



**imagine  
the  
possibilities**



**SHIPMAN & GOODWIN<sup>LLP</sup>**

COUNSELORS AT LAW



# planning

**"I began my career at Shipman & Goodwin as a summer associate. Since then, I've seen the firm grow significantly. But we've also managed to retain a consistently high level of service and a friendly, collegial environment. We have a culture that allows our attorneys to grow and excel with a lot of support and guidance along the way. Shipman & Goodwin is a terrific place to work."**

**— Leslie Davenport, Partner**


## **Shipman & Goodwin LLP**

If you are beginning a career in law, or simply want to take your practice in a different direction, you will need to determine what you want before you set your course.

Do you want to be part of a multipractice law firm that represents a broad range of clients throughout the Northeast? Are you looking for training to help you hone your skills and expand your knowledge? Would you like to sample various legal disciplines to help you discover your passion?

If you want all of these things, Shipman & Goodwin is the right choice for you.

We have some of the most influential, experienced attorneys in the Northeast, and we realize that our future depends on a steady flow of new talent—and that's where you come in.



Shipman & Goodwin is a full-service law firm representing businesses, institutions, individuals and government entities. More than 140 attorneys work out of our five offices throughout Connecticut and in Washington, DC.



## Summer Associate Program

At Shipman & Goodwin, you will increase your knowledge in a broad range of practice areas by working side-by-side with a variety of experienced lawyers. Our Summer Associate Program is designed to provide career preparation that complements law school coursework. Combining professional development and substantive hands-on learning, this experience will help you continue building the skills you need to succeed in the workplace.

### The Work Delegation Program

Our work delegation system is an interactive process that balances the interests of our summer associates with current firm projects and initiatives. This program will help you explore areas of law that are of particular interest to you, while also exposing you to a variety of the firm's practice areas to provide you with a truly well-rounded, balanced learning experience.

Summer associates complete between 15-20 assignments over the course of the season. At the conclusion of each assignment, the supervising attorney will provide a written evaluation designed to help you develop professionally.

