDE TO OUR LEGAL GRADUATE PROGRAMME
LATHAM & WATKINS
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WHAT CAN WE DO FOR YOU?
As you plan your career in law, you’ll be looking around and trying to get under the skin of many of the world’s top law firms. Here, we try to capture the essence of what it’s like to start your career at Latham & Watkins, to help you decide whether this is the place to make your mark.

Latham & Watkins is different to other law firms. That’s due to the people we employ. Our teams of sharp and intelligent people have built one of the few global law firms with truly integrated strength in the major financial centres across Europe, the United States, the Middle East and Asia.

But please don’t think you’ll be a small fish in a big pond.

Our teams are smaller than those in many large UK law firms. So we’re looking for energetic people who are ready to make an important contribution almost immediately in our growing London office — people who will relish playing a key role in international projects and working alongside fellow lawyers from our offices worldwide.

In many ways, working at Latham & Watkins offers the best of both worlds. You’ll rapidly gain a higher level of responsibility and enjoy significantly more partner and client interaction than at other leading law firms. Our firm enables you to stand out from the crowd.

If this lively yet demanding environment is for you, we look forward to hearing from you.
WE DON’T HAVE A ‘HEAD OFFICE’; WE ARE ONE FIRM

INCLUSIVE; INTEGRATED; INTERNATIONAL

Latham & Watkins is one of the world’s largest law firms, with internationally-recognised practices located in the world’s major financial, business and regulatory centres. Our lawyers frequently work across our diverse offices to provide clients with the best international expertise. Very few firms can match our worldwide resources or our truly international outlook.

We have no head office and no dominant practice — just a single, integrated partnership providing a collaborative approach to client service.

We believe in a non-hierarchical management style, which functions collaboratively to develop consensus-based decisions drawn from a broad range of opinions.

Unlike many US-heritage law firms in London, we provide our clients with a full-service offering. Our London practice is now as large as many of the well established UK firms, but with the added advantage of a powerful international network. Lawyers in our London office handle some of the most significant and ground-breaking cross-border transactions for the world’s leading companies.

We are the number one international law firm in London by revenue. As one of the few firms increasing our market share in London, we offer excellent opportunities from qualification through to partner promotion. Our London office is at an important point in its history, with ambitious plans to continue growing in a way that meets our clients’ needs. It’s an exciting time to be joining Latham & Watkins.

The trainee supervisors are friendly, approachable and provide invaluable support in helping us prepare for the transition to associate.”

Ketan Ahuja
Trainee solicitor
THE WAY WE WORK
We’ve got a unique way of working at Latham & Watkins, using small teams of highly capable lawyers. From early in your career, we’ll encourage you to offer your views and take responsibility for matters that might be handled by more senior people if you were at another firm.

You’ll work closely with an associate or partner, who will offer support and ensure you’re involved in a variety of work, with plenty of opportunities to gain experience.

We encourage our people to use their experience and creativity to identify solutions and make decisions that will make a real difference to our clients.

FOSTERING GROWTH
Merit based promotion is very important to us and has been since our inception. To ensure that people are promoted on their talent and achievements above all else, we have developed a unique review system, whereby each lawyer who has supervised an associate writes a review on the associate’s performance. These reviews are then collated and a global moderation takes place. This allows us to ensure consistency in performance and promotion across the firm.

CONSENSUS DRIVEN
We place a high value on diverse viewpoints. The firm’s culture is collegial and its management style is consensus-based. Recognising the value of teamwork and that broader input from lawyers at all levels of the firm results in better decisions. Therefore the firm operates a committee system, whereby associates and partners are invited to serve on committees that are relevant to firm management and employee development. Examples of committees are:

- Associates Committee
- Diversity Committee
- Ethics Committee
- Pro Bono Committee
- Recruiting Committee
The hours can sometimes be challenging, but there is a real sense of camaraderie in working together on a deal. You can really bond with other members of the team after sharing late night dinner.”

David Zhou
Trainee solicitor
THE VACATION SCHEME

A GREAT OPPORTUNITY TO GET TO KNOW US BETTER

Our vacation schemes offer you the chance to spend time in two of our departments — a week in each, sharing an office with one of our lawyers. Wherever possible, you’ll be able to choose your preferred practice areas. It’s your chance to see how we work, ask our lawyers about life at Latham & Watkins and, of course, enjoy a social event or two.

Like our trainees, you’ll be a valued and trusted member of the team. It’s also worth remembering the vacation scheme is where we recruit the majority of our trainees, so it could be a taste of things to come.

IMMERSE YOURSELF IN THE WORK
Reflecting the life of a Latham & Watkins lawyer, you’ll take on a wide variety of work during the two weeks. We’ll also ask you to produce two pieces of writing and to give a short presentation to your peers about one of our practice areas.

To support you during your time with us, we’ll assign you a mentor, usually a current trainee. Your mentor will be in touch before you start, and will be a friendly face to help you settle in while you’re here.

