Union-Side Best Practices

Questionnaire

A. Recruiting/Hiring

1. Do you or your firm participate in law school outreach panels sponsored by the ABA Labor and Employment Law Section and/or the AFL-CIO Lawyers Coordinating Committee (LCC) and American Constitution Society?

2. Do you participate in the LCC Minority Outreach Program (when hiring summer clerks or interns)?

3. Do you sponsor (fund) your minority law clerk’s participation in the LCC Minority Outreach Program Networking Conference?

4. Do you encourage/assist your minority law clerks to apply for post-graduate fellowships with the AFL-CIO and other legal departments?

5. Do you sponsor your minority law clerk’s posting on the LCC On-Line Resume Bank?

6. When filling an open associate position, do you do one or more of the following:
   a. Send notice of the opening to minority bar associations at law schools?
   b. Request referrals among recent participants in the LCC Minority Outreach Networking Conference and Minority Law Clerk Program?
   c. Recruit from federal, state and local government labor, employment and civil rights agencies?
   d. Contact members of LCC Minority Caucus requesting recommendations and referrals of minority applicants?
   e. Recruit at urban and regional law schools?

7. Do you actively support student loan forgiveness for associates in union-side practice and assist your new associates with their applications for student loan forgiveness?
B. Employment and Training (Associates)

1. Do you provide a market salary comparable to government and public interest positions?

2. Do you provide comparable opportunities to all associates to (a) work with influential partners; (b) handle complex matters; (c) have client contact; (d) have hands-on experience; and (e) appear in administrative and judicial proceedings?

3. Do you fund your associate’s membership in the LCC and encourage active participation in the LCC Minority Caucus?

4. Do you encourage and facilitate speaking opportunities for your associate both before union groups and professional groups, including minority bar associations?

5. Do you provide a mentor for your minority associate, preferably an attorney with a similar background, from inside or outside your organization?

6. Do you provide prompt and fair evaluations of associate work and progress, including an annual written evaluation?

7. Do you encourage and facilitate your associates’ pro bono and community activities?

8. Do you have family-friendly policies and otherwise affirmatively recognize individual needs for work/life balance?

9. Do you have a confidential and effective procedure for minority associates to raise concerns about discrimination or harassment by partners, co-workers and/or clients?