

NYCRA Industry Survey 2014

Presented to NYCRA

By Eva Wisnik

November 2014



Our goal is to help
you achieve your

goals

Wisnik Career Enterprises, Inc.
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Eva's Bio



Eva Wisnik
*President,
Wisnik Career
Enterprises, Inc.*

Eva Wisnik founded **Wisnik Career Enterprises, Inc.** in 1996 after serving as Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. Over the past 18 years, she has worked with over 100 law firms, including 74 of the AmLaw 100. Wisnik has placed over 600 Recruiting, Marketing and BD professionals into law firms nationwide. Eva has conducted over 600 training programs for attorneys on topics that include Business Development Skills, Time Management and Myers Briggs. In addition, **Wisnik Career Enterprises, Inc.** has conducted over 35 salary surveys for law firm professionals since 1998.

Eva holds an MBA in Marketing from Fordham University and a BA in Psychology from Barnard College.

NYCRA Respondents

145 Respondents' Salary and Industry Information

■ By Position

- Director: 28
- Manager: 46
- Senior Coordinator/
Specialist: 24
- Coordinator: 34
- Assistant: 13

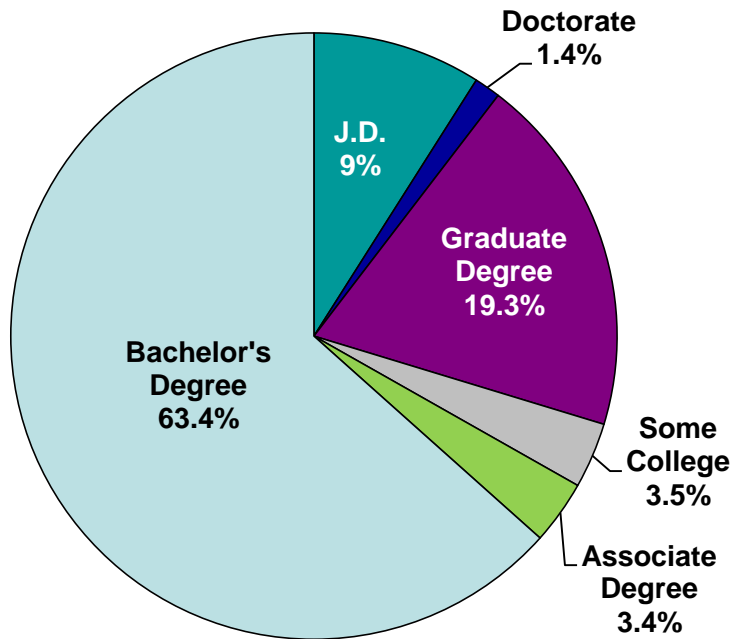
■ By Firm Size

- 1-250: 11
- 251-500: 36
- 501-750: 21
- 751-1000: 28
- 1000+: 47

Profile of a NYCRA Professional

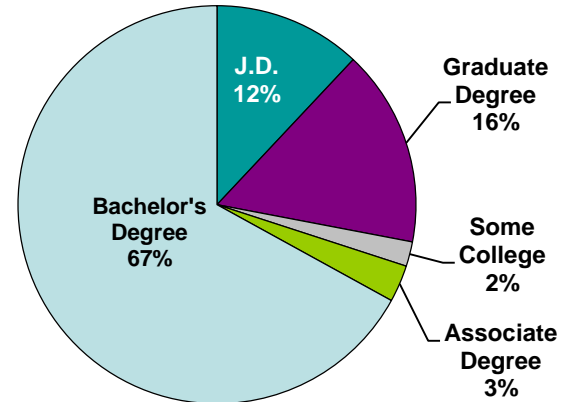
Highest Degree of Education

2014

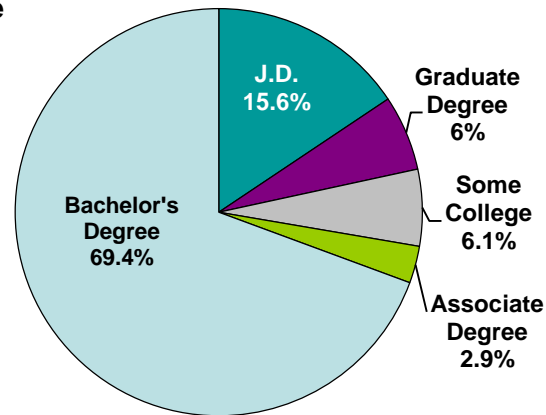


Continuing trend since 2012:
More Graduate Degrees than JDs

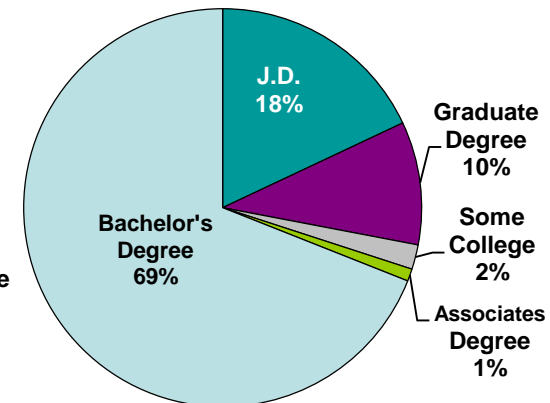
2012



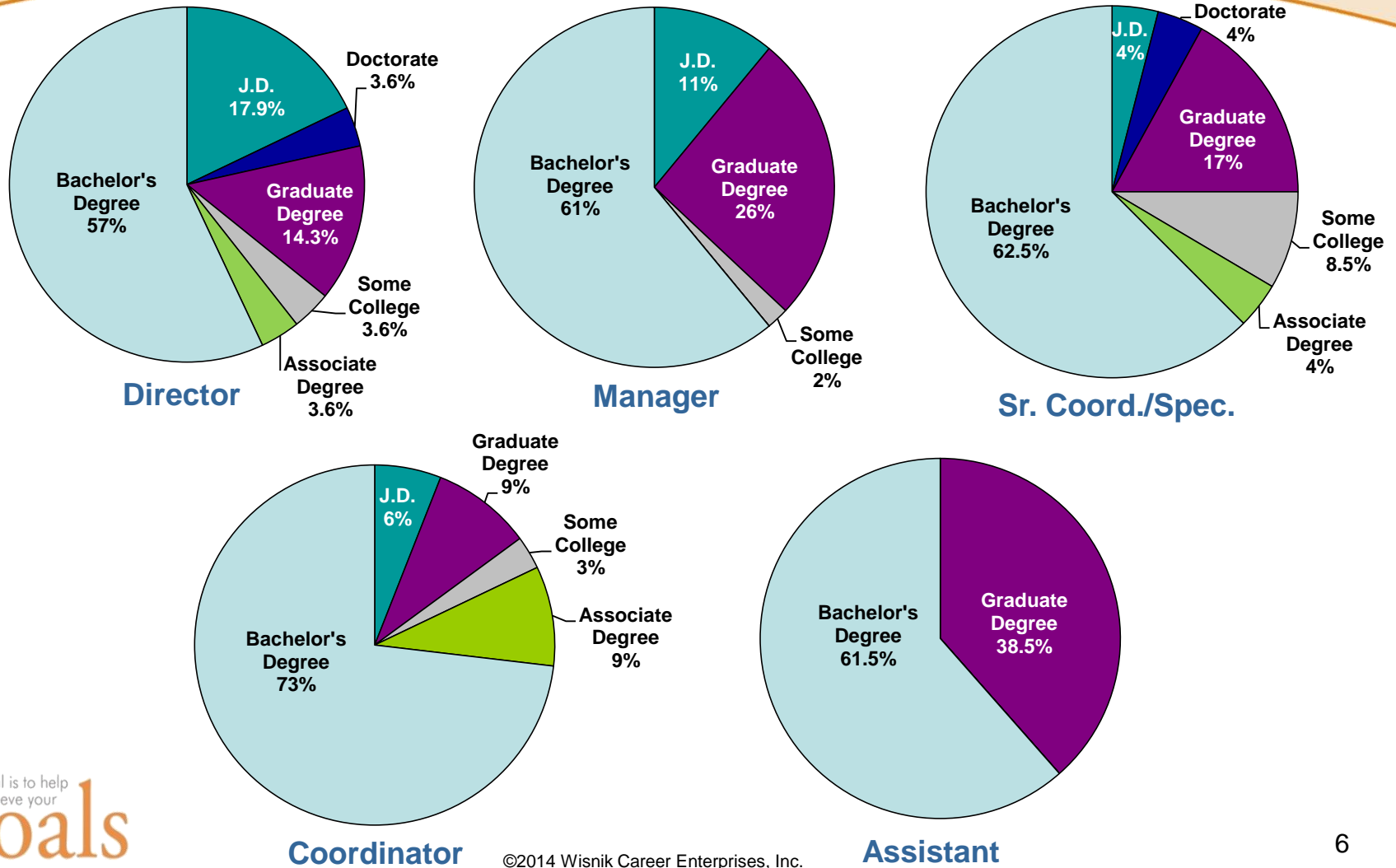
2010



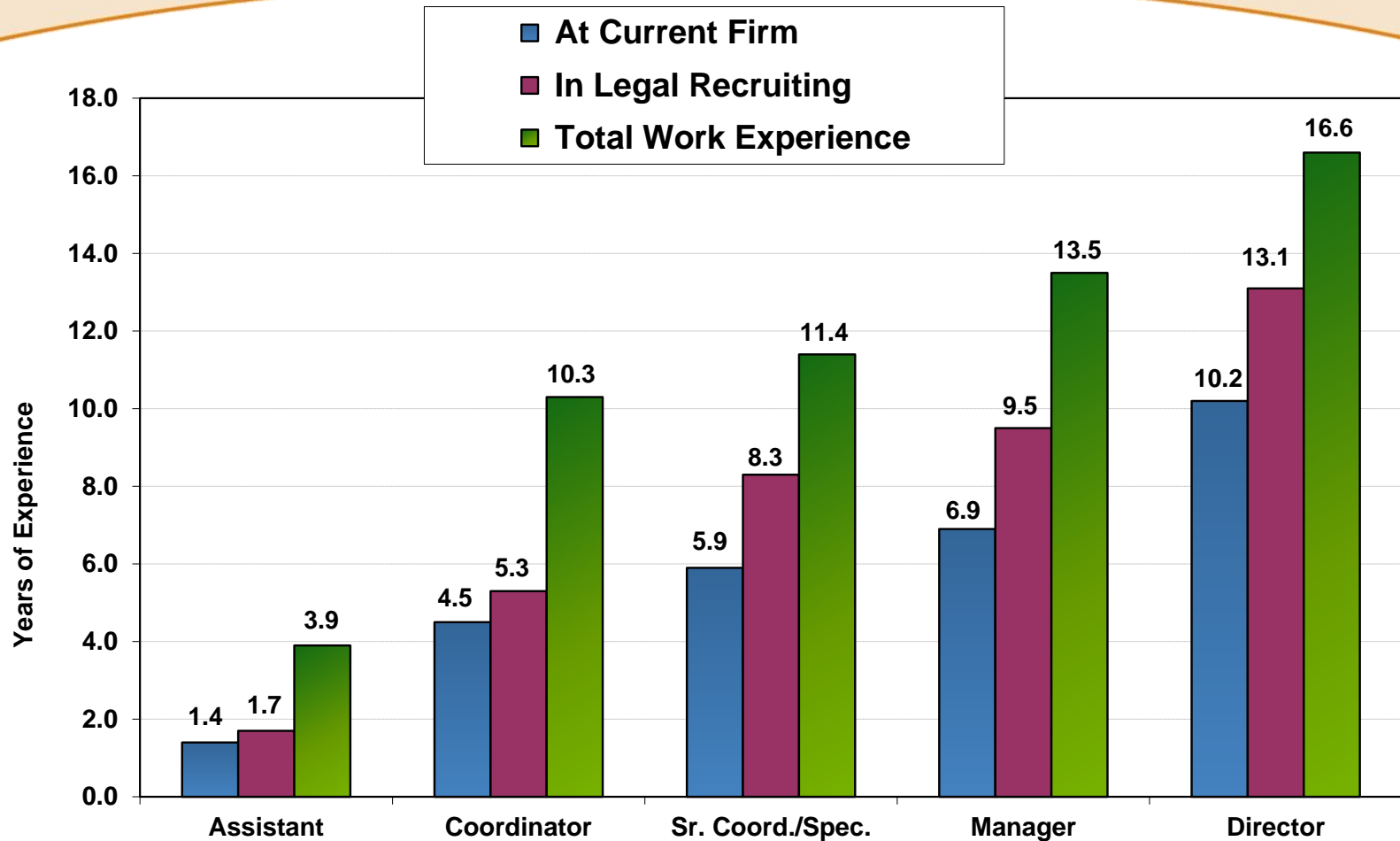
2007



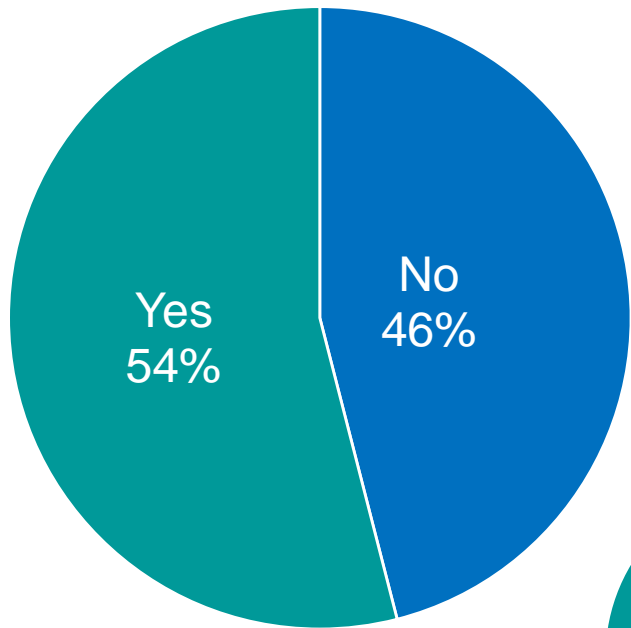
Highest Degree of Education, by Title



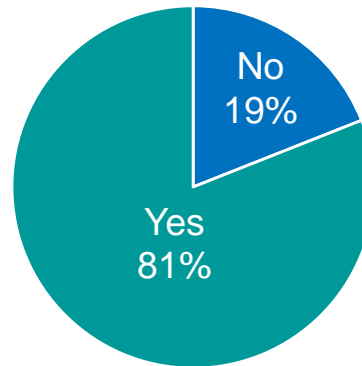
Average Years of Experience



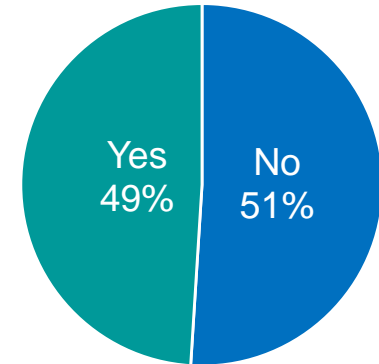
Is Your Position Firm-Wide?



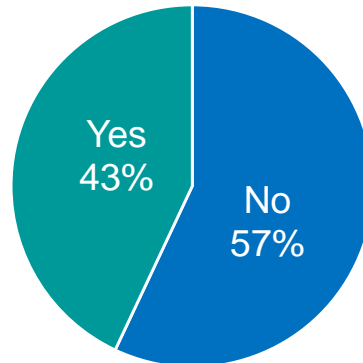
All Respondents



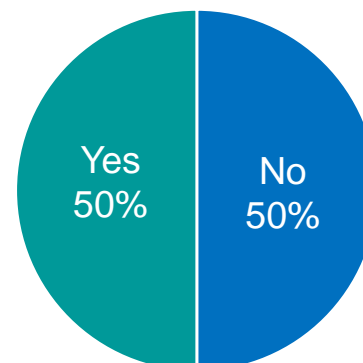
Director



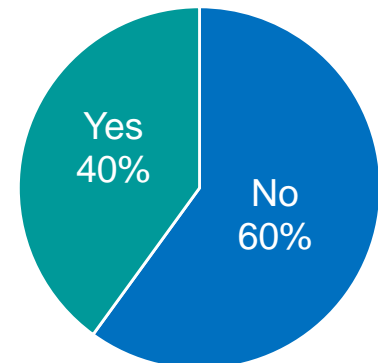
Manager



Sr. Coord./Spec.



