



MCCA™

Advancing Diversity, Inclusion and Equity

2017 Employer of Choice Award Nomination Form

The Employer of Choice Award (the “EOC”) is designed to spotlight industry-leading Fortune 1000 corporate legal departments who have succeeded in creating, implementing and maintaining a diverse and inclusive corporate legal department. Past winners are encouraged to reapply because this year we have updated the application and the standards have been made more stringent than in the past. MCCA will select one finalist from each designated region below for a total of five finalists. The finalists will have an opportunity to showcase their diversity and inclusion efforts in a 90 second video, to be shown at the MCCA Diversity Gala at the American Museum of Natural History in New York. The five finalists will also be profiled in Diversity & the Bar magazine, the official magazine of the MCCA and the winner will be announced at the Gala, where more than 1,000 people are expected to attend including over 500 in-house lawyers. The award will be presented to the winning corporate legal department’s General Counsel who will accept on behalf of the organization.

To be considered for the Employer of Choice Award in a designated geographical region, complete this nomination form.

- Please submit two copies of the nomination form. Mail one hard copy to MCCA, 1111 Pennsylvania Avenue, NW Washington, DC 20004 and email the second copy to sophia.piliouras@mcca.com.
- Please DO NOT fax your submission.
- All information will be kept confidential and will only be shared with the internal selection committee.
- **The deadline for all applications is June 30, 2017.**

Geographical Regions

South/Southwest Region: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, New Mexico, South Carolina, Tennessee, and Texas

Midwest Region: Illinois, Indiana, Iowa, Kansas, Kentucky, Ohio, Michigan, Minnesota, Missouri, Nebraska, Oklahoma, North Dakota, and South Dakota.

Mid-Atlantic Region: Delaware, Maryland, North Carolina, Pennsylvania, Southern New Jersey, Virginia, Washington D.C., and West Virginia.

Western Region: Arizona, California, Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming.

Northeast Region: Connecticut, Maine, Massachusetts, New Hampshire, New York, Northern New Jersey, Rhode Island, and Vermont.

Name _____ Title _____

General Counsel _____ Diversity Team Leader _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

1a. Does the law department have a formal diversity plan? If yes, explain

Yes _____ No _____

1b. If yes, select the elements that exist in the diversity program and provide all requested documentation.

- A statement of principles endorsing diversity in the legal department and among outside counsel (*please provide copy of the statement of principles*).
- A formal or informal recruitment strategy to increase the number of women or diverse attorneys in the law department. (*please explain and provide strategy*)
- An appraisal of the impact that management practices have on current diversity efforts. (*please explain appraisal process*)
- A statement of steps that will be taken to increase diversity in the law department. (*please provide statement*)
- The accountabilities of management, key stakeholders (internal and external), supervisors and other committees for implementing the diversity plan.
- Partnerships such as intern programs and scholarships for minority law students, career days sponsored by legal communities and seminars at minority law schools. (*please list all activities and initiatives*).
- The use of metrics and/or scorecards to evaluate the effectiveness, impact and sustainability of the legal department's diversity plan and the frequency that the general counsel is advised of the results. (*please explain metrics that are tracked and/or provide a scorecard template*)

- The use of metrics and/or scorecards to evaluate the effectiveness, impact and sustainability outside counsel's diversity initiatives. *(please explain metrics that are tracked and/or provide a scorecard template)*
- Other(s): _____

** MCCA's definition of metrics: a quantitative measurement to assess or evaluate the law department's progress toward their stated goals. Metrics may be clustered groups of statistical information that together provide insight into an aspect of the diversity program.*

2a. How does your general counsel communicate his/her commitment to diversity to all members in the department? For example, does the general counsel personally review the diversity-related performance of the law management team to ensure they identify and implement action steps to promote diversity?

3a. Does the law department have a formal mentoring program? If yes, explain the purpose of the mentoring program, and how you evaluate its effectiveness, impact and success.