### Mentoring

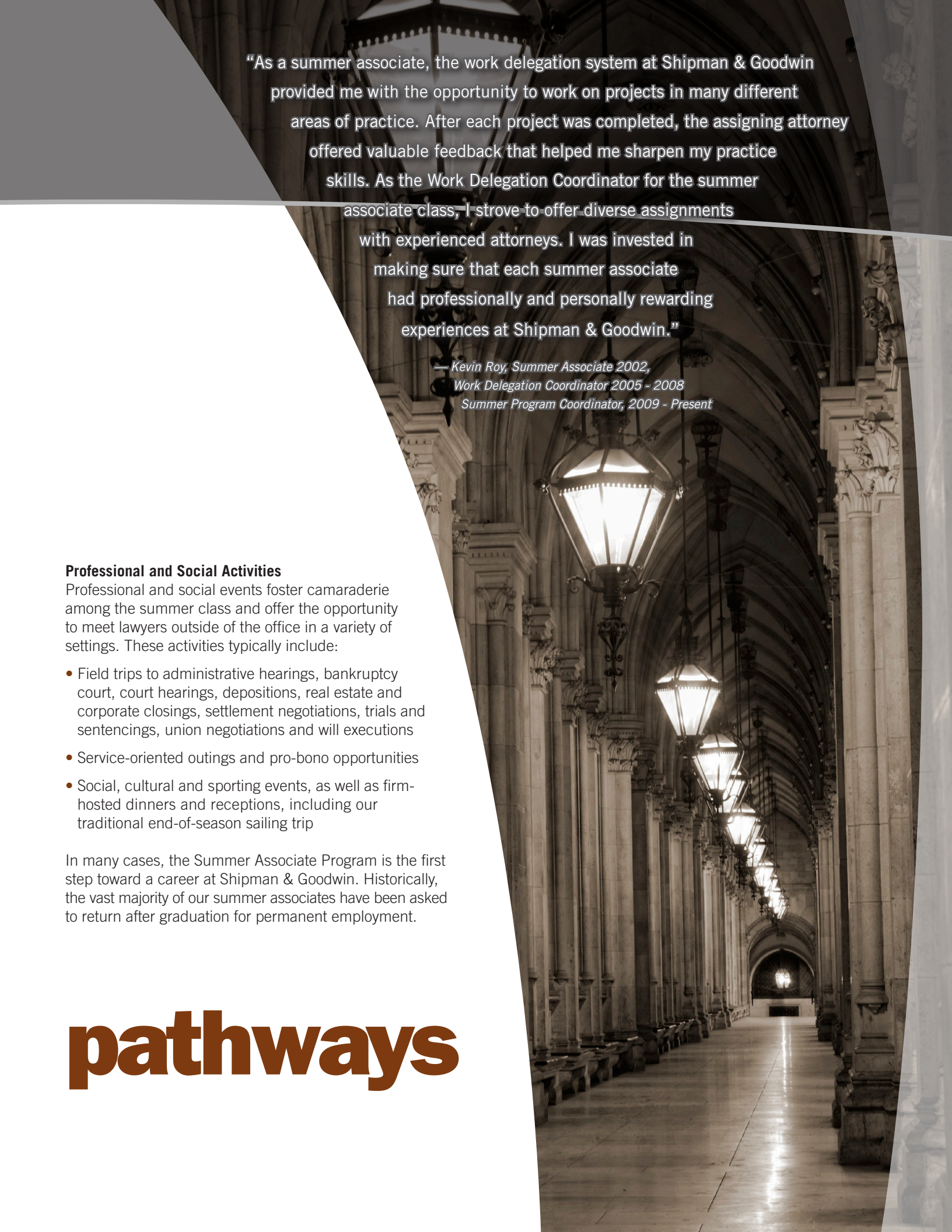
Shipman & Goodwin has an active mentoring program. Each summer associate is assigned a partner and an associate "sibling" to provide ongoing feedback and guidance. These individuals serve as a resource for questions or concerns on work assignments, life at the firm or professional issues.

Additionally, you'll have the opportunity to develop your own informal mentoring relationships as you work with different lawyers on a variety of assignments.

### Training

Formal training is a key part of the Shipman & Goodwin summer associate experience and is designed to familiarize you with the firm, its practice areas and its culture. Our formal summer associate training includes:

- A three-day orientation
- Practice group roundtable luncheons
- Mid-summer and final evaluation conferences



“As a summer associate, the work delegation system at Shipman & Goodwin provided me with the opportunity to work on projects in many different areas of practice. After each project was completed, the assigning attorney offered valuable feedback that helped me sharpen my practice skills. As the Work Delegation Coordinator for the summer associate class, I strove to offer diverse assignments with experienced attorneys. I was invested in making sure that each summer associate had professionally and personally rewarding experiences at Shipman & Goodwin.”

— Kevin Roy, Summer Associate 2002,  
Work Delegation Coordinator 2005 - 2008  
Summer Program Coordinator, 2009 - Present

#### **Professional and Social Activities**

Professional and social events foster camaraderie among the summer class and offer the opportunity to meet lawyers outside of the office in a variety of settings. These activities typically include:

- Field trips to administrative hearings, bankruptcy court, court hearings, depositions, real estate and corporate closings, settlement negotiations, trials and sentencing, union negotiations and will executions
- Service-oriented outings and pro-bono opportunities
- Social, cultural and sporting events, as well as firm-hosted dinners and receptions, including our traditional end-of-season sailing trip

In many cases, the Summer Associate Program is the first step toward a career at Shipman & Goodwin. Historically, the vast majority of our summer associates have been asked to return after graduation for permanent employment.

