With associate review season upon us, make sure that pro bono achievements are captured. Here are a few best practices:

- Make sure pro bono hours count toward billable hours requirements.
- Collect reviews on pro bono work. This is particularly important if pro bono work is assigned or supervised outside of the regular assignment process.
- If your firm has a competency-based system, make sure skills developed through pro bono activities are captured. For example, is a second-year associate first-chairing a trial? This demonstrates not only facility with the rules of evidence but also leadership skills, client service, and advanced communication skills. You may need to educate pro bono supervisors and associates on how best to highlight achievements and skills in this context.
- As part of the feedback session, discuss areas of development for the associate and what types of pro bono work will meet these developmental needs.
- In any templates/forms associates use to develop individual career development plans or goals, include a section on pro bono involvement, just as you would include a section on network development, substantive skills development, and firm citizenship.