

Contacts & FAQs

Summer Associate Program

From which law schools does Groom recruit?

We solicit resumes from a number of schools. You can look for Groom on campus; or if you have a particular interest in benefits, tax, health law or related litigation, please send a cover letter, resume and transcript to our Human Resources Department at recruiting@groom.com.

In what job fairs does Groom participate?

In the past recruiting year we attended the August Vault/MCCA Diversity Conference in New York City and two in Washington, D.C., job fairs: the Mid-Atlantic Legal Recruiting Conference and the Mid-Atlantic BLSA Job Fair.

When does the summer program start? When does it end?

In the past, our summer programs have run for approximately eight weeks—from the first week in June to the last week of July.

Does Groom permit a summer split with other law firms?

In some cases, if a candidate has a genuine interest in our practice, although we typically only hire for the 2nd summer.

Do you interview first-year law students?

Yes.

What do you look for in a law student?

In addition to the student's particular interest in pension and health plans, law, benefits law, tax law and/or related litigation, we look for strong research and analytical skills, the ability to effectively communicate results orally and in writing, and good interpersonal skills that indicate potential to relate well to clients and colleagues.

How big is the summer program?

Since we're a firm with approximately 50 attorneys, our summer program is rather small—usually three or four students.

What do you pay summer associates?

Summer associates receive standard first-year associate pay, pro-rated. Our starting associate pay is competitive with the largest D.C. firms, and is

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currently \$160,000.

As a summer associate, will I receive assignments from all practice areas or just one?

You can expect to receive assignments from all our practice areas—health, benefits, tax, litigation and more. However, if you have a particular practice area on which you want to focus, we'll do our best to accommodate you.

How are assignments distributed? What type of assignments can I expect to work on?

Assignments can come from any Groom attorney, however, a work flow partner monitors your workload. You can expect to work on the same important matters that our partners are working on—in tax, benefits, health care, litigation and more. There is no make-work or assignments designed just for Groom summer associates.

How accessible are Groom partners to summer hires?

In many cases you'll be working directly with a Groom partner. And since we're a relatively small, specialized firm of some 50 attorneys, everyone knows everyone else and we all work together. Our doors are open to anyone who needs help.

What training do you provide summer associates?

You'll be provided a mentor to guide you through the summer and answer your questions. You'll also participate in Groom U morning briefings, where we share information on hot issues and cases. Further, you'll receive training from our librarian in research techniques. Finally, on-the-job training never stops. In each matter you're working on, you'll learn hands-on about our practice with guidance from senior attorneys.

Are summer associates assigned mentors?

You'll be assigned a junior associate as your personal mentor—someone you can relate to and someone of whom you can ask any question, no matter how seemingly trivial or obvious.

Are there pro bono opportunities for summer associates?

Yes. Our summer associates are encouraged to participate in any of our ongoing pro bono efforts. Or if you have a pro bono idea of your own, you can submit it to our Pro Bono Committee for approval. Click [here](#) to learn more about our pro bono efforts.

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How are summer associates reviewed?

You'll receive both an informal interim review and a formal review at the end of the summer.

What social activities does Groom provide summer associates?

We organize social events that our summer associates participate in. These can include concerts, baseball games, wine-tastings, bowling, and happy hours. You also can expect luncheon get-togethers where, over the summer, you'll likely get to know all of the nearly 60 Groom attorneys and their practice areas.

General firm information, associate and lateral hire information

How many lawyers work at Groom?

We have approximately 50 lawyers at our one D.C. office.

Do you have a written pro bono policy?

Yes, we have a written pro bono policy and a Pro Bono Committee to encourage and support our attorneys' pro bono work. The firm recognizes 100 annual pro bono hours toward an attorney's billable hours goal and approves additional hours for special projects. Click [here](#) to learn more about our Pro Bono policy.

What's the firm's commitment to diversity?

Groom actively works to recruit people of all types into our firm and into the legal profession. Click [here](#) to learn more about our diversity philosophy, commitment and activities. We actively recruit and welcome minority attorneys of all levels to our firm.

Do you have a casual dress policy?

Yes. We have adopted a "business casual" policy at our office, but expect traditional business attire for court and client meetings.

For an associate position, what materials should I submit? To whom?

Please submit a cover letter and resume to our Human Resources Department at recruiting@groom.com.

How do your associates participate in the management and governance of the firm?

First, our associates serve on Groom committees, where they provide valuable input on firm management and governance. We also hold

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periodic associate lunches where the managing partner discusses firm issues and responds to questions submitted anonymously. Further, since we're a relatively small and collegial firm of some 50 attorneys who work together face-to-face, associates have frequent informal opportunities to contribute their ideas and concerns.

What types of training and professional development opportunities does Groom offer employees?

We host monthly Groom U. sessions where attorneys speak on hot topics in their area. After the first year's employment, we will also pay for one LLM course per semester. We also encourage and reimburse our attorneys for attendance at bar association meetings, seminars and other professional training.

Does Groom cover bar dues and licensing fees for associates?

Yes. It's part of our compensation and benefits package.

What's the starting pay for an associate?

We compensate our associates well, with a starting salary that is competitive with the largest D.C. firms, and is currently \$160,000.

What is included in Groom's benefits package for associates?

We provide associates a comprehensive benefits package that includes medical and dental benefits, life and AD&D insurance, 401(k) plan with a 3% of pay employer contribution, employee assistance plan, short- and long-term disability plan, and health savings account options.

How are bonuses awarded to associates?

We award associates annual bonuses both on hours-based criteria and on merit-based criteria.

Do you offer domestic-partner benefits?

Yes, attorneys may cover their domestic partner as a "dependent" for medical and dental benefits.

What technology is available to associates?

We make sure our attorneys have the right technology to get their work done, providing them state-of-the-art computers, Blackberries and other tools.

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Do you reimburse associates for moving expenses?

Yes. We reimburse associates for certain pre-approved moving expenses.

As an associate, will I receive a mentor?

Yes. For your first two years at Groom, our Peer to Peer Program provides you with a more senior associate as a mentor, someone you'll feel comfortable with, who'll guide you and of whom you can freely ask questions.