Yes _____ No _____

3b. If yes, select the primary responsibilities of each mentor.

- Long-term career advice.
- Assignment of high-visibility.
- Exposure to important clients, senior managers and executives.
- Personal support and encouragement.
- Other _____

4. Select the following initiatives the law department participates on a regular basis or has participated in this past year. List the initiatives and provide details on each.

Recruitment

- Participate in minority law student/diversity job fairs.
- Pipeline initiatives e.g. fund scholarships, provide internships/externships, etc.
- Recruit at law schools that graduate a large percentage of minority attorneys (e.g. historically black colleges and universities ("HBCUs")).

- Utilize MCCA Job Bank and Career Center/” Hot Jobs” postings.
- Mentoring programs.

Retention

- Collaborative efforts with Community, Bar Associations and Outside Counsel
- Work-Life Balance e.g. flex time policy, gender neutral parental leave, etc.
- Select minorities to play an active role in hiring of minorities or women.
- Development and/or support of internal employee affinity groups.
- LGBTQ Initiatives.
- Women’s Initiatives.
- Sponsorship/mentorship for junior attorneys.

Promotion

- Succession plan includes emphasis on diversity and greater inclusion of non-white men and women in firm leadership.
- Increase/review compensation relative to competition.
- Work with diverse attorneys to develop career advancement plans
- Other _____

5a. Does your general counsel actively promote the utilization of minority law firms and minority partners and associates in majority firms? If yes, explain how?

Yes _____

No _____

5b. If yes, do you measure the dollars spent with minority and women-owned law firms or track billable hours by ethnicity and or gender in majority owned law firms?

Yes _____

No _____

6a. Does the law department tie diversity results to compensation and/or include diversity program contributions in attorneys' annual performance reviews?

Yes _____ No _____

6b. Are the attorney's diversity program contributions given the same weight and consideration as other legal work in their annual performance review? If yes, explain.

Yes _____ No _____

7. Discuss how the law department is an ambassador and leader of diversity & inclusion in the legal profession.

8. Has the law department been recognized for its leadership in diversity & inclusion initiatives? If yes, please list all awards and/or recognitions your law department has received.

Yes _____ No _____

** Please provide any additional information related to your diversity initiatives and programs that you feel is important when reviewing your nomination application.*

Diversityⁱ Demographic Information for Law Department

	Total Number	Minority ⁱⁱ	Women	LGBTQ	Attorneys with Disabilities ⁱⁱⁱ
Number of Attorneys ^{iv}					
Managing Attorneys/Direct Reports to the GC					
Individual Contributors					

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For more information about the Employer of Choice Award, visit www.mcca.com. Questions? Please contact Sophia M. Piliouras, Senior Counsel, Director of Education and Research at 202-739-5910 or via email at sophia.piliouras@mcca.com.

ⁱ For this nomination form, “diversity” is defined as minorities, women, openly or self-identified LGBT attorneys, and individuals with disabilities. If an attorney fits into more than one diversity category (e.g., a white lesbian attorney or a gay male minority), then you may count the same person in both categories. But do not count the same person twice for the “Total” number of attorneys, and do not count the same person in more than one racial minority category.

ⁱⁱ For this application, minorities are defined as those whose race is other than White/Caucasian and include the following categories designated by the Equal Employment Opportunity Commission: African-American/Black (not Hispanic/Latino); Hispanic/Latino; Alaska Native/American Indian; Asian; Native Hawaiian/Other Pacific Islander; and Multiracial (those who identify with two or more of the above races). PLEASE NOTE: no attorney can be counted in more than one minority category.

ⁱⁱⁱ For this application “individuals with disabilities” should be understood broadly to include (a) anyone who has identified himself or herself as having a disability; (b) anyone who has requested an accommodation due to a disability; and (c) anyone whom you can confirm from observation or other objective evidence clearly has a disability.

^{iv} All answers should reflect permanent attorney staff in the United States. Do not include temporary or contract attorneys or office locations outside the United States.