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# LEADING THE WAY *to success*

JOIN THE BUCKINGHAM TEAM



# ABOUT US

Buckingham, Doolittle & Burroughs is a Northeast Ohio business law firm. We've been around for more than 100 years and have continued to evolve with the ever-changing legal landscape. We provide best-in-class legal services, but offer so much more than that. We believe in developing a diverse culture, supporting our local communities and continually elevating the experience our clients can have when partnering with us. Additionally, we also recognize that every member of our team is critical to our firm's success and we continually invest in our team, knowing that if they reach their potential, so will we. In short, Buckingham is a firm that never settles for good enough. We will always reimagine the practice of law, the delivery of legal services, and the ways in which we can support our clients and each other in order to make an even greater impact.

From your first day with Buckingham, we hope you feel that you are part of something special; that you've joined a team that's more like a family. We look forward to sharing in the success of our clients with you.



# CULTURE

Buckingham embodies a culture of change and innovation. We continually evaluate, reassess and act on client feedback and industry research in order to enhance the value we deliver to clients. We do so because we believe the practice of law extends beyond the delivery of legal services. We believe the practice of law can inspire leaders, help businesses find success, and influence positive growth and change for our clients and our communities. Buckingham's [vision and core values](#) were created with these basic beliefs in mind.

Buckingham's core values are what support the Firm's vision, shape our culture and reflect what we find to be most significant in maintaining a positive work environment. They are the essence of the Firm's identity – the principles and beliefs we know to be true. We expect all employees to uphold these values.





# BENEFITS & WELLNESS

Buckingham offers employees and their families a [competitive benefits package](#) and access to an award-winning wellness program that includes:

- Wellness Committee: A team of committed attorneys and staff continuously develop initiatives to make the Firm as healthy as possible.
- Reimbursement for monthly gym, personal trainer, exercise class, smoking cessation program expenses, Weight Watchers, yoga, Zumba, pilates and so much more
- Wellness coach for individual consultations
- Complimentary FitBit Zips
- Weight loss challenges and awards
- Cash bonus for weighing in four times per year with a wellness coach who provides classes, weigh-ins, advice, tips, recipes, etc.
- Flu vaccinations
- Discounts on acupuncture



# making a LATERAL MOVE

## WHAT YOU CAN EXPECT:

Are you considering joining Buckingham after having already established a legal career? We are eager to work with you and help you decide if Buckingham is the right fit for both you and your clients.

Beyond competitive compensation and an award-winning benefits program, we offer lateral partners the opportunity to expand upon your success, align with an established and focused firm, and further establish yourself as a thought-leader in your area of practice. We offer you the benefit of having a strong, experienced and specialized team of attorneys behind you that will add value and exceptional bench strength to your practice.

We also provide laterals with ongoing training and support through in-house practicums, collaborative case studies, regular business development and client experience trainings, and access to nationally recognized business development consultants.



# *making a* **LATERAL MOVE**

## THE BEST OF BOTH WORLDS

At Buckingham, you will experience many of the amenities of large firm while still enjoying the entrepreneurial spirit and energy of a smaller firm. Attorneys and staff alike are able to bring ideas to life without bureaucracy and unnecessary hurdles. We work together to use innovation and creativity to develop programs, processes and services that will serve and delight our clients.

## SUPPORT SERVICES

We are fortunate to have internal support services that are second to none. From information technology and finance, to full-service marketing/business development, printing and fulfillment services, our attorneys are able to focus on practicing law and delivering positive client experiences.

Looking to hone your business development skills? We have trained professionals who can provide you with the tools and the expertise to help you expand your client base. Have an upcoming presentation or article to publish? Our marketing team can help you with writing, presenting, professional materials, videos and more.



Watch a video with Partner Rob Roland as he discusses his decision to join Buckingham as a lateral attorney.



# *making a* **LATERAL MOVE**

## **BALANCE ... BUT BY YOUR DEFINITION, NOT OURS**

Buckingham is not one size fits all. We work with our attorneys and staff to find a fit that works for each individual, as much as possible. Whether that means a flexible schedule, working from one of the other offices ... or working from home, we provide options that allow you to help in setting your goals and managing expectations. Having the right technology available allows greater empowerment and reduces some of the roadblocks to productivity and flexibility.