AN OPEN AND FRIENDLY OUTLOOK
You’ll have plenty of opportunities to meet people who work here — including lawyers ready to answer your questions — and opportunities to socialise at firm events where you’ll see for yourself the relaxed and open side of our firm. Once you’ve got to know us, you’ll have an interview during the second week.

IS IT FOR YOU?
We run two vacation programmes, during which you will earn £350 per week.

The schemes will take place at Easter and in the summer, and are open to law and non-law graduates and undergraduates.
THE VACATION SCHEME

HOW TO APPLY
You need to apply online between 1 October 2015 and 10 January 2016. But first, let us tell you who we’re looking for. You’ll need to be energetic, entrepreneurial and always keen to take the initiative, whether in daily work or in your career plans. Academically, we expect a minimum 2:1 degree and grades of at least AAB at A-level or equivalent.

If you’re successful at the online application stage we’ll invite you to a half-day assessment. Here you’ll meet partners and associates, attend presentations and have two 30-minute interviews — one on your application form and understanding of Latham & Watkins; the other on commercial awareness. You’ll also have lunch with our trainees.

FIRST-YEAR LAW STUDENT? TRY AN INSIGHT DAY
On our Insight Days we try to provide you with an in-depth understanding of our work and culture during the course of one day. Then we offer you lunch, where you can meet our current trainees and have a chat in an informal setting.

You’ll also be introduced to some of our associates and speak to our graduate recruitment team about how to apply and how we assess you. You’ll receive presentations from partners, associates and trainees.

This year our Insight Days will take place in November and December 2015, and March 2016. Applications are open to all students, with first-year law students particularly encouraged. Please visit lw.com/londongraduates to apply.

The vacation scheme enabled me to see first-hand that Latham trainees are valued members of the team, who are encouraged to assume a significant level of responsibility on some of the largest transactions in the legal market. This level of responsibility, coupled with the firm’s collegiate culture, is what made Latham stand out for me.”

Janine Leeder
Trainee solicitor
THE TRAINING CONTRACT

AS SOON AS OUR TRAINEES FIND THEIR FEET, WE HELP THEM TAKE THE NEXT STEP

MAKING A REAL CONTRIBUTION IN A GLOBAL LAW FIRM
An offer of a training contract at Latham & Watkins is much more than evidence of our commitment to you and your career.

It’s an invitation to become one of a select group of around 24 new trainees. We expect our trainees to make an important contribution immediately, so we’re looking for lively and enthusiastic people who want to become a valuable part of the team in a truly global law firm.

BUILDING THE SKILLS YOU NEED TO TAKE YOUR CAREER FURTHER
At the start of your training contract you will attend an intensive induction programme which includes everything from technical training to social events. As you rotate through your seats, you will also receive department-specific training.

You’ll rotate through four six-month seats, two of which will be Corporate and Finance. During your third or fourth seat you will have an opportunity to spend six months on secondment at one of our overseas offices, or with a client.

ENJOYING SUPPORT EVERY STEP OF THE WAY
In the lead up to your first day, you will have a series of informal meetings with a mentor drawn from our group of current trainees. Ultimately, we know trainees learn best as they work, so you’ll share an office with a supervisor. They will arrange regular reviews, partner feedback and mentoring.

Our associates and partners will also set aside time to explain things to you.

Your experience as a trainee is designed to help you get the most out of a demanding role and truly enjoy your first steps on a valuable and exciting career path.
Our teams are smaller than those in many large law firms. You’ll rapidly gain a higher level of responsibility, with typical trainee tasks including:

**RESEARCH**
Such as reviewing recent deals in a particular market, or court procedure for certain types of litigation.

**DRAFTING**
For example, adapting a precedent to work for a particular deal.

**PROJECT MANAGEMENT**
Ensuring all parties have signed the relevant documentation at a transaction closing, or that all elements of a deal checklist are complete when clients and legal teams come together for deal signing.

**DUE DILIGENCE**
Reviewing documentation about a company and highlighting issues or concerns to a potential purchaser.

**DISCLOSURE**
Reviewing case documents to help a party bring a claim or defend a contentious dispute.

*There is no room to shy away from responsibility. Whilst challenging, this provides invaluable learning opportunities and experience.*

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*James Dabell*
Trainee solicitor
During my six-month secondment to our New York office, I have been able to get involved in some of the biggest international finance deals in the market, all whilst living in one of the most exciting cities in the world.”

Alexandra Sault
Trainee solicitor

THE TRAINING CONTRACT

THE ROUTE TO A TRAINING CONTRACT

Please apply online. In the first instance, we encourage you to apply for a place on one of our vacation schemes, as that’s how we select the majority of people we take on our training contracts.