Coordinator



Assistant

Salary Trends

Average Salaries by Title

<u>Title</u> (# responses)	<u>Avg. Salary</u>	<u>Median</u>	<u>Salary Range</u>
Director (22):	\$219,477	\$212,500	\$109k - \$400k
Manager (42):	\$126,878	\$125,000	\$95k - \$200k
Sr. Coord./Spec. (22):	\$86,780	\$87,000	\$66k - \$109k
Coordinator – Exempt (11):	\$73,455	\$72,000	\$61k - \$95k
Coordinator – OT eligible (17):	\$66,299	\$65,000	\$51.5k - \$84k
Assistant – OT eligible (10):	\$47,115	\$45,000	\$42.5k - \$57k

Percent Change from 2012:

Directors: 0.5% decrease

Managers: 5% increase

Sr. Coord./Spec.: 3.6% increase

Coordinators (Exempt): 2.3 decrease

Coordinators (OT eligible): 10.7% increase

Assistants (OT eligible): 1.3% decrease

NOTE: Salary data shown is base salary without OT

Average Salaries by City: NY, DC, Philly, Bay Area

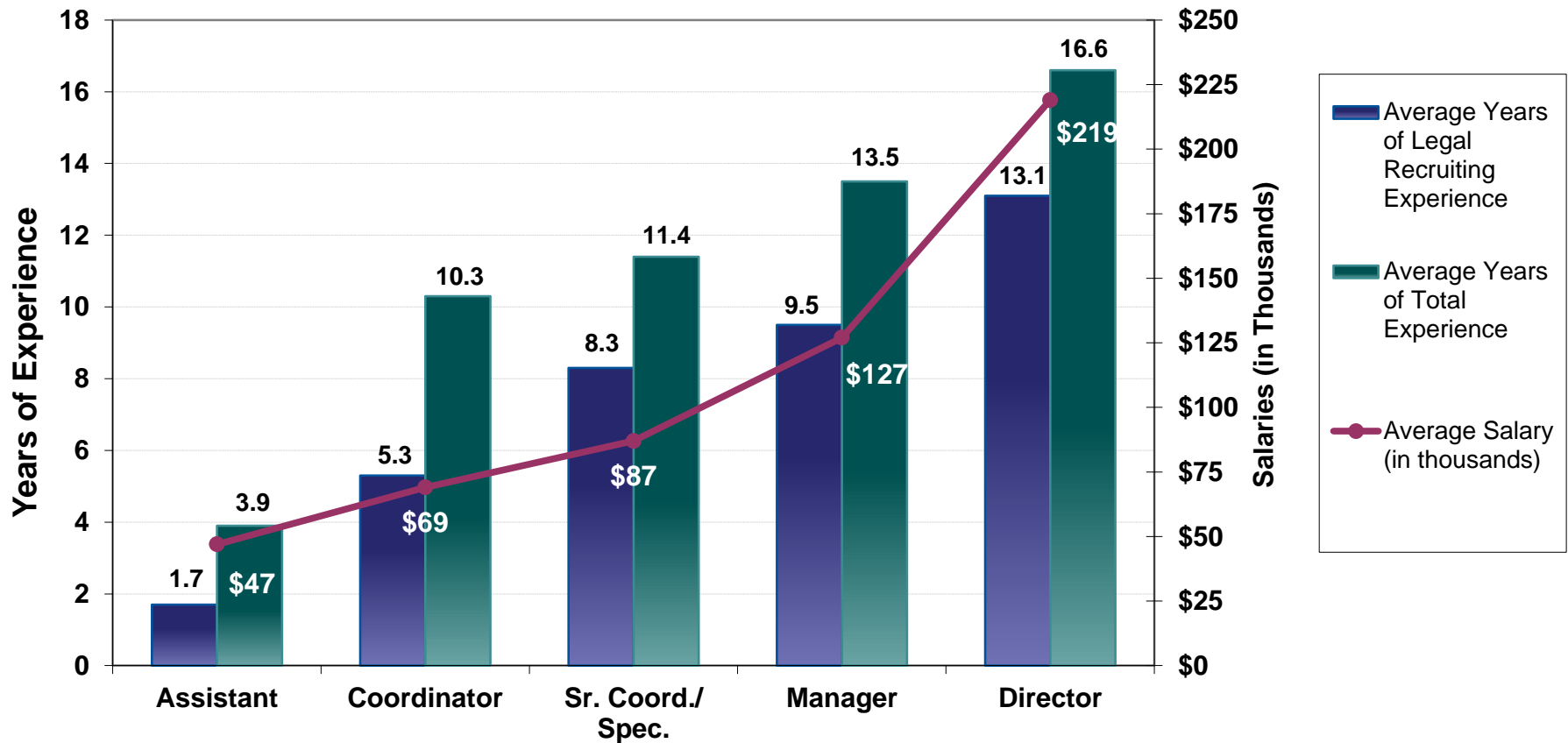
<u>Title</u>	<u>Average Salary</u>			
	<u>New York</u>	<u>DC</u>	<u>Philly</u>	<u>Bay Area</u>
Director:	\$219,477	\$169,222	\$150,280	\$178,458
Manager:	\$126,878	\$109,311	\$85,722	\$118,677
Sr. Coord./Specialist:	\$86,780	\$72,389	*	\$83,482
Coordinator – Exempt:	\$73,455	\$62,244	\$59,394**	\$63,402**
Coordinator – OT Eligible:	\$66,299	\$61,519		
Assistant – OT Eligible:	\$47,115	\$45,472	*	\$45,457

