

DEVELOP SUCCESSFULLY

At Baker & McKenzie, we know how critical development and feedback is to our legal secretary's success. Our Development Framework aims to help inform, guide and inspire you at every stage of your career with the Firm.

We recognize that the skills you need to be an excellent legal secretary are complex and broad based. We will help you develop them through world-class development opportunities. This is made possible by our coordinated approach to talent management and the integrated way we link the recruitment, professional career development and performance management of our people.

The Development Framework paints a comprehensive picture of what high performance looks like in our Firm. It takes into account all the complexities, challenges and opportunities of a dynamic career in a law firm. It also provides everyone in our Firm with a common language for discussing performance.

How does The Development Framework help you?

- Clarity on what is expected of legal secretaries at all levels
- Specific skills and behaviors needed to demonstrate progress
- Common language and reference points for discussing performance, achievements and progress
- Clearly explained performance expectations on which legal secretary performance reviews are based
- Guidance and inspiration for learning and development

We will help you develop as far as your talents and drive will take you.

Two Main Components:

Key Performance Areas (KPA's)

The four KPA's articulate the skills that we expect our employees to demonstrate at each job level: Trainee/Intern Secretary, Legal Secretary, and Secretarial Coordinator. The four KPA's are:

- Knowledge & Expertise
- Service Orientation
- Matter Management
- People Management

Personal Qualities (PQs)

The PQs describe the behaviors that Baker & McKenzie's high performers bring to the job.

The 13 PQs apply to all levels of seniority and are grouped into 4 domains:

- Know-How/Intellect
- Dedication
- Humanity
- Personal Impact



Baker & McKenzie has been global since inception. Being global is part of our DNA.

Our difference is the way we think, work and behave – we combine an instinctively global perspective with a genuinely multicultural approach, enabled by collaborative relationships and yielding practical, innovative advice. Serving our clients with more than 4,100 lawyers in over 40 countries, we have a deep understanding of the culture of business the world over and are able to bring the talent and experience needed to navigate complexity across practices and borders with ease.

Learn More:

www.careers.bakermckenzie.com