If you haven’t been on the vacation scheme, we’ll ask you to attend a half-day assessment. This will include a 30 minute interview covering your application form and awareness of Latham & Watkins; then a 45 minute written task, followed by a 45 minute interview to discuss the written task and topics related to commercial awareness.

THE TRAINING CONTRACT OFFERS THE FOLLOWING SALARY AND BENEFITS:

- Payment of GDL and LPC fees, including full repayment if you have completed your studies.
- A maintenance grant of £8,000 for each GDL and/or LPC year.
- A bonus of £500 if you achieve a distinction on your LPC.
- A competitive starting salary (currently £45,000).
- A competitive salary on qualification.
- A benefits package that includes life assurance, medical and dental insurance, a stakeholder pension scheme and 20 days’ paid holiday per year.

APPLY TO:
lw.com/londongraduates
TIMELINE TO COMMENCING A TRAINING CONTRACT

WE HOST TWO SOCIAL EVENTS EACH YEAR FOR OUR FUTURE JOINERS TO EASE YOUR TRANSITION TO THE FIRM AND HELP YOU GET TO KNOW OTHERS BEFORE YOU ARRIVE.

INTERVIEW DAY
- Interview on Latham & Watkins awareness and application form
- Interview on commercial awareness
- Presentation and lunch with our trainees

VACATION SCHEME
- Two week scheme
- Various assessments over the course of the scheme
- Interview for a training contract

TRAINING CONTRACT
- Case study
- Interview on Latham & Watkins awareness and application form
- Interview on commercial awareness and case study

VACATION SCHEME
(applicants should be penultimate-year law/ final-year non-law undergraduates or beyond)

TRAINING CONTRACT
(applicants should be penultimate-year law/ final-year non-law undergraduates or beyond)

ONLINE APPLICATION

Please note that first-year students are not eligible to apply for our vacation schemes or training contracts. We would encourage all first-year students to attend one of our Insight Days. Please see page 8 for further details.
Latham & Watkins People
Around the world, Latham & Watkins is a rich mix of people of different backgrounds, cultures, sexual orientations, physical abilities and ages.

We believe a diverse and inclusive workforce brings us different outlooks, experiences and strengths, which enhance our firm enormously.

We continue to value individuality and differences among our employees.

Continued Professional Development
Once you’re qualified, the training and development continues, with a varied programme of seminars and workshops presented by colleagues and external providers.

Our development programmes are designed to enhance your professional expertise, keep you up to date with legal, commercial and industry sector trends, and to cultivate the professional and personal skills you will need for a successful career.

In-House Academies
The Latham Academies for first, third and fifth-year associates, as well as the Latham Academy for new counsel and partners, are the jewels of the firm’s training and development programme.

The Academies bring together entire peer groups from across the firm’s offices, giving you the chance to meet colleagues, to learn alongside them and to hear each other’s different experiences.

The Latham Academies are typically held in major US cities, and always include a good mix of social activities alongside the business agenda.

As a trainee I have been given significant responsibility. I have gained brilliant experience and now feel ready for the transition to junior associate.”

Karen Gallagher
Trainee solicitor
Latham & Watkins is one of the largest providers of free legal services in the world, as pro bono work is an important part of what we do.

We use our expertise and resources to support the legal needs of disadvantaged individuals in our communities and the not-for-profit organisations that work with them.

We treat pro bono work in the same way as any other work: the hours contribute to annual target hours; we review and supervise the work in the same way, and we use it in the associate evaluation and bonus system.

We encourage our London associates to participate in more than 60 hours of pro bono work each year, and invite them to introduce their own pro bono clients.

The organisations we work for in London include Human Rights Watch, which defends and protects human rights internationally, and Virtue Foundation, which provides humanitarian assistance through healthcare and education initiatives.

As a trainee at Latham & Watkins, you will not only be working on some of the largest international matters and transactions, but you will also be an integral part of one of the most welcoming legal teams in the City. That’s what makes the firm unique."

Stephen Kazerani
Trainee solicitor
Although we work hard and do the best for our clients, Latham & Watkins is a friendly and supportive place to practise law. We also believe our social programme is an important part of who we are.

The London office throws a summer party and a winter party every year. We also host monthly drinks in our office social area, ‘Red & White’.

Everyone is invited to come along and to mix with people from other departments.

On a healthier note, we subsidise pilates, yoga and other fitness classes inside and outside the office.

There are plenty of opportunities to get involved in team sports with your colleagues — our cricket and football teams are particularly popular.

We also run an annual inter-office competition called the ‘Spring Challenge’, where staff log their physical activity — everything from running a marathon to walking to work — in friendly competition with Latham offices around the world.

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“The Latham & Watkins vacation scheme provides a real insight into life at the firm. The emphasis is on working together in a friendly and inclusive environment.”

Anna Ockwell
Trainee solicitor
There’s a distinction between a job and a career. As a Latham & Watkins trainee, you’ll know the difference.

Apply to lw.com/londongraduates