

NALP Legal Employer Alumni Relations/Programs Board Report  
March 31, 2021

- We recommend that NALP leadership consider creating a Legal Employer Career Transitions Work/Interest Group for NALP members who are involved in career counseling/out placement at their firm.
- We recommend that NALP leadership consider creating a Secondment Work/Interest Group for NALP members who are involved in the administration of secondments at their firm.

NALP Legal Employer Alumni Relations/Programs Section Call Notes  
March 25, 2021

Agenda

- **Attendance (those highlighted in yellow are not officially members of the Section):**  
Amanda Stipe (Latham & Watkins), Paul Lazdowski (Nixon Peabody), Jennifer Gewertz (Arnold & Porter), Sarah Marchitto (Paul Weiss), Clare Roath (Troutman Pepper), Erin McNichol (Morgan Lewis), Laura Singer (Akin Gump), Claire Yan (Sidley Austin), Kari Jensen Thomas (Faegre Drinker), Judy Slovin (Ropes & Gray), Sarah Dunn (Simpson Thacher), Sheri Mayerowitz (Hogan Lovells), Shane Riedel (Husch Blackwell), Adrienne Jaroch (McDermott), Wendy Goodridge (Mayer Brown), Sharon Light (Sidley Austin), Hayley Niven (Borden Ladner Gervais), Elizabeth Claps (Cleary Gottlieb), Catherine Clement (K&L Gates), Erin Warner (Troutman Pepper), Cindy Lindsley (Thompson & Knight), Tasha Brown (DLA Piper), Leigh Ann Benson (Cozen O'Connor), Beth Oliver (Kirkland & Ellis), Katie DiMartino (Troutman Pepper), Cressie Taylor-Scott (Milbank), Lora Whitticker (Jenner & Block), Lauren Chipchack (Vedder Price), Katie Beach (Jones Day), Paul Amos (Dechert), Stella Ekkshis (Allen & Overy), Kerry Robinson (Davis Wright Tremaine), Steve Elias (Weil), Jessica Badain (Davis Polk), Jen Patton (Foley & Lardner), Greta Larson (Fredrikson & Byron), Laura Kanter (Mayer Brown), there were also 2 people who dialed in that I was not able to identify
- **Section Leadership Update (Paul Lazdowski and Jennifer Gewertz):**
  - A big “thank you” to Amanda Stipe who has served as Co-Chair of the Section for the last two years and will be rotating off.
  - Paul Lazdowski and Jennifer Gewertz will be serving as Co-Chairs of the Section for the upcoming year.
  - We are pleased to announce that Adrienne Jaroch has agreed to serve as the Vice Chair of the Section for the upcoming year.
- **Section Membership Update and Welcome New Members (Jennifer Gewertz):**

- We currently have 143 NALP members who have officially joined the section. It is a mix of law school members and employer members. We are pleased with the increase in Section membership that we have seen over the last year.
- Welcome to the employer members who have joined the section since our last call in January:
  - Kayla Allen – Vorys, Sater, Seymour and Pease
  - Leigh Benson – Cozen O’Connor
  - Steven Elias – Weil Gotshal & Manges
  - Katie Hoekstra – Varnum
  - Beth Oliver – Kirkland & Ellis
  - Kerry Robinson – Davis Wright Tremaine
  - Judy Slovin – Ropes & Gray
  - Katie DiMartino - Troutman Pepper
- **Update Career Transitions Working Group (Sharon Light):**
  - A survey was sent to members of the Section to gauge interest in creating a Career Transitions Working Group. A number of people expressed interest and now we are waiting for the New NALP leadership to provide direction on next steps as there may be members of other Sections that would want to be involved.
  - In the meantime, there are a few questions that we thought would be helpful to discuss with Section members:
    - Do any of the firms have an integrated, firm-wide approach to aiding in job placement? If so, how did they cultivate buy-in from their partners?
    - Do you hold jobs back if the responsible partner wants to control who would apply? Sharon said they hold some back. Laura said they put it only in their internal newsletter.
    - Do they have a centralized mechanism for storing/searching/tracking candidate profiles?
    - Have other firms seen an uptick in candidates? If so, how have they managed the surge in volume (have they added headcount, reworked their process, expanded or changed the services they provide to individuals)?
      - Lora - 2020 saw an uptick in candidates
      - Laura K. - her role is dedicated to placing people in-house. Try to avoid the label of “outsourcing” and approach it as career transitions. Have to have conversations with partners and practice group leaders and discuss the business development aspect of it.
      - Adrienne - to get partner buy-in - don’t just think of it as outplacement and think about career coaching to helping people succeed at the firm as well as finding a job when they are ready to leave.
      - Paul -For buy-in provide statistics about how many associates are actually going to stay over time and show that with so many inevitably leaving, helping them land somewhere that is beneficial to them and the firm makes sense.
      - Lora - she focuses on placing associates and alumni in in-house positions, works with 5 partners and got buy-in from them to create

