

Stanford Law School

Addendum to NALP Workplace Environment Questionnaire

Employers: This form is designed to supplement the NALP Workplace Environment Questionnaire at nalpdirectory.com. We require that you complete both as part of your Stanford OCI reservation request. NALP questions should be completed on their website, and this form should be uploaded to your Symplicity profile at the time of your request.

Please note: We strongly encourage you to complete all questions on both forms. Please understand that failing to do so could be perceived by students as a weakness in the firm's commitment to certain issues or policies.

Firm Name _____ Phone(____) _____

Address _____

Name of person completing form _____

1. Do you have a current NALP Workplace Environment Questionnaire completed on-line at nalpdirectory.com? Yes _____ No _____

Pro Bono Policies and Practices:

2. Does your firm have a written pro bono policy? Yes _____ No _____

3. Does your firm provide billable hour credit for pro bono work? Yes _____ No _____

Please describe any pertinent limitations on that credit:

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4. Is the pro bono work a lawyer does included as part of his/her regular evaluation? Yes _____ No _____

5. Are attorneys able to use the normal work day for pro bono work, treating it like any other case? Yes_____ No_____

6. If an associate is interested in a particular kind of pro bono work that the firm is not currently doing, is the associate free to bring in the pro bono work on his/her own? Yes_____ No_____

7. Is pro bono work viewed partly as a way to train associates (i.e. through courtroom experience early in their careers)? Yes_____ No_____

8. Is pro bono work a commitment of the firm itself, or is it left to the discretion of the individual attorneys?

9. What kind of work does your firm include in the definition of pro bono (e.g. does it include serving on Boards, Committees, etc.)?

10. How are decisions made about which pro bono clients to represent?

11. In the last year, has your firm done work for *pro bono* clients in the following areas: Indigent criminal defense work? ____; Plaintiff's environmental, housing, or consumer work? ____; Discrimination ____; Gay rights ____; Poverty Law ____; Women's Rights ____; Class action litigation work ____; International human rights work ____; Other? (please specify below.)

12. Please describe some recent examples of the firm's *pro bono* cases.

Alternative Work Schedules

13. What infrastructure is in place to support the use of reduced-hour schedules and other alternative work options (e.g., coordinator to oversee the program, training for associates working the schedules and partners who work with them, monitoring system for assignments and advancement)?

14. What effect does working a reduced schedule have on an associate's benefits?

15. What effect does working a reduced schedule have on an associate's advancement to partner?

16. How many attorneys who have worked reduced hours have been made partner in the past five years? Men_____ Women_____

Cultural Diversity/Affirmative Action/ Equal Employment Opportunity

17. Do you have any openly religious attorneys? Yes_____ No_____

If yes, are any of them partners or partner-equivalents? Yes_____ No_____

18. Please describe what policy, if any, you have regarding time off for the observation of an individual's religion.

19. For social events to which spouses, domestic partners, or guests are invited, are invitations clearly extended to the partners or guests of gay and lesbian attorneys?
Yes_____ No_____

20. Have any attorneys taken same-sex partners to work-related social functions?
Yes_____ No_____

21. Do you have attorneys with disabilities who have asked for special accommodation?
Yes_____ No_____

If yes, describe briefly the type(s) of accommodation(s) that have been made.

22. What efforts do you make to recruit minority attorneys for:

a) Law schools with large minority enrollment?

b) Bar association-sponsored programs?

c) Minority job fairs?

d) Other

23. Has your local bar association established goals or a timetable commitment for hiring of minorities?

Yes_____ No_____

24. How does the attrition rate of your minority attorneys compare to that of non-minority attorneys?

25. What specific efforts are being made to retain minority attorneys?