



2019 Employer of Choice Award Nomination Form

The Employer of Choice Award (the “EOC”) is designed to spotlight industry-leading Fortune 1000 corporate legal departments¹ who have succeeded in creating, implementing and maintaining a diverse and inclusive corporate legal department. The EOC nomination process will be a two-part process, and we will announce 5 regional winners and ultimately one national winner.

First, MCCA will review all documentation submitted on behalf of the nominee and select one regional winner from each designated region listed below for a total of five regional winners. Second, each regional winner will work with our award-winning production team and create a 90-second video to showcase their diversity and inclusion efforts. Each video will be reviewed by the EOC Selection Committee and the video will be a deciding factor in determining the national EOC winner. The videos will be shown at the MCCA Diversity Gala at the American Museum of Natural History in New York on October 16, where more than 1,000 people are expected to attend including over 500 in-house lawyers.

It is required that the regional winner’s general counsel be present to accept the award on stage on behalf of their organization. The national winner will be announced prior to Gala and their general counsel will be invited onstage to accept the award and deliver an acceptance speech on behalf of their corporate legal department. The five regional EOC winners and national EOC winner will also be profiled in Diversity & the Bar magazine, the official magazine of the MCCA.

To be considered for the Employer of Choice Award in a designated geographical region, please answer each question in its entirety in a separate document not to exceed 15 pages. Written applications must clearly note each numbered question. Any unanswered questions will result in a score of zero and negatively impact the applicant’s overall score. To provide further transparency in our award selection process see attached the scorecard utilized by the EOC Selection Committee.

¹ The Employer of Choice Award applicant must be a Fortune 1000 corporation. Subsidiaries and/or affiliates will **not** be considered and are encouraged to apply for the MCCA George B. Vashon Innovator Award.

- Submit two copies. Mail one hard copy to MCCA, ATTN: Sophia Piliouras, 1111 Pennsylvania Avenue, NW Washington, DC 20004 and email the second copy to awards@mcca.com no later than April 8, 2019.
- 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 Monday April 8, 2019.**

Geographical Regions

South Region: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, South Carolina, Tennessee, and Texas

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

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

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

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

General Counsel: _____

General Counsel's email: _____

Diversity Chair/Director: _____

Diversity Chair/Director's email: _____

Company Name: _____

HQ Address: _____

City: _____ State: _____ Zip: _____

Applicant's Name _____

Applicant's Title _____

Applicant's Phone: _____

Applicant's Email _____

QUESTIONS

1a. Does the law department have a formal and documented 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.*

2. 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 (500 words or less).

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}					
Direct Reports to the GC					
Managing Attorneys					
Individual Contributors					

MCCA is a 501(c)(3) organization. Taxpayer ID# 13-3920905

For more information about the Employer of Choice Award, visit www.mcca.com. Questions? Please contact Sophia M. Piliouras, President, MCCA Advisory Practice at 202-739-5910 or via email at spiliouras@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.