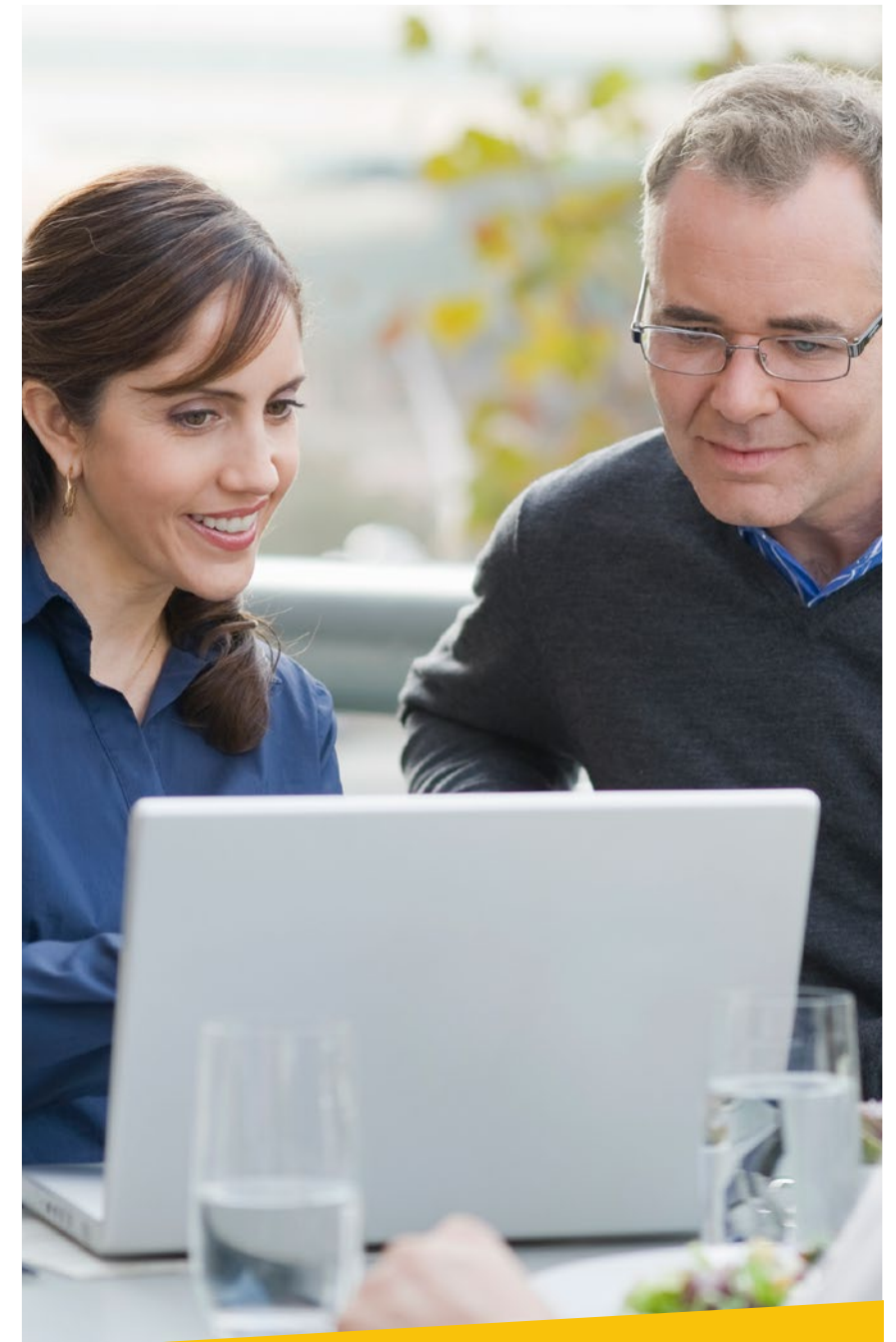
# *making a* **LATERAL MOVE**

## WHAT YOUR CLIENTS CAN EXPECT:

We know the importance of delivering a smooth client transition. That's why we work with you to ensure your clients feel confident in their decision to remain loyal to you, and in turn, become a part of Buckingham's extended family.

You will see from our [Client Service Promise](#) that we truly value the relationships we have with our clients and strive to develop genuine partnerships with them. Buckingham has established new client experience best practices centered around starting each engagement with attention and care. We can offer your clients a New Client Welcome Packet, new client questionnaire to align expectations and uncover their preferences, a personalized welcome call and a value-added services menu for clients to select which complimentary value-based offerings they wish to take advantage of from our Firm.

We understand no one knows your clients better than you, so we work directly with you to develop the perfect transition plan that keeps your clients satisfied. At the end of the day, we want both you and your clients to be happy with your decision to make Buckingham your law firm of choice.





# *supporting* NEW ASSOCIATES

At Buckingham, we foster a collaborative environment that supports the success of every individual. We not only want to see you succeed, but we give you the tools and the support you need in order to be a successful attorney. We have developed our own associate program that grants you access to:

- Individual professional development coaching
- A mentorship program where you'll be paired with a Buckingham Partner to guide you and support you
- Business development and client experience training from in-house staff
- Associate Roundtable Events designed to help associates learn specific business development skills and client experience tactics from senior partners
- Social networking events designed for next generation leaders

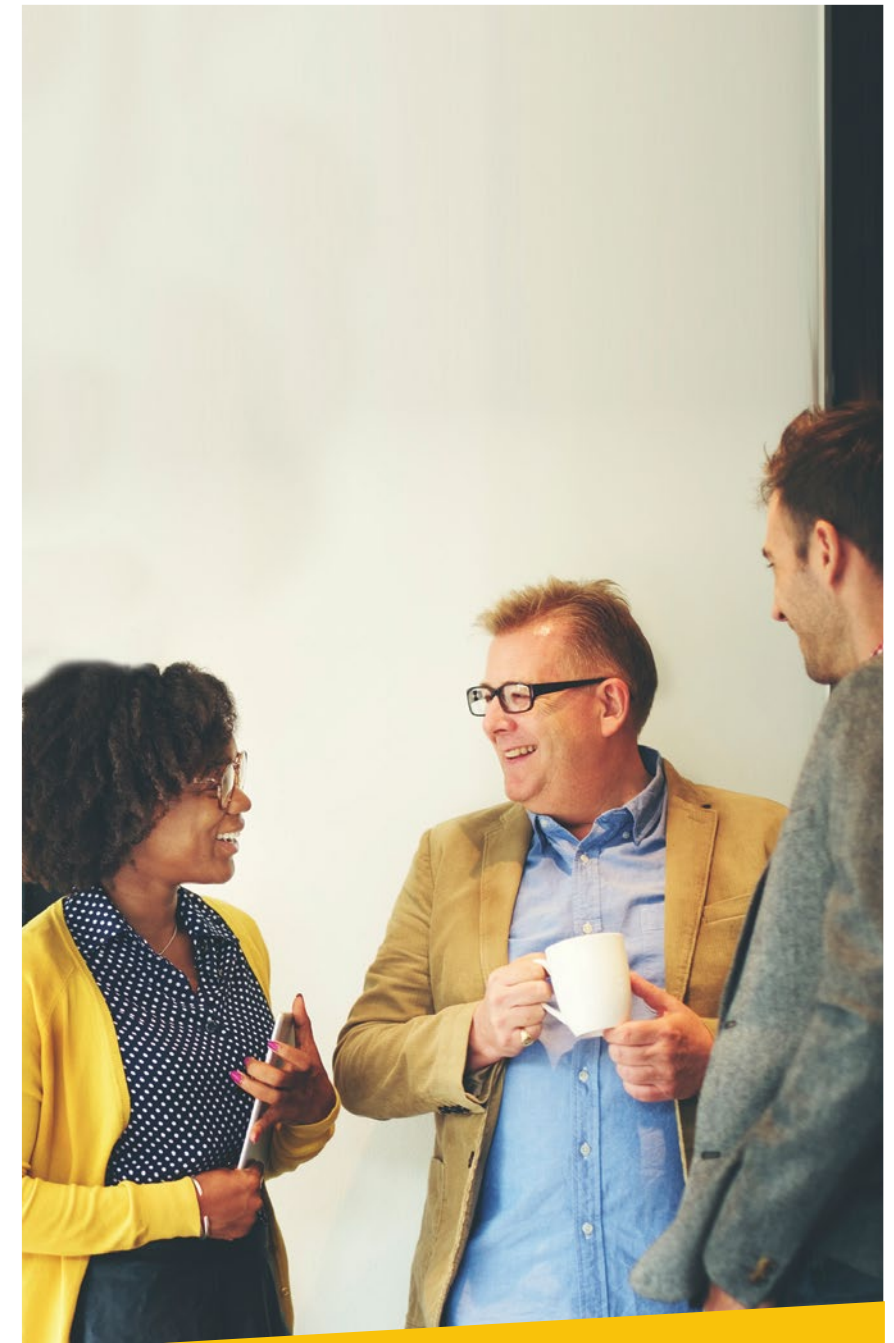
In addition, we pair associates with a supervising attorney within their practice area who is responsible for assigning work and teaching the legal skills necessary to be successful.

# *Commitment to* **INCLUSION**

Buckingham recognizes that providing exceptional service to our clients can best be accomplished in a thriving, diverse and inclusive workplace. We are committed to strengthening and celebrating diversity within our firm and incorporating the values of diversity and inclusion as key components of Buckingham's culture. We will accomplish these goals through:

- Providing appropriate funding, staffing, authority, and structural organization;
- Diversity-related education and training opportunities; and
- Recruiting and retaining the finest talent from all backgrounds, perspectives and abilities.

Promoting diversity is an integral part of our mission to strive for excellence as individuals and as a firm. We understand that diversity extends beyond the traditional measures of gender, ethnicity and faith tradition. It also includes an appreciation for differences in thought, capabilities, style and leadership. We are committed to being a law firm of professionals who are as diverse as the clients we serve and the communities in which we live and work and who model inclusion in our day-to-day activities as individuals and as a law firm.





# ONBOARDING PROCESS

Before you begin the next phase of your career at Buckingham, you will have already received a benefits package to review, an onboarding schedule, and an office space that is ready for your arrival!

**On your first day** you'll be greeted by our Director of Human Resources and Talent Success who will be your main point of contact as you begin to settle in. You can also expect to be treated to lunch on your first day, joined either by your peers, supervising attorney or your colleagues within your practice area. Finally, you'll receive an office tour and introductions to attorneys and support staff who will be excited to welcome you to the Firm.

**Your first week** will be packed with introductions as you learn the internal procedures of the Firm. You'll attend a technology training to get you set up with our Firm's software and ensure you understand our document management and client relationship management systems. You will have some down time to work, set up your new office, talk to your colleagues and get to know your new assistant.

**During your first month** you will have meetings with your supervising attorney and mentor if you are an associate. Laterals will have opportunities to connect with the Marketing and Business Development department and Client Accounts department to ensure a smooth transition of your client base. You will also have the opportunity to travel between the offices to get to know other attorneys and support staff in various locations. Work will have already begun and you'll begin to feel more integrated into the firm with every passing day.



# *The Buckingham* **DIFFERENCE**

## **We are one firm.**

We believe we are better together than we are apart. We foster an environment where everyone feels welcomed, valued and respected; a place where we are not divided by geographic locations, job titles or practice areas. We know every person at Buckingham is a key contributor to the Firm's overall success.

## **We are focused**

We know what we do well and we know there will always be opportunities to make ourselves better. Through continued innovation and streamlined approaches, we've narrowed our target market and consolidated our key focuses. We help business owners, general counsel and executive leaders find success through our Firm's support.

## **We earn client loyalty**

Offering efficient legal services is no longer enough to generate client loyalty. We earn their trust through elevating the client experience and going above and beyond the standard scope of work.

## **We collaborate**

Our clients see the value in having a legal team behind them that exudes bench strength and unified collaboration. Thus, Buckingham focuses more on client service teams rather than individual attorneys servicing clients.

## **We innovate**

Innovation includes taking calculated risks and requires the collective effort of many people. Sometimes that means piloting new service offerings, trying a different approach or simply reimagining what success looks like. We believe innovation means never giving up as we aim to offer new solutions, better processes and enhanced services.

## **We lead with confidence and humility**

We lead with confidence in ourselves, in our network of resources, and in our ability to serve our clients. However, whether we celebrate a win or learn from a failure, we always remain humble and grateful for the opportunity to become better in all that we do.

## **We believe in the value of our services**

We know we offer clients something special. Clients request our individual lawyers and the Firm to handle some of their most complex and urgent matters. They do so because we excel at our craft and treat clients as more than just a billable hour.

## **We commit to doing the right thing, always**

Anticipating our clients' needs, celebrating another's success, leading with kindness and supporting another in their moment of weakness is what makes our Firm great. When we do the right thing, act in the right manner, and lead with the best of intentions, we accomplish the remarkable.