a strategic plan, career check-in meetings with any attorney once a year if people want to. Once a year speak at partner meeting and at an all associate meeting to help develop buy-in and keep services and resources on the minds of attorneys

- Laura S.- monthly newsletter that is sent to all lawyers that has openings, went to each practice group and asked for a partner contact that could be listed in the newsletter as a contact. And, try to get looped into evaluation discussions so you have a sense of who may be ready to leave. PeoplePath is developing a module that should be able to help people track this process.
  - Judy - PeoplePath is working on an upgrade that will provide a way to track site users who have applied for posted positions.
  - Jen - A&P uses PeoplePath for their site and that has a built in algorithm for matching users who have completed the “Career Profile” section of their profile with the in-house and government positions posted. In addition to users being able to see what positions they match with, site admins can open any posting and see who matches with that job.
  - Jen and Sharon - provided information on how their firms go about sourcing postings for their site.
  - Elizabeth - Cleary - they track on a manual system with candidates and openings and they manually handle matching
- **Open Discussion on [Recent HBR article: “Turning Departing Employees into Loyal Alumni”](#) (you can also listen to a [20 minute podcast with the authors](#)):**
    - Kerry - offboarding process was antiquated and now thinking about it as on-boarding to an alumni - meeting with them, getting them signed up on online portal, finding out what is important to them as an alumni, also provide information about pro bono opportunities for each jurisdiction
    - Tasha - make sure you coordinate with HR and receive weekly updates and have a template email with the information they need to join network.
    - Judy - they include voluntary and involuntary (unless contentious) the same
    - Jen - worked with Legal Personnel Department to add questions to the exit survey that departing attorneys completed as well as the report that the partner conducting the exit meeting completes and reviews are report of all of the surveys once a month, she also meets with every departing to attorney during their last week at the firm to provide an overview of the resources that will be available to them and to walk them through updating their profile on the online platform and how to take advantage of all the site has to offer.
    - Sharon - has been in touch with PD and D&I teams to incorporate them into off boarding process
- **Alumni Relations Professionals Salary Information**
    - When the 2020 NALP Survey of Legal Career Professionals in Law Firms and Employer Organizations survey was distributed Section leadership tried to promote the survey and highlight that importance of alumni relations

professionals completing the survey in order for NALP to be able to provide specific data on alumni relations professionals salaries. Unfortunately, not enough members of the Section completed the survey for NALP to provide the information the members of the Section have been interested in receiving.

- It was discussed that members are still very interested in trying to get some sort of salary information relating to alumni relations professionals in law firms.
- After following up with NALP staff, we now know that in order for NALP to report specifics on alumni relations professionals, we need to get at least 5 people in each title category (Director, Manager, Coordinator, Assistant) who focus the majority of their time on alumni relations to complete the survey. We will be sure to do as much as we can to educate Section members on the importance of completing the 2022 survey.