

2022 Associate Departures by Tenure with Firm					
	% Departing within...				
	1 year of hiring year	2 years of hiring year	3 years of hiring year	4 years of hiring year	5 years of hiring year
All Departing Associates	4%	35%	48%	66%	78%
Entry-Level Departing Associates	1%	27%	39%	58%	71%
Lateral Departing Associates	6%	42%	57%	74%	85%

(Table courtesy of the NALP Foundation)

SAMPLE HANDOUT

The Lateral Roadmap: Navigating Success at Our Firm

Congratulations on joining our firm! You will discover we have a wealth of departments, committees, and dedicated resources, all thoughtfully established to bolster your transition to the firm and your professional development. Our commitment is to provide you with the tools and support necessary to thrive and carve out a successful career path at the firm.

Here are a few tips for you as you acclimate:

Resources:

[Provide a list of 4-5 firm resources lateral associates most want to take advantage of in their first 6 months at the firm.]

Relationship Building:

The relationships you build at the firm serve as your network for collaborative opportunities, mentorship, and career advancement, acting as the cornerstone of your professional growth.

Upon arrival at the firm, schedule time to connect with your:

- Interviewers
- Department Chairs/Supervisors
- Mentor(s)
- Professional Development Team
- Peers

Administrative Support

Connect with the people who will provide you administrative support (administrative assistants, paralegals, etc.) and discuss with them how to best leverage their support in your work.

SMART Goals

Thoughtfully create SMART goals for your first 6 months at the firm. SMART goals are specific, measurable, achievable, relevant, and time-bound objectives that provide a clear roadmap for successful goal attainment. Share your goals with an accountability partner and plan a time to check in at 3 months and 6 months.

Firm Citizenship

Find opportunities to get involved early at the firm [include contact information]:

- Affinity Groups
- Pro Bono
- Recruiting
- Training and Development
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SAMPLE SIX MONTH INTEGRATION PLAN

- **First Month**
 - Lunch/coffee with Professional Development/Managing Partner, and another partner
 - Coffee with legal administrative assistant and/or paralegal
- **Second Month**
 - Lunch with recent transfer or lateral from the past year
 - Lunch/coffee with practice partner
 - Check-in meeting with PD re: varied work assignments and level of busyness
- **Third Month**
 - Lunch with partner and 1-2 associates in group
 - Coffee with mentors
 - Check-in meeting with PD re: social and emotional integration, and best practices at their former firm or company
- **Fourth Month**
 - Lunch with mentors
 - Happy Hour with recent lateral or office transfer
 - Check-in meeting with PD re: busyness levels
- **Fifth Month**
 - Lunch with recent lateral or office transfer
 - Lunch with three associates in group
 - Check-in meeting with PD re: interest in/opportunities for community involvement in the office
- **Sixth Month**
 - Lunch with three associates in different groups
 - Coffee with mentors
 - Check- in with PD re: overall integration, and ask for feedback on integration process

SAMPLE INTEGRATION TEMPLATE EMAIL (sent as .oft with monthly meet-up reminders)

Hello,

Our Professional Development team has a program and budget to help associates who recently joined from another firm meet others in the office. May I take you out to coffee/lunch? If your calendar is up to date, I can find a time.

I look forward to connecting.

[CC relevant DEI stakeholders or lateral integration stakeholders for visibility]

[Reach out in 3-6 months with a reminder that these resources are available. They may not have had a chance to review your DEI programs when they first started at the firm.]



On behalf of the DEI Committee, welcome to **LAW FIRM**. We look forward to getting to know you better and supporting your success at the firm. As we hope you already know, advancing diversity, equity, and inclusion in our workplace are top priorities. DEI is who we are, it is embedded in all firm processes and systems, and it is a responsibility that is shared by everyone at the firm.

In addition to the attached one-pager outlining our DEI initiatives, please see the below information, which highlights other ways you can get involved in DEI at LAW FIRM now. Please reach out to us or any other member of the DEI Committee if you have ideas on how to make the firm and the legal professional even more inclusive for all.

> Join an Affinity Group

We encourage all of you to join at least one affinity group. Please use this link to sign up. Allies are welcome and encouraged to join. In fact, over 60% of our attorneys belong to at least one affinity group and many more belong to multiple groups, demonstrating the importance of allyship and intersectionality.

[list out affinity groups]

[Include links to intranet sites or emails to leaders]

> Our Resource Library

Launched in 2020, our DEI Committee and affinity group leaders collected multiple resources, including webinars, articles, podcast and book recommendations, and some of our very own firm-sponsored panel discussions that help us all further our collective learning in various facets of diversity, inclusion, and belonging.

> Role Modeling Inclusive Behavior

- Referring to others using their correct gender pronouns is critical to our inclusive work culture and demonstrates the utmost respect for our colleagues. If comfortable, consider including your gender pronouns on our firm intranet, signature blocks, and your attorney

bio. Instructions to add your gender pronouns are available [\[+LINK\]](#) and you can learn more about the [importance of gender pronouns](#).

- Being able to pronounce someone's name correctly is similarly important too. Please make sure to record your name on our firm voicemail system, which is tied to our firm intranet. This enables your colleagues to pronounce your name correctly. Instructions on how to add your name to your voicemail are included [\[+LINK\]](#).
- **[INCLUDE ANY OTHER IMPORTANT RESOURCES THAT ALLOW NEW HIRES TO SHARE IMPORTANT INFORMATION ABOUT THEMSELVES]**

