

Lateral Associate / Transfer Integration Plan

Associate:

- **First Month**
 - Lunch with mentors
 - Lunch with department head and AD partner
 - Lunch with 2-3 attorneys they met during the interview process
 - Assign 1-2 work assignments
 - Check in with lateral after two weeks to see how it is going from their perspective
- **Second Month**
 - Lunch with two associates from class year
 - Lunch with recent transfer or lateral from the past year
 - Coffee with member of Associate Committee
 - Check-in re: understanding of admin departments and office/firm resources
- **Third Month**
 - Connect lateral/transfer with marketing department with an eye toward describing Skadden's position in the marketplace and it's top client lists
 - View video of the State of the Firm
 - Lunch with partner and 1-2 associates in department
 - Coffee with mentors
 - Check in with lateral/transfer to see how it is going from their perspective
- **Fourth Month**
 - Check-in re: meeting intellectual integration; varied work assignments
 - Have mentor attend firm event/reception with lateral/transfer
 - Dinner with recent transfer or lateral from the past year (include significant others)
- **Fifth Month**
 - Check-in meeting re: social and emotional integration
 - Lunch with partner and 1-2 associates in department
- **Sixth Month**
 - Lunch with recent transfer or lateral from the past year
 - Check-in re: overall integration and ask for feedback on integration process
- **Seventh Month**
 - Lunch with three associates in same department
 - Coffee with mentors
 - Lunch with member of Associate Committee
- **Eighth Month**
 - Lunch with three associates in different departments
 - Check-in re: work assignment integration
- **Ninth Month**
 - Have mentor attend firm event/reception with lateral/transfer
 - Coffee with partner and 1-2 associates from department

- **Tenth Month**
 - Check in re: involvement and interest in committee work in the office
- **Eleventh Month**
 - Lunch and/or coffee with 2-3 associates from department
- **Twelfth Month**
 - Check- in re: overall integration and ask for feedback on integration process