NOTE: Salary data shown is base salary without OT

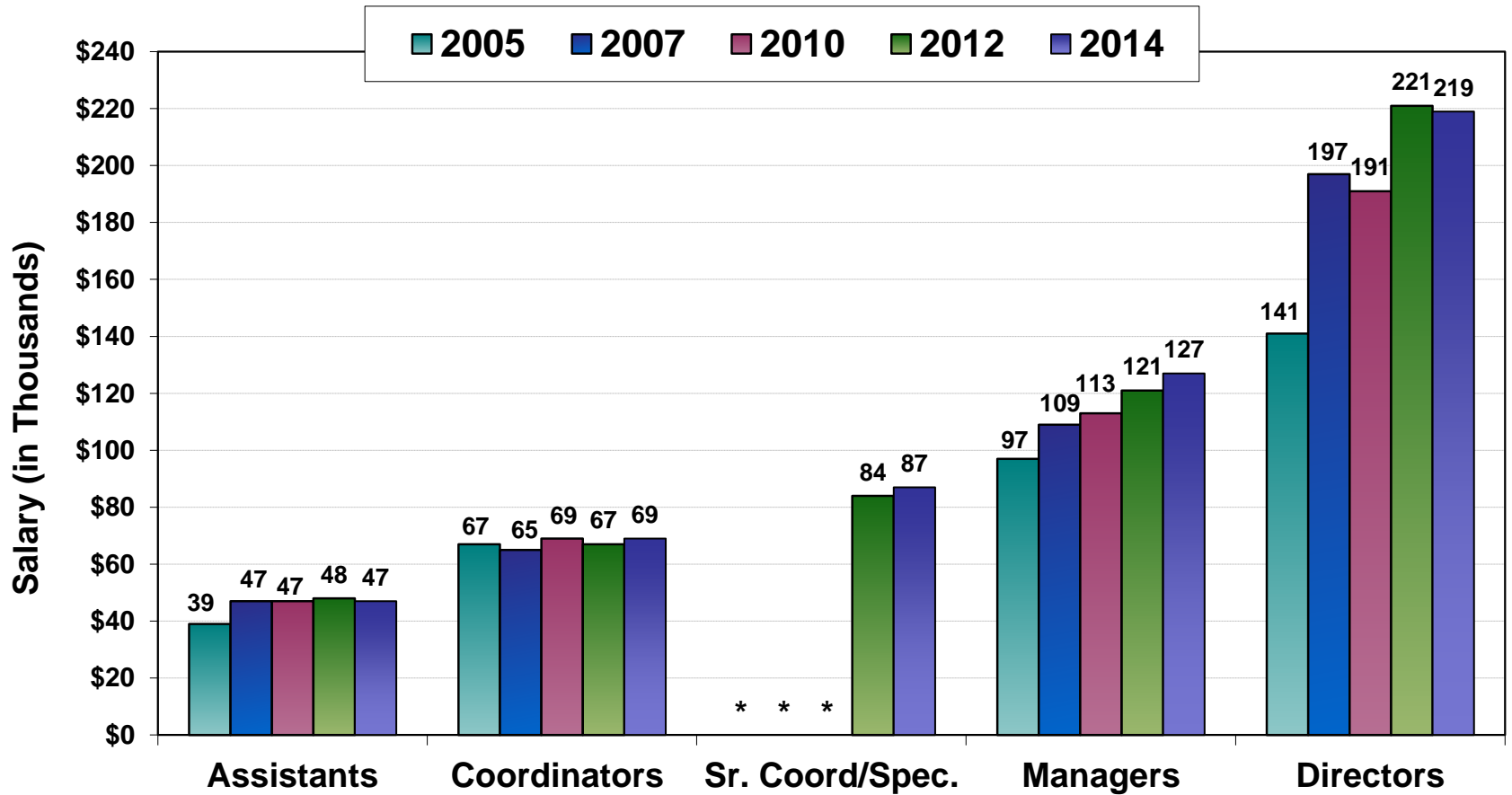
* Insufficient data

** Coordinator salaries in Philly & Bay Area are combined – exempt and OT eligible

Average Salary vs. Years of Experience

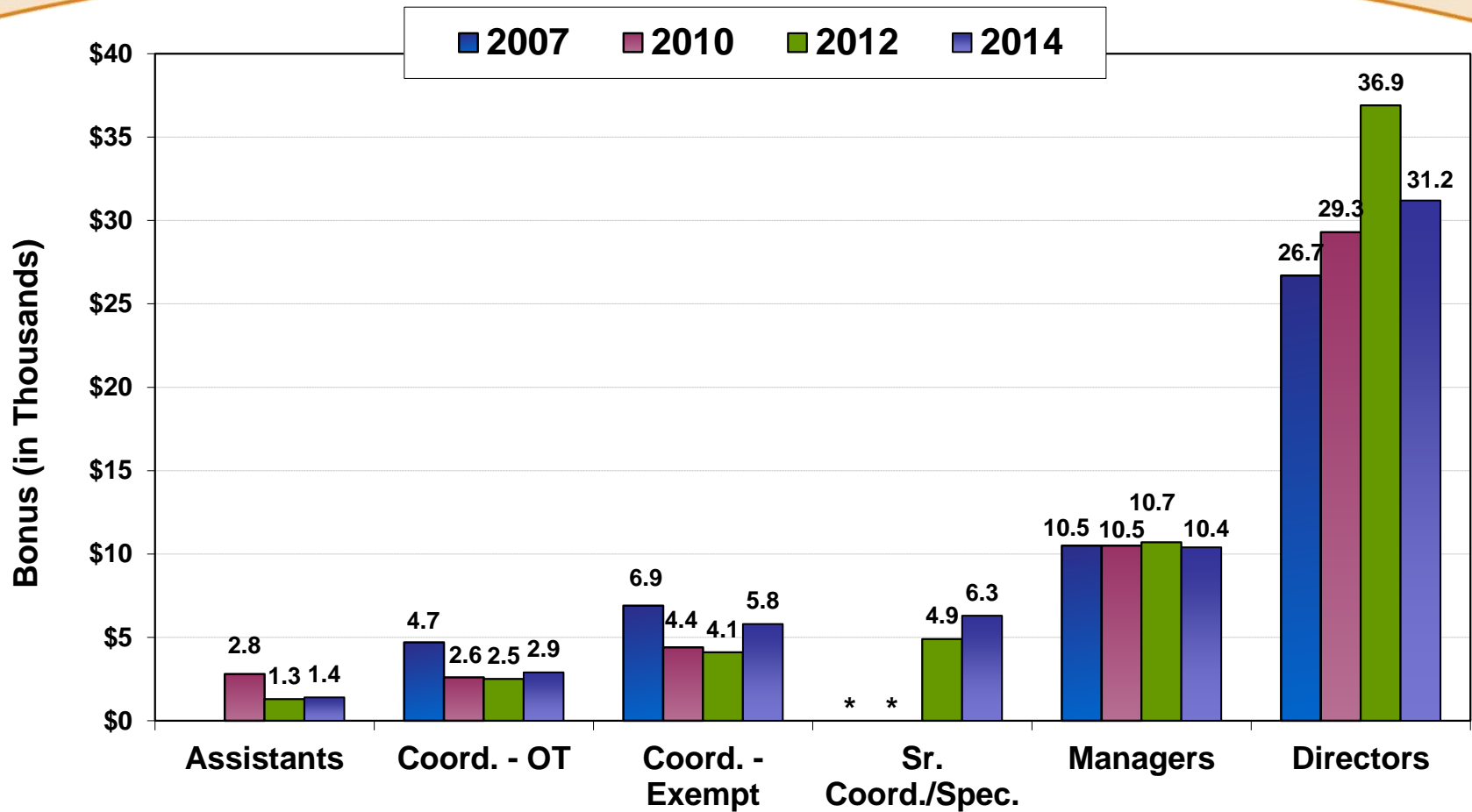


Salary Trends: 2005-2014



* Insufficient data

Bonus Comparisons: 2007-2014



* Insufficient data

Average Salary, Bonus, & Raise by Firm Size

All Directors = 22
Avg. Salary = \$219,477
Median = \$212,500
Avg. Bonus: \$31,227 Avg. Raise: 6%

<u>Firm Size:</u>	<u>251 - 500</u>	<u>751 - 1000</u>	<u>1000+</u>
Avg. Salary:	\$229,438	\$247,143	\$205,000
Salary Range:	\$155k - \$400k	\$140k - \$350k	\$150k - \$260k
Avg. Bonus:	\$27,125	\$37,857	\$38,500
Avg. Raise:	5%	7.2%	7.5%

* Insufficient number of responses
for Firm Size 1-250, 501-750

Average Salary, Bonus, & Raise by Firm Size

All Managers = 42
Avg. Salary = \$126,878
Median = \$125,000
Avg. Bonus: \$10,362 Avg. Raise: 4.7%

<u>Firm Size:</u>	<u>1 – 250</u>	<u>251 - 500</u>	<u>501 - 750</u>	<u>751 - 1000</u>	<u>1000+</u>
Avg. Salary:	\$118,250	\$119,200	\$116,528	\$131,286	\$136,917
Salary Range:	\$110k - \$135k	\$95k - \$200k	\$95k - \$150k	\$102k - \$149k	\$105k - \$182.5k
Avg. Bonus:	\$12,250	\$10,150	\$9,083	\$9,750	\$11,564
Avg. Raise:	4.1%	3.2%	6.2%	5.3%	4.7%

Average Salary, Bonus, & Raise by Firm Size

All Sr. Coord./Specialists = 22
Avg. Salary = \$86,780
Median = \$87,000
Avg. Bonus: \$6,331 Avg. Raise: %

<u>Firm Size:</u>	<u>251 - 500</u>	<u>751 - 1000</u>	<u>1000+</u>
Avg. Salary:	\$80,927	\$94,115	\$86,594
Salary Range:	\$66k - \$93k	\$80k - \$109k	\$80k - \$97.5k
Avg. Bonus:	\$5,250	\$6,760	\$6,937
Avg. Raise:	*	4.4%	6%

* Insufficient number of responses for Firm Size 1-250, 501-750, and Raise data for 251-500

Average Salary, Bonus, & Raise by Firm Size

All (Exempt) Coordinators = 11

Avg. Salary = \$73,455

Median = \$72,000

Avg. Bonus: \$5,800 Avg. Raise: 6%

<u>Firm Size:</u>	<u>251 - 500</u>	<u>751+</u>
Avg. Salary:	\$70,375	\$77,333
Salary Range:	\$66k - \$93k	\$65k - \$95k
Avg. Bonus:	*	\$5,720
Avg. Raise:	*	6.9%

* Insufficient number of responses for Firm Size 1-250, and some Bonus/Raise data

Average Salary, Bonus, & Raise by Firm Size

All OT Coordinators = 17

Avg. Salary = \$66,299

Median = \$65,000

Avg. Bonus: \$2,867 Avg. Raise: 4.1%

2012 OT: \$4,142 2013 OT: \$4,316

<u>Firm Size:</u>	<u>251 - 500</u>	<u>501 - 1000</u>	<u>1000+</u>
Avg. Salary:	\$72,900	\$63,625	\$65,250
Salary Range:	\$65k - \$78k	\$51.5k - \$84.5k	\$55k - \$80k
Avg. Bonus:	*	*	\$3,210
Avg. Raise:	3.9%	*	*

* Insufficient number of responses for Firm Size 1-250, and some Bonus/Raise data

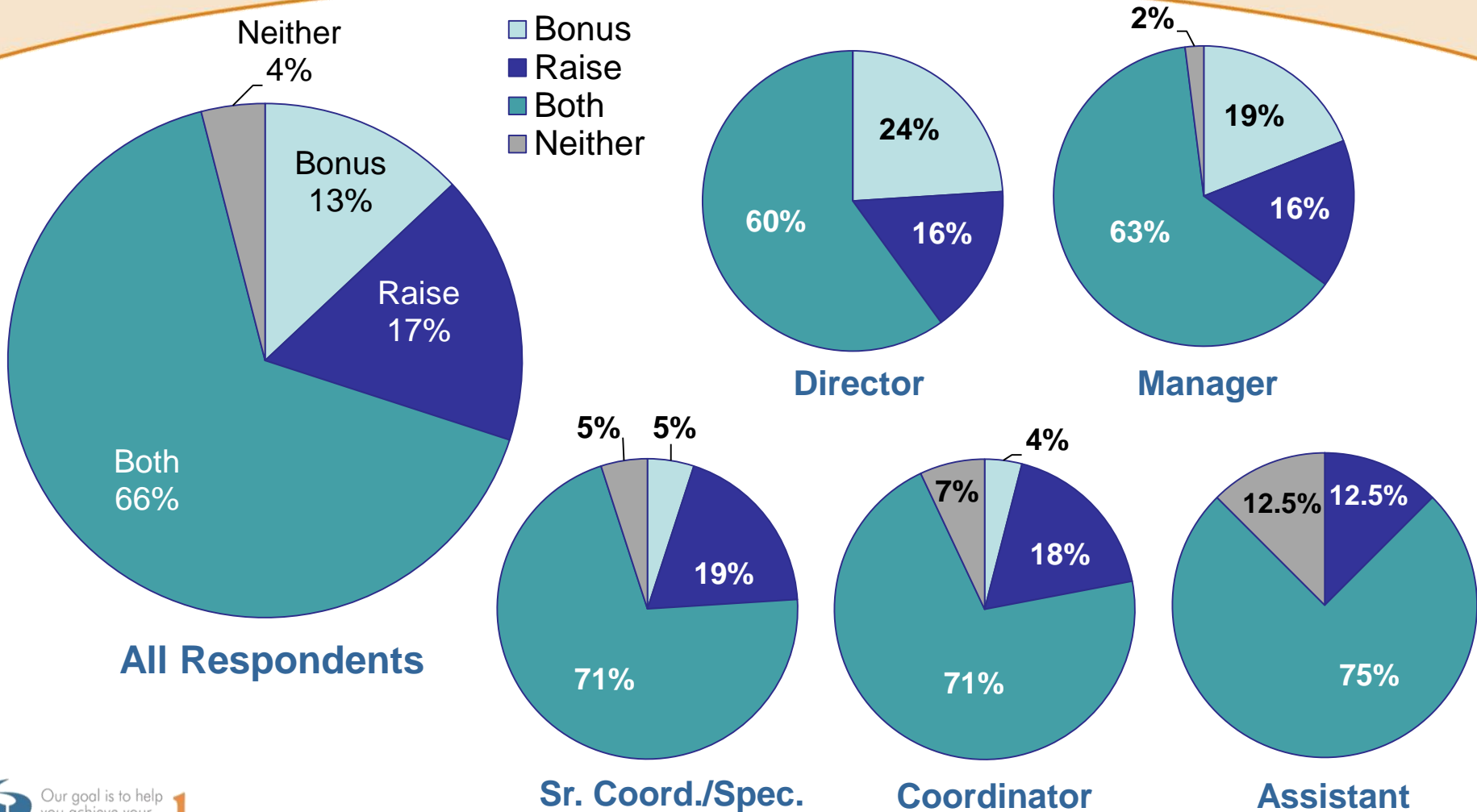
Average Salary, Bonus, & Raise by Firm Size

All Assistants = 10
Avg. Salary = \$47,115
Median = \$45,000
Avg. Bonus: \$1,391 Avg. Raise: 4.1%
2013 OT: \$5,200

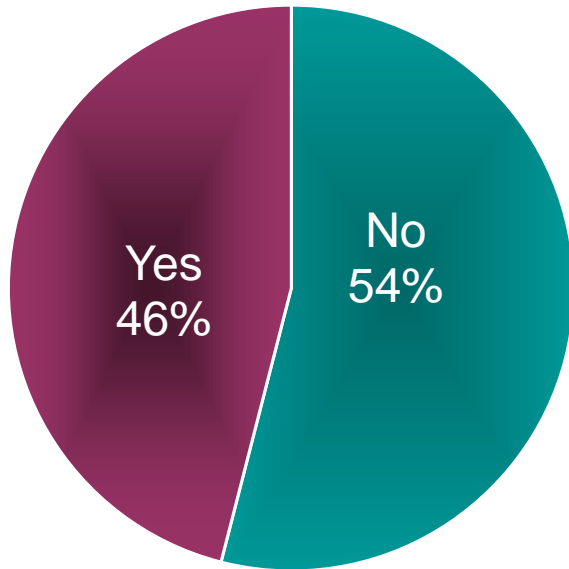
<u>Firm Size:</u>	<u>501 - 1000</u>	<u>1000+</u>
Avg. Salary:	\$47,500	\$48,163
Salary Range:	\$45k - \$57k	\$43.5k - \$52k
Avg. Bonus:	*	*
Avg. Raise:	*	*

* Insufficient number of responses for 2012 OT, Firm Size 1-500 and Bonus/Raise data

Did You Receive a Bonus and/or a Raise Last Year?

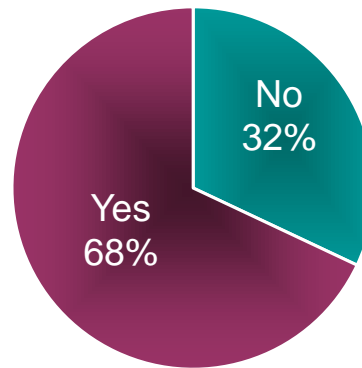


Are You Satisfied With Your Current Compensation?

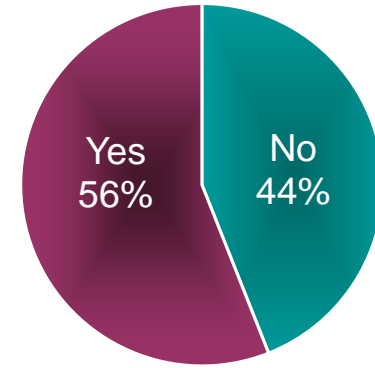


All Respondents

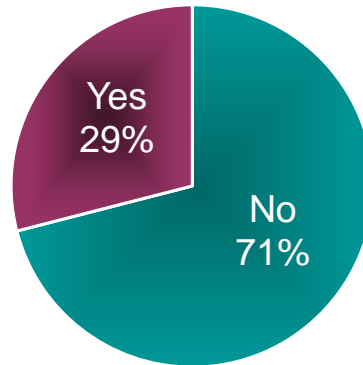
In 2012, 48% were satisfied with current compensation



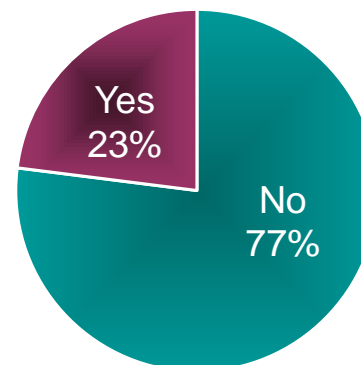
Director



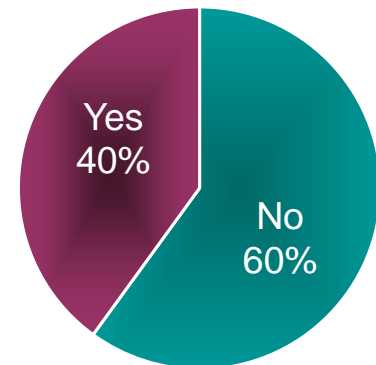
Manager



Sr. Coord./Spec.

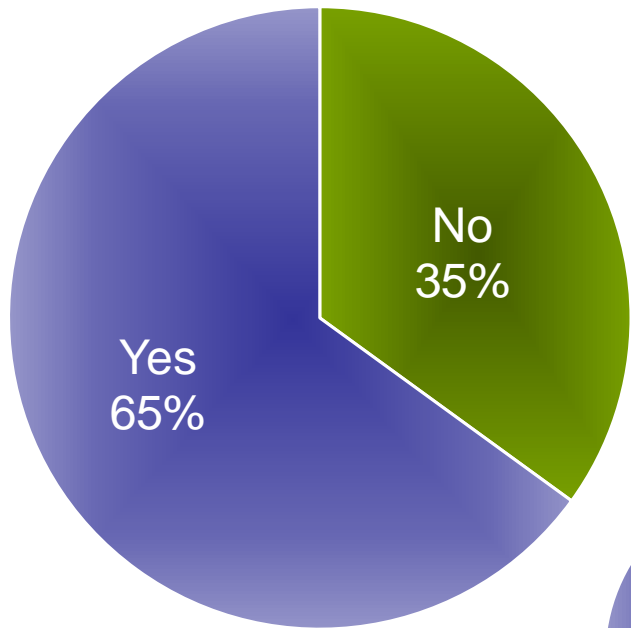


Coordinator

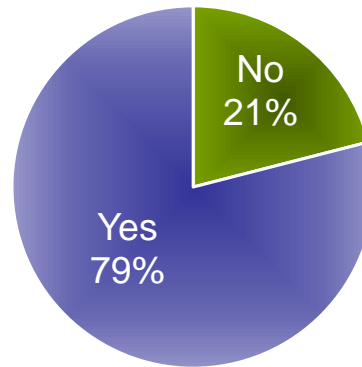


Assistant

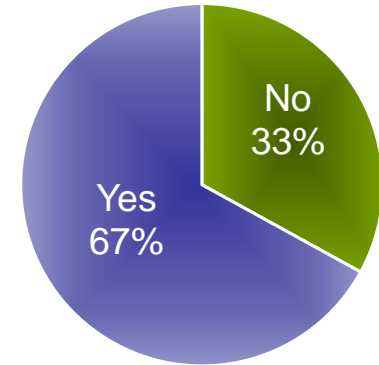
Have You Been Promoted with a Title Change at Your Current Firm?



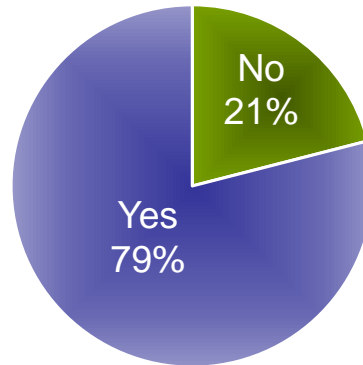
All Respondents



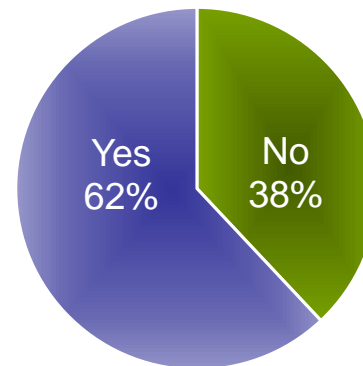
Director



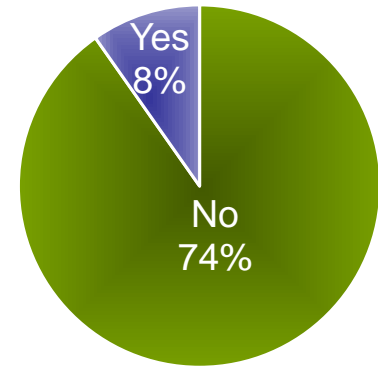
Manager



Sr. Coord./Spec.



