

Final Checklist for CLM Exam – Are you comfortable with the following topics?

Human Resources	
TOPIC	I HAVE A GOOD UNDERSTANDING
Recruiting and selection	
Uniform Guidelines on Employee Selection Procedures	
Four-fifths Rule	
Disparate impact and disparate treatment	
Standard Deviation Rule	
Job Descriptions	
Exempt and non-exempt employees	
Types of interviews	
Reliability and validity, and the different types of validity	
Equal Employment Opportunity Commission	
Quid pro quo and hostile environment	
The Acts, including ADA, Title VII, Civil Rights Act of 1991, Affirmative Action, Pregnancy Discrimination Act, FMLA, ADA and ADAAA, Immigration Reform Act, Employee Polygraph Protection Act, WARN Act, OSHA, FLSA, Equal Pay Act, Lilly Ledbetter, Fair Credit Reporting Act, Drug-Free Workplace Act, ADEA, Privacy Act of 1974, ERISA, HIPAA, COBRA	
Promotions and the Peter Principle	
Job rotation	
Performance Management, including types of appraisals, such as rankings, forced distribution, point factor, etc.	
SMART	
Progressive discipline	
Employment at will, including implied contracts, public policy, etc.	
Mediation and arbitration; EEOC complaint process	
Learning organizations versus organizational learning	
Types of training methods	
Andragogy (adult learning) and the various theorists	
Measuring the effectiveness of training	
Motivational theories, such as reinforcement, equity, expectancy, two factor, job characteristics, etc.	
Intrinsic and extrinsic rewards	
Compa-ratio calculation	
Red and green circle rates	
Job evaluation	
Ranking and classification	
The Hay Profile Method	
Job analysis, job description	
Broad banding; pay or salary compression	
Profit sharing, 401(k), gainsharing, defined benefit and defined contribution plans	

Human Resources	
TOPIC	I HAVE A GOOD UNDERSTANDING
Mandated benefits versus voluntary benefits	
Leadership and Motivational Theories and types of leaders (autocratic, democratic, laissez-faire); know Theory X and Y, Contingency, Situational, Path-Goal, Vroom	
Organizational Development versus Organizational Transformation	

Financial Management	
TOPIC	I HAVE A GOOD UNDERSTANDING
GAAP	
Cash basis, modified cash and accrual basis accounting	
General journal, general ledger, matching, revenue recognition, period	
Types of financial statements	
Internal controls	
Net income versus distributable income	
Assets, liabilities, owners' equity	
Types of depreciation methods	
Types of business entities	
Lockbox, sweep accounts, positive pay	
Flexible spending plans	
Cafeteria plans	
Reporting requirements for 401(k) plans, including Summary Plan Description and Summary Annual Reports	
Tax forms, including W-4, W-2, 941, 940, W-9, 1099, 1065, 1120, 1120S, 5500	
Trust accounts and their rules (IOLTA)	
Types of legal fees, including hourly rates, blended rates, types of retainers, flat fees, task-based billing	
Hard and soft costs	
RULES	
Types of ratios	
Types of leases	
Realization	
Profits per partner, leveraging	
Types of budgets	

Office Operations	
TOPIC	I HAVE A GOOD UNDERSTANDING
Types of planning – top down and bottom up, etc.	
Strategic Planning	
Mandates	

Office Operations	
TOPIC	I HAVE A GOOD UNDERSTANDING
Stakeholders	
STEP (social, technological, economic and political)	
SWOT Analysis	
Mission and Vision Statements	
Goals, objectives, action plans	
Contingency Planning (in connection with disaster planning)	
Standing plans, single-use plans, policy, procedures and rules	
Difference between programs and projects	
Terms in connection with office leasing and buildouts, such as useable space, rentable space, load or loss factor, floor load capacity, build-out, types of office leases, BOMA and measurements for useable and rentable space, escalations, R/U ratio, work letter, tenant improvement allowance, right of first offer and right of first refusal	
Length of retaining files – personnel, payroll, W-9	
Project Management, including scope, timing and resources	
Project inception, initiation, implementation and termination	

Technology	
TOPIC	I HAVE A GOOD UNDERSTANDING
Hardware and software understanding, including RAM, ROM, bits and bytes, storage capacity	
Firewalls, viruses and other security measures	
Document management systems	
Router, gateway, switches, hubs, bridge	
Virtual servers, types of servers such as Exchange server	

Ethics	
TOPIC	I HAVE A GOOD UNDERSTANDING
ABA Model Rules	
Attorney-Client Relationship	
Trust Accounts	
Conflicts of Interest	
Duties to former clients	
Safekeeping property	
Terminating representation	
Sale of a law practice	
Responsibilities regarding non-lawyers in a firm	
Sharing fees	
Pro bono service	
Memberships in legal services organizations	

Ethics	
TOPIC	I HAVE A GOOD UNDERSTANDING
Advertising and solicitation (including firm letterhead, websites, honesty and clarity at all times, contact with prospective clients)	
Political contributions	

Insurance	
TOPIC	I HAVE A GOOD UNDERSTANDING
Commercial	
Business interruption	
EPLI	
Workers' compensation	
Property	
Key Person	
Disability	
Life	
Health	
Professional liability insurance (claims made, occurrence, potential claims, prior acts, retroactivity)	