

2019 Women's Retention Study – Internal Engagement Interviews

Implementation Overview

1. Interviews will be conducted via phone/desk video phone and you will need to look-up the phone contact information for each of your interviews and their position title (associate, counsel, principal, partner).
2. Please create a word document for your interview notes and keep the following items in mind:
 - Try to transcribe and paraphrase interview comments as much as possible
 - Do not include the person's name in the report (de-identify the information)
 - Include the person's title using the following categories (associate, partner, counsel/principal) and office
 - Please complete your interview report within 24 hours of conducting the interviews.
3. Interview approach reminders:
 - Listen rather than talk
 - Keep calm, resist the urge to defend, argue or impose own ideas
 - Your goal is to elicit information, constructive criticism and suggestions

Starting the Interview – Talking Points

1. Introduce yourself (name, title, team, office location)
2. Thank you for participating in this engagement interview. We appreciate your willingness to provide feedback that will inform the Firm's strategy for improving our retention and advancement of women at Ice Miller.
3. The information you share today will not be attributed to you and will be shared anonymously, identified only by office and position title for example "Indianapolis Associate." However, please note that sharing information about an ethics violation or a respect in the workplace issue such as bullying or harassment will require me to report that information and share your identity. Do you have any questions about how the information will be reported?
4. Any other questions before we begin the interview?

Interview Questions & Template

For Associates, Counsel, Principals

Title: _____ **Office:** _____

1. What do you find most satisfying about your practice at Ice Miller? Why?
2. Do you have mentors or advocates? If yes, estimate the number and describe how have they supported you?
3. Do you feel like you've had meaningful projects and business development opportunities? If yes, please describe. If no, please explain.
4. Do you feel your work and contributions are recognized by your practice group and the Firm? If yes, please describe. If no, please explain.
 - a. Do you perceive the work and contributions of women in general to be recognized by the Firm?
5. Do you see a path forward at Ice Miller for you personally? If yes, please describe. If no, please explain.
6. Are there ways that your experience or other women's experiences at the Firm could be improved? If yes, please describe.
7. Do you feel like Ice Miller has invested in you? If yes, how so? If no, why?
8. Are there any particular policies, processes or policy gaps that you'd like to see changed/addressed?
9. On a scale of 0-10 with 0 being not at all likely and 10 being extremely likely: How likely is it that you would recommend Ice Miller to a friend or colleague as a place to work?
10. Is there anything else that you'd like to share that we haven't discussed today?

For Partners

Title: _____ **Office:** _____

1. What do you find most satisfying about your practice at Ice Miller? Why?
2. Do you feel your work and contributions are recognized by your practice group and the Firm? If yes, please describe. If no, please explain.
 - a. Do you perceive the work and contributions of women in general to be recognized by the Firm?
3. Do you feel the Firm gives you what you need to succeed? If yes, please describe. If no, please explain.
4. Do you see a path forward at Ice Miller for you personally? If yes, please describe. If no, please explain.
5. Are there ways that your experience or other women's experiences could be improved? If yes, please describe.
6. Do you feel like Ice Miller has invested in you? If yes, how so. If no, why?

7. Do you feel like gender impacts an individual's ability to advance in the Ice Miller partnership? If yes, how so?
8. Are there any particular policies, processes or policy gaps that you'd like to see changed/addressed?
9. On a scale of 0-10 with 0 being not at all likely and 10 being extremely likely: How likely is it that you would recommend Ice Miller to a friend or colleague as a place to work?
10. Is there anything else you'd like to share that we haven't discussed today?