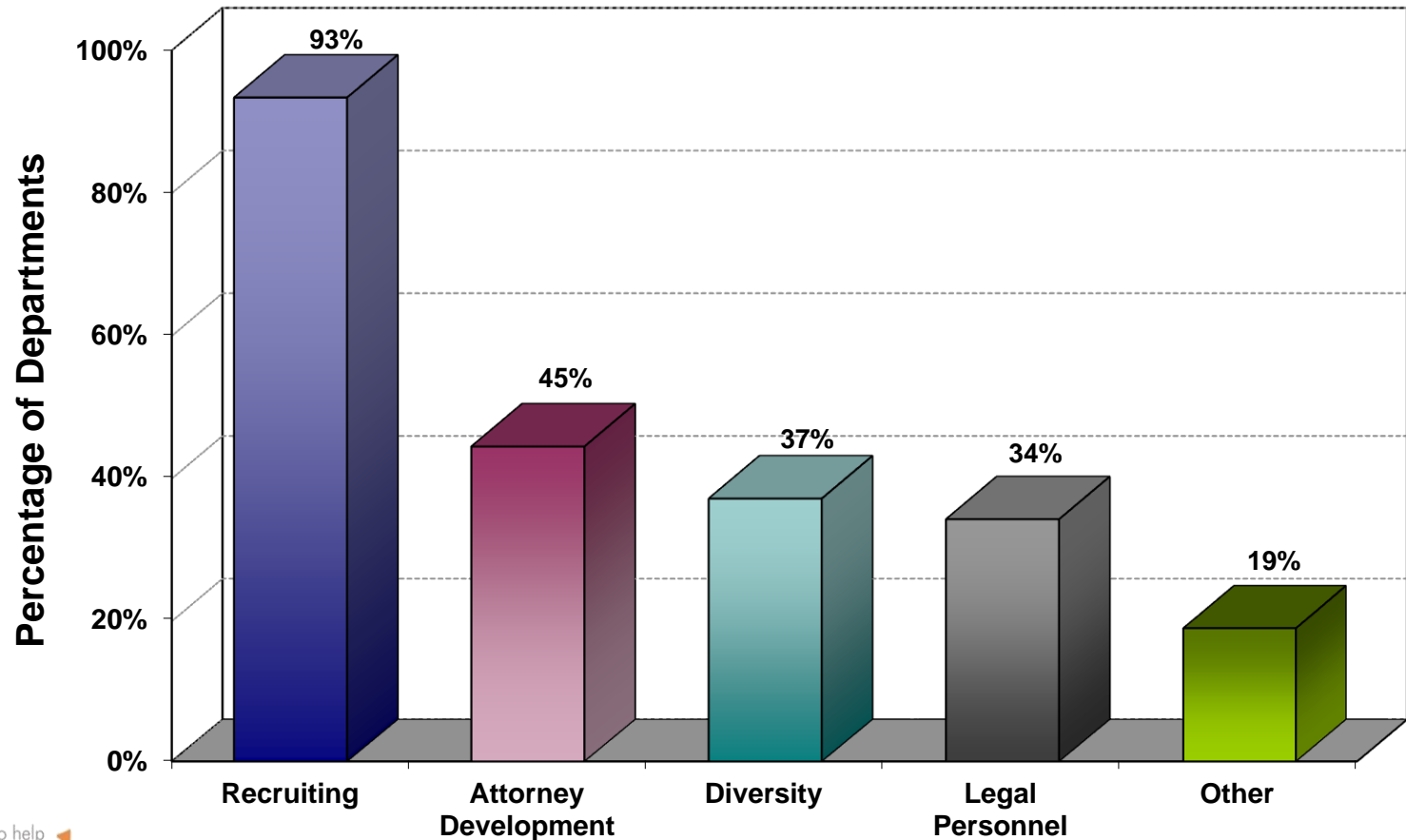
Coordinator



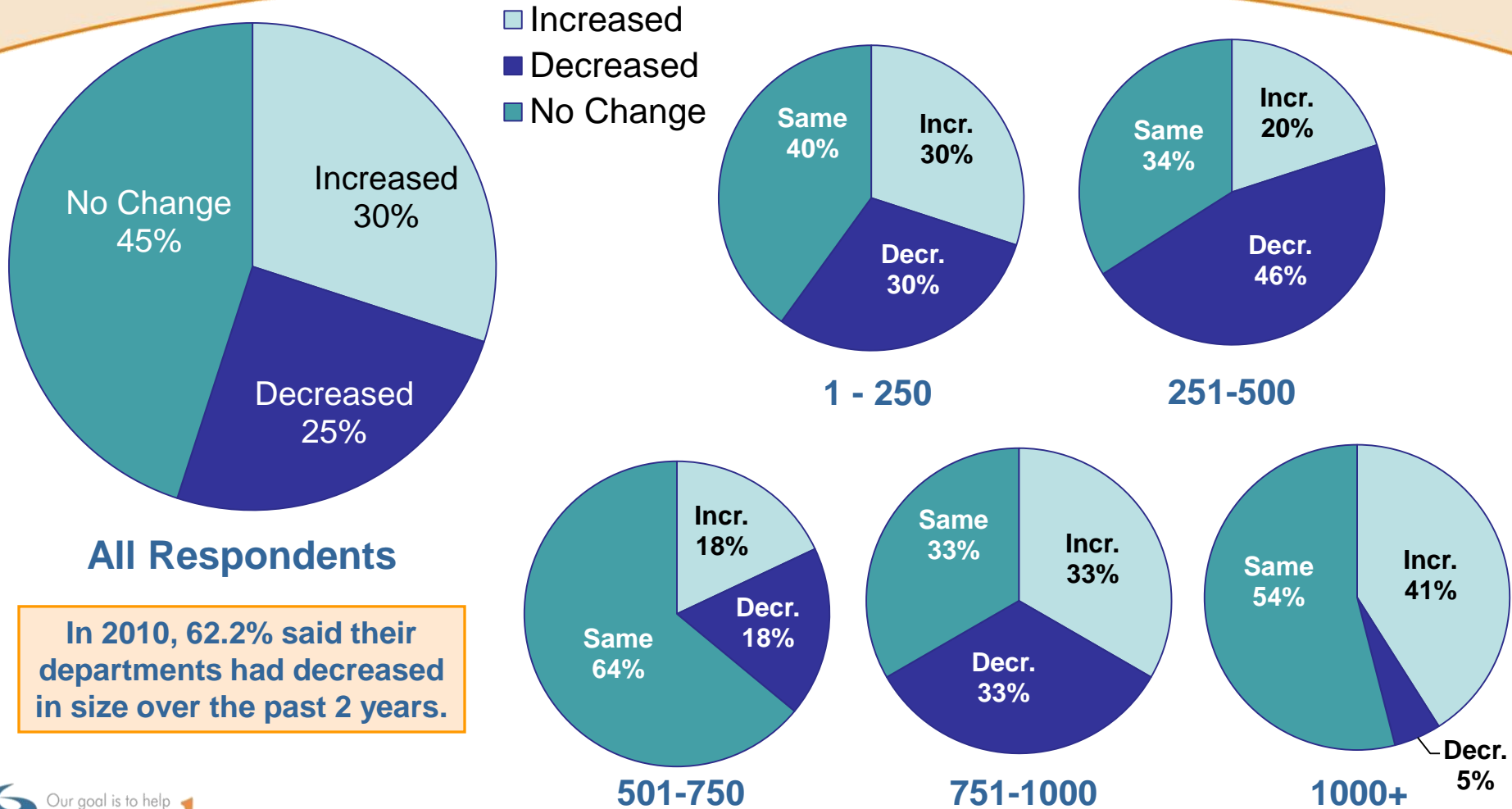
Assistant

Industry Findings

What Does Your Department Do?

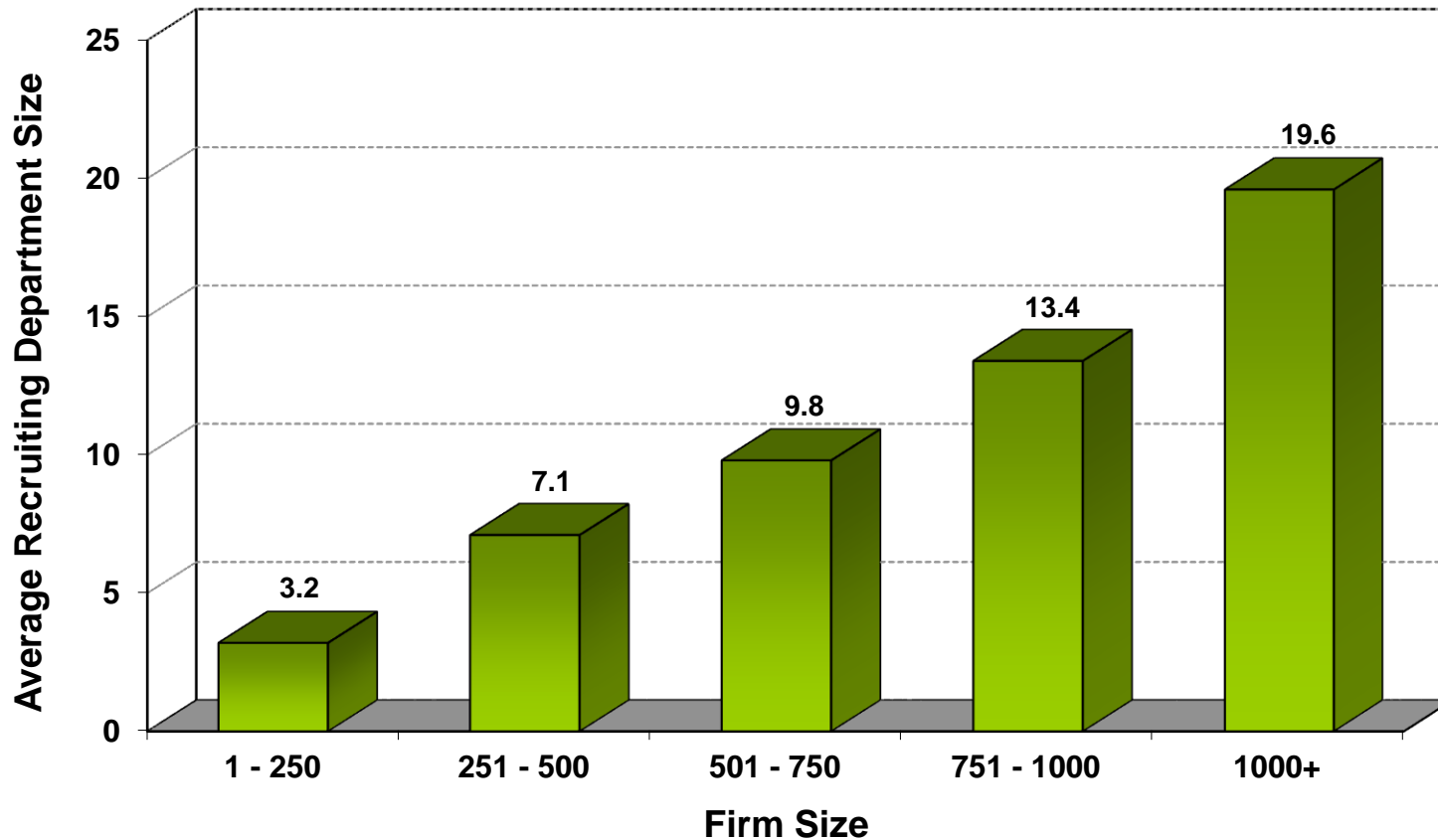


By Firm Size, Has Your Department Increased in Size in the Past 2 Years?

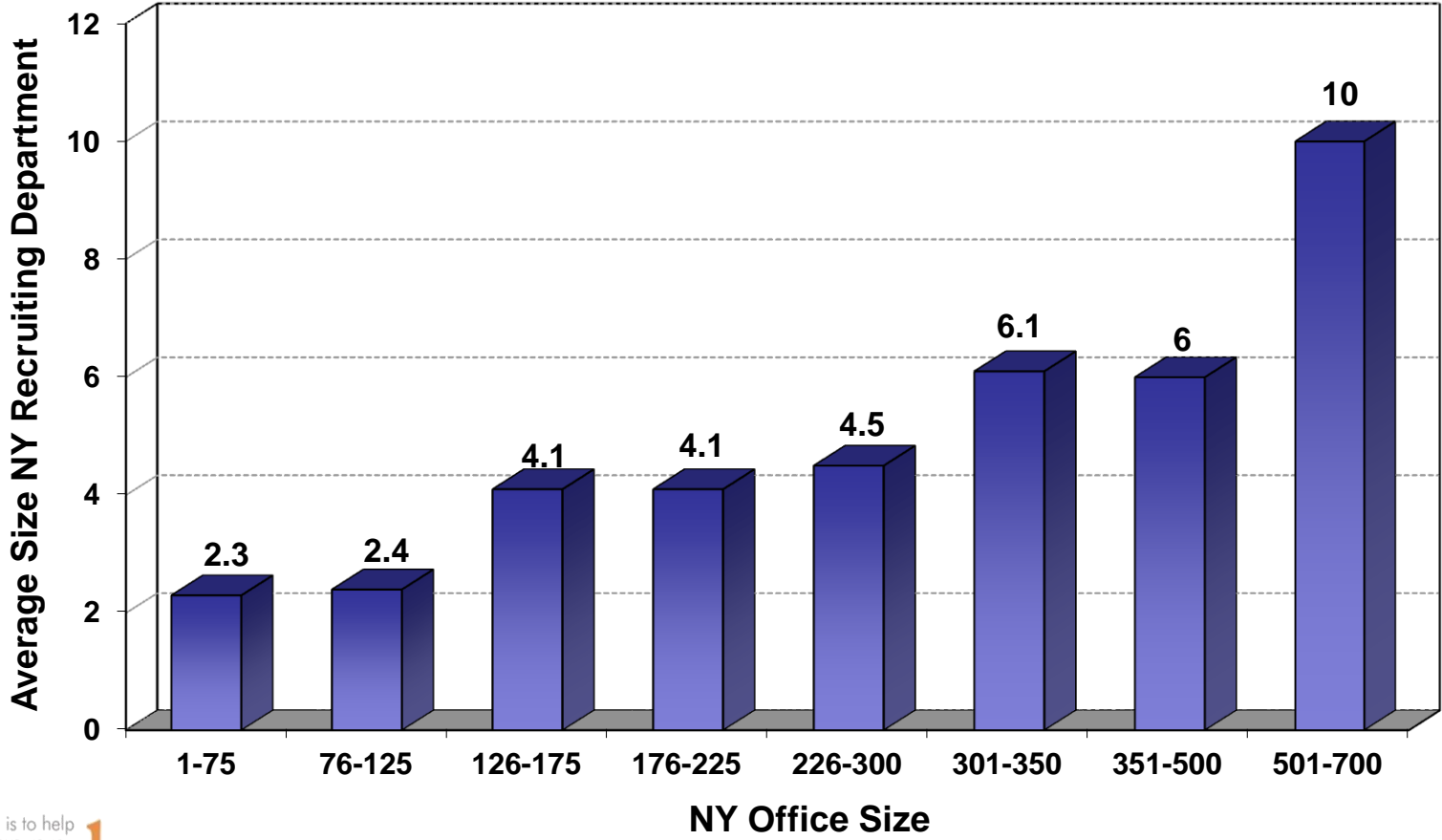


In 2010, 62.2% said their departments had decreased in size over the past 2 years.

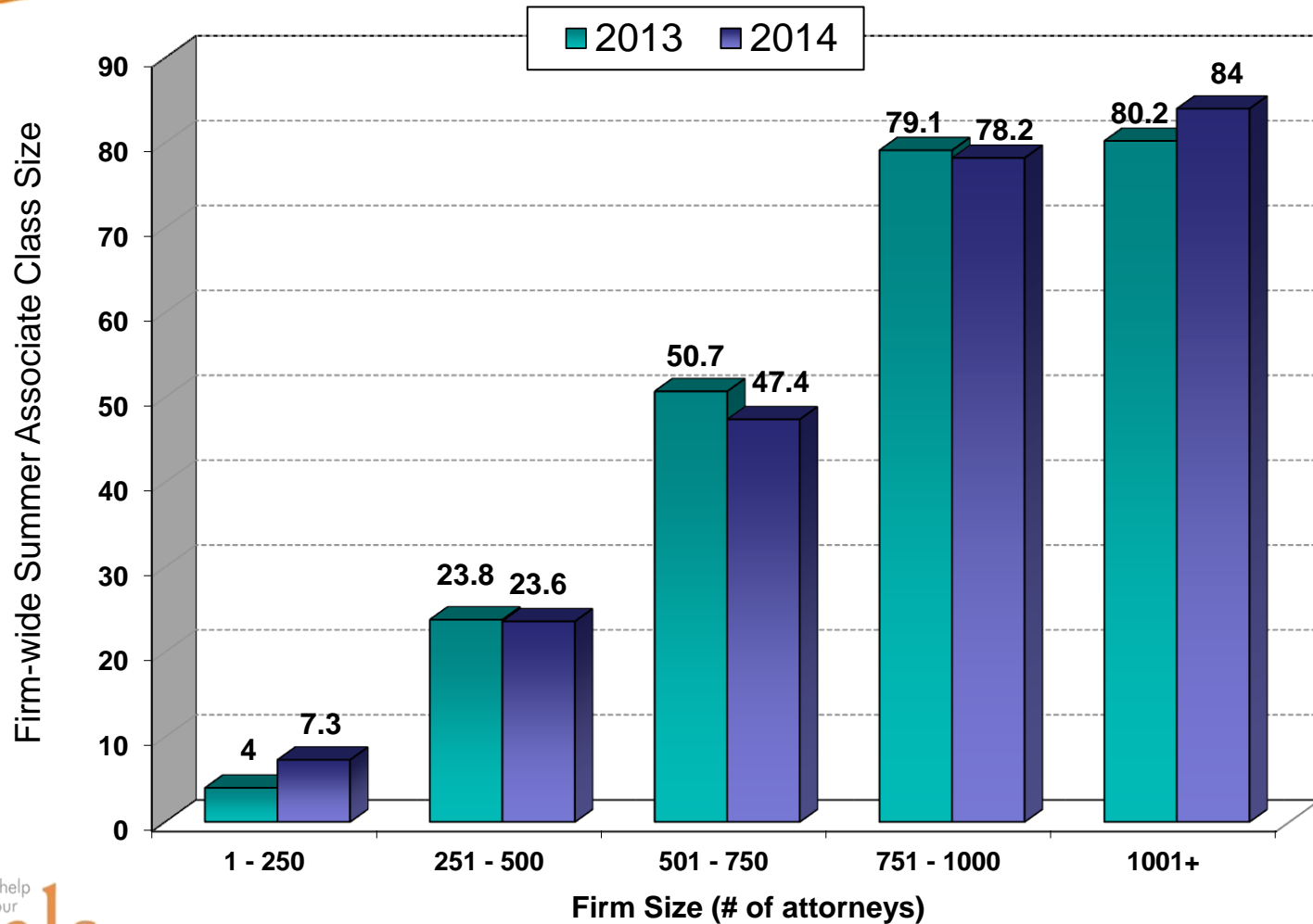
Size of Firm vs. Size of Firm-Wide Recruiting Department



