

## **Timeline of Activities with Firm wide Managing Partner**

### **Talent Management Department**

**(As of November 2016)**

<b>January</b>	Finalize EC Retreat Agenda (Durling)  Work on Partner Retreat Agenda (Durling/Blank)
<b>February</b>	EC Retreat (Durling)
<b>March</b>	Launch EP Discretionary Bonus Process (Durling)  Launch Income Partner/Counsel Evaluation/Compensation Process (Durling)
<b>April</b>	Pot Meeting (Durling)  Income Partner/Counsel Compensation Decisions (Durling/Gillespie)  Chief Officer Annual Review and Compensation Decisions (Straub/Durling)  Associate Bonus Decisions (Blank/Borginis/Durling)  Paralegal Compensation Adjustments (Kryst)  PAC Decisions (Boshak/Sacco – may go into May)  New OMP Orientation (Durling/Straub)

**April**                    New Partner Orientation (Durling/Straub/Gillespie)  
Finalize Partner Retreat Agenda (Blank/Durling)

**May**                    Associate Bonus (if not resolved in April)  
PAC Decisions (if not resolved in April)  
Partner Retreat (Blank/Durling)  
Launch Unit Allocation Process (Durling/Borginis)

**June**                    Unit Allocation Meetings  
OA Annual Retreat (Durling/Straub)  
Debrief Partner Retreat – Select next location (Blank/Durling)

**July**                    Preliminary Review of Medical Plans/Renewal (Durling)

**August**                    Summer Program Decisions (Quinn)  
Health and Welfare Plan Review (Durling/Straub/Willis)

**September**                    First Year Associate Class Orientation (Blank/Borginis)  
Health and Welfare Plan Decisions (Durling/Willis/EC)  
Associate Evaluations and Compensation Discussions  
(Blank/Borginis/Durling)

<b>September</b>	Select EC Retreat location – currently rotates between Philadelphia and another office location (Durling)
<b>October</b>	Associate Evaluation and Compensation Decisions (Blank/Borginis/Durling)
<b>November</b>	Staff Compensation Adjustments (Straub/Durling)
<b>December</b>	PAC Pre–screening Process (Durling/PAC Co–Chairs)  EC Retreat Agenda (Durling)
<b>On–Going</b>	Lateral Partner and Group Recruitment (Roznowski/Durling)  Associate Recruitment (Quinn/Durling)  Paralegal Recruitment (Kryst)  Difficult Attorney/Employee Situations (Durling/Blank/Borginis/Kryst)  CLE/Bar License Compliance Issues (Blank/Paradise)  Off Cycle requests for Change in Status or Pay Increases (Durling/Blank/Borginis/Kryst)  Attorney or Staff Concerns (ALL)
<b>Occasional</b>	Associate Retreat (Blank/Borginis/Durling)  Chief Officer Retreat (Durling/Straub)  Paralegal Recognition (Kryst)