



**DuPont Minority Counsel Network  
Mentoring/Retention Committee**

## **CAREER ENHANCEMENT CHECKLIST**

### **I. Appreciation For Your Work in the Office**

- Seek out formal and informal feedback on your work.
- Attempt to develop close relationships with management, senior associates or partners that can provide feedback on your work.
- Encourage your mentor to speak to his/her counterparts or partners in a positive manner about your work.
- Request assistance from your mentor to resolve conflicts when more than one manager, senior associate or partner requests you to perform urgent assignments.

### **II. Keys to Advancement in Your Firm**

- Seek out advice regarding management or partner expectations from new attorneys.
- Do not be reluctant to request increasing responsibility when appropriate.
- Speak with your mentor about the level of responsibility you receive.

- ❑ Seek out constructive criticism that allows you to address issues that would impede your advancement in the firm or function.

### **III. Reasons for Leaving/Remaining at Your Firm or the Company**

- ❑ Take advantage of diversity opportunities.
- ❑ Attend firm or corporate events and attempt to learn about your colleagues.
- ❑ Discuss with your mentor those who may act in a racially/culturally insensitive manner.
- ❑ Do not be surprised when you encounter difficult managers, partners or senior associates – it is part of the job.
- ❑ Attempt to form strong working relationships with partners or senior associates with challenging and rewarding work.
- ❑ Get involved in activities outside of the firm.
- ❑ Establish a reputation for yourself as a hardworking and committed attorney.

### **IV. Overcoming Office Politics**

- ❑ Try to learn what is considered appropriate and what is considered inappropriate in your company or firm.
- ❑ Talk to your mentor about conduct that may be perceived as violating accepted practices in the office.

- ❑ Make strategic alliances with those who may be of a different racial/ethnic/religious background.
- ❑ Ask your mentor, or a trusted senior counsel or associate, the tough questions about the politics of the office.
- ❑ Always treat all staff with respect – in many firms and at the DuPont Company, conflicts with staff are unacceptable.

V. **Rainmaking Skills (beyond being an excellent lawyer).**

- ❑ Establish and leverage client contacts.  
Don't just think about new client contacts, but also leverage current clients.
- ❑ "Ask" for business. Oftentimes people fail to ask for and talk about getting business.
- ❑ Develop affiliations with organizations to create opportunities for clients to see you sporting your expertise (e.g., non-profit boards, alumni networks, outside community activities, bar associations). Leverage your involvement with organizations as opportunities for clients to see your expertise and raise your profile while you serve the community.
- ❑ Inform people of your marketing efforts in and outside of the company or your firm. Perception is reality, so let individuals in your office know what you are doing.
- ❑ Take an interest in and create contacts within the community to distinguish yourself. This helps to build your client base.
- ❑ Keep in touch with people you know from school.

- ❑ Focus on becoming a master of your craft.
- ❑ Strategically inform clients of your capabilities.
- ❑ Cross-market yourself in other areas.
- ❑ Have a plan for rainmaking.
- ❑ Gain your firm's support to pursue outside activities; otherwise, you may feel pressure to sacrifice that for billable hours.
- ❑ Get to know the company or your firm and your team. Your team will often dictate your ability to make rain.
- ❑ Make yourself invaluable to the company or firm by creating a niche and marketing to that niche.
- ❑ Attend marketing lunches.
- ❑ Think outside the box.
- ❑ Add value by figuring out a creative solution to a problem (e.g., does what the manager or partner would not necessarily do).  
Be ahead of the curve and anticipate clients' legal needs and new areas of practice so when new practice areas emerge, clients will think of you.

## **VI. Self Assessment Within Your Organization**

- ❑ Get to know your organization and understand where you are in your practice.
- ❑ Figure out how to make yourself invaluable to your organization.
- ❑ Understand the benchmarks within your organization.

- New partners/corporate counsels - Adjust to new expectations and responsibilities for business development and billable hours.
- Mid-level associates/senior counsels - Understand varying changes in your workload (e.g., whether new work is given because of turnover or otherwise) and understand where and how you will go to the next level.
- Junior-level associates/attorney/counsel - Figure out what is expected of you to go to the next level.

#### **VII. Holding DuPont and the Firm Accountable for Implementation of Diversity**

- Determine the key motivations for your management's diversity initiatives (e.g., business case, pressure from clients, pressure from shareholder).
- Communicate concerns to the company or your firm in the appropriate manner.
- Know your organization's benchmarks and statistics for diversity.
- Assess whether diversity benchmarks are being met and whether there is effective tracking of diversity initiatives.

#### **VIII. Holding DuPont Legal Accountable to the Firms for Implementation of Diversity.**

- Communicate concerns to DuPont Legal through MCN
- Assurance from DuPont Legal that recommendations will be rolled out throughout the Primary Law Firm/Primary Supplier Program Network.

Based on the input we received at last year's MCC closed session, Janet Bivins and the MCN Mentoring and Retention Committee Chairs, Tom Hanson and Sakina Riddell, prepared the attached Career Enhancement Checklist.

This Checklist highlights career development areas believed to be important for your advancement in the legal profession. It is also a useful tool for measuring whether you are taking full advantage of available professional opportunities. We encourage you to review and use this Checklist as a guide for enhancing your career and prospects within the legal profession.

**[Click Here for Career Enhancement Checklist](#)**

DuPont MCN: Newsletter & Communications Committee Mission Statement

This committee will prepare and distribute communication regularly to network members. Communication may include marketing opportunities, mentoring opportunities, stories of success, CLE information, member-authored speeches or articles, or any information that will further the objectives of the network. The committee will develop and maintain an appropriate medium such as a quarterly electronic newsletter for continuous communication among Network members.

The committee will be structured such that mentors and mentees will be paired to work on specific projects and tasks that foster the growth and initiatives of the committee and the MCN.

Forward This Check List

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