# pathways



## Associate Program

At Shipman & Goodwin, we recognize that today's associates are tomorrow's partners. This is why we have created a comprehensive associate program to educate, develop and train our firm's future leaders. Whether you are graduating from law school or are in the early phase of your practice, Shipman & Goodwin offers a varied, collaborative learning experience designed to enrich your life and your career.

### Training

We believe that learning is a never-ending process that benefits both our people and the firm as a whole. All of our associates receive ongoing training tailored to their level, practice area and professional development needs.

A typical curriculum for new associate training consists of:

- A three-day orientation including computer and timekeeping training
- An interactive writing program
- Practice Group based trainings
- Associate Life Panel I & II
- Pro-bono opportunities

### Collaborative Learning

All incoming associates are assigned a partner and an associate "sibling" to help familiarize them with the firm's culture, policies and practices. Through these relationships, associates receive informal, continual feedback on their work at the firm.

In addition, formal evaluations are conducted in the spring and fall for junior associates, and in the fall for senior associates. A two-way process, the evaluation sessions give associates feedback regarding their progress as well as the opportunity to share their thoughts and ideas about the firm.

### Compensation and Benefits

We have an established target of 1,800 billable hours per year, which may include up to 150 hours per year devoted to approved pro-bono activities. Shipman & Goodwin offers an attractive compensation package and a full range of benefits, including:

- Three weeks of vacation
- Contributory health insurance
- Life/disability insurance
- 401(k) plan
- Maternity disability/child-rearing/paternity/adoption leave policy
- State bar and bar association membership dues
- Part-time or flex-time schedule policy

# people



## Community

At Shipman & Goodwin, we are proud of the professional reputation we have built. We are equally proud of our culture—one that we believe makes us unique in the legal community. We are much more than our professional accomplishments; we are a distinctive combination of people who work together in a way that brings out the best in all of us.

Shipman & Goodwin also has a long history of community service and pro-bono work. We commit a substantial portion of the firm's time and resources to individuals and organizations with limited financial means. In addition, many of our attorneys serve the community through board memberships, involvement in charitable and civic organizations, and as government advisors.

## Diversity

At Shipman & Goodwin LLP, we strive to achieve a workplace that is reflective of the clients we serve and the communities in which we live and work. By utilizing diverse teams of attorneys and staff, we have the breadth of experience and necessary perspective to better understand our clients' needs and to formulate innovative solutions. Our commitment to diversity is reinforced at all levels of the Firm, and our continued success depends upon our ability to recruit, hire, train, mentor, promote and retain diverse attorneys. We value the unique background and distinct contributions of each individual and are committed to helping our workforce succeed and thrive.

## The Hiring Process

The hiring process for our Summer Associate Program and First Year Associate Program includes an initial interview, a callback interview and an offer stage. We conduct the majority of initial interviews through our on-campus programs at law schools and job fairs. During the initial interview, you should provide a cover letter, resume and transcript.

The hiring process for our experienced attorneys consists of an in-house interview and offer stage.

Candidates invited for a callback or in-house interview are asked to provide a writing sample in addition to their previously submitted materials. Candidates will meet with several members of the firm, including recruiting staff, at least two members of the Hiring Committee, and other attorneys. Successful candidates are contacted directly with an offer to join the firm, followed by a formal letter that confirms the offer.

If you attend a law school that we do not visit on-campus, or are a practicing attorney interested in making a move, please submit an inquiry along with a resume, writing sample and law school transcript as follows:

Megan C. Tenney  
Legal Recruiting and Professional Development Manager  
Shipman & Goodwin LLP  
One Constitution Plaza  
Hartford, CT 06103-1919  
mttenney@goodwin.com

We are pleased you are interested in learning more about our firm. For more information and a list of the dates and locations where we conduct initial interviews, visit our website at [www.shipmangoodwin.com](http://www.shipmangoodwin.com).



**SHIPMAN & GOODWIN** LLP®

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[www.shipmangoodwin.com](http://www.shipmangoodwin.com)