



EXECUTIVE SUMMARY

In this age of global business, having multilingual/multicultural attorneys on staff can be an enormous asset to your organization. The legal field in particular is seeing a growing need for internal resources that have the ability to communicate with clients and other stakeholders abroad. And further, as cases become increasingly global, having paralegals and other administrative professionals who can review, manage, and process multilingual documentation is a significant competitive advantage in terms of reduced costs, saved time, and increased accuracy.

However, finding that perfect candidate who possesses the necessary legal credentials, the requisite linguistic expertise, and who fits your budgetary requirements can often seem like an impossible task. Fortunately, at TransPerfect Legal Solutions (TLS), finding that “needle in the haystack” is what we do best.

TLS is a specialized division of TransPerfect, Inc., the world’s largest privately held language services organization. As the only organization in the industry with a division exclusively dedicated to legal staffing, TLS has the global resources, local presence, and legal expertise to provide you with the highest quality recruitment services in the industry.

OUR PROCESS

Becoming Your Partner

We understand that your time is valuable, and so we are committed to making the process as quick, efficient, and stress-free as possible. At the onset of each relationship, you will receive a dedicated recruitment partner to manage the selection process on your behalf. After a brief conversation to confirm your organization’s precise needs regarding timelines, budgeting, and the specifications of the position, we will immediately begin the search for potential candidates. You won’t have to be involved in the process until we come back to you with a select group of ideally suited candidates to choose from.

Language Testing

As you may have discovered from interactions with colleagues in the past, being a native speaker does not automatically guarantee a person will use grammatically correct or business-level language. Depending on the job responsibilities for any given position, as a matter of protection to your organization, you need to know that your employees are accurately and effectively communicating in the required languages—particularly when dealing with sensitive legal material. At TLS, we have an ISO 9001:2000 and EN 15038:2006 certified quality management system – recognized and respected throughout the world – that ensures we have the most effective and reliable process for selecting talent in more than 100 languages.

Furthermore, our rigorous standards for linguistic professionals ensure the highest level of efficiency and accuracy for your multi-language projects. For on-site document review positions, candidates are required to have a law degree and at least two years of foreign language document review experience. For translation positions, all candidates will have been rigorously tested and certified under the TLS Linguist Certification Program—the industry-benchmark certification for legal linguists. Under the program’s requirements, every



linguist must have 5-7 years of experience translating for the legal field, and will have been rigorously tested for subject-matter expertise in a range of areas, such as contracts and intellectual property.

Selective Presentation

Fewer than 15% of individuals who apply to TLS are selected for placement. We are extremely selective in our presentation process and will never overwhelm you with dozens of resumes. We may evaluate 20 individuals on your behalf, but you will only be presented with candidates from the very top of the applicant pool—in many cases, this will be no more than 2-3 candidates that you have to interview. Since all of these candidates will fit your exact requirements for placement, the interview process on your end is generally just a matter choosing the person who's personality best fits your office environment.

OUR OFFERINGS

Candidate Options

By leveraging valuable industry know-how and an extensive database of linguists and bilingual candidates from all over the world, the staffing experts at TransPerfect Legal Solutions are able to ensure that our clients have the talent they need to optimize efficiency and profitability in this challenging business climate.

Successful placements include:

- Attorneys
- Paralegals
- Legal Secretaries
- Coders
- Project Managers
- Translators
- Managing Clerks
- Scanners
- Litigation Support
- Compliance Professionals

Additionally, we can provide the experience and expertise you require in practice areas such as:

- Litigation
- Corporate Transaction
- Insurance
- Securities
- Employment Law
- International Law
- Intellectual Property
- Contracts
- Bankruptcy
- Real Estate



Placement Options

Direct-Hire Placement

Depending on the volume of your specific needs, a direct-hire placement may be the most cost effective solution. Direct-hire placements involve a one-time fee, calculated as a percentage of the first-year base salary of the individual.

Contract Placement

For firms that require short-term or project based support for those times when your workload temporarily exceeds your workforce, or perhaps consultative temporary resources to assist with large-scale, complex litigation projects or business transactional matters, we are able to provide contractors and charge an hourly bill rate. Detailed pricing can be provided after we have the chance to learn the scope of the project and the requirements of the specific contract position.

Contract-to-Hire

A highly flexible solution that gives organizations the option to convert a contract placement to a full-time, permanent position.

CONCLUSION

Founded in 1992, TransPerfect Legal Solutions (TLS) is the largest privately held language services organization in the world, as well as the leading supplier of global legal support. We've worked with every Am Law 200 and Global 100 firm, as well as the majority of the Fortune 500 corporate legal departments. These organizations trust TLS because we focus on the time-tested principles of good business: high quality services combined with the best client support in the industry.

As a division of TransPerfect, the world's largest privately held provider of language and business services, TLS has the knowledge, resources, and exacting standards to provide you with rigorously vetted and tested multilingual (or non-multilingual) candidates that meet the specific requirements of your organization—in any language. Contact us today to speak with a dedicated legal staffing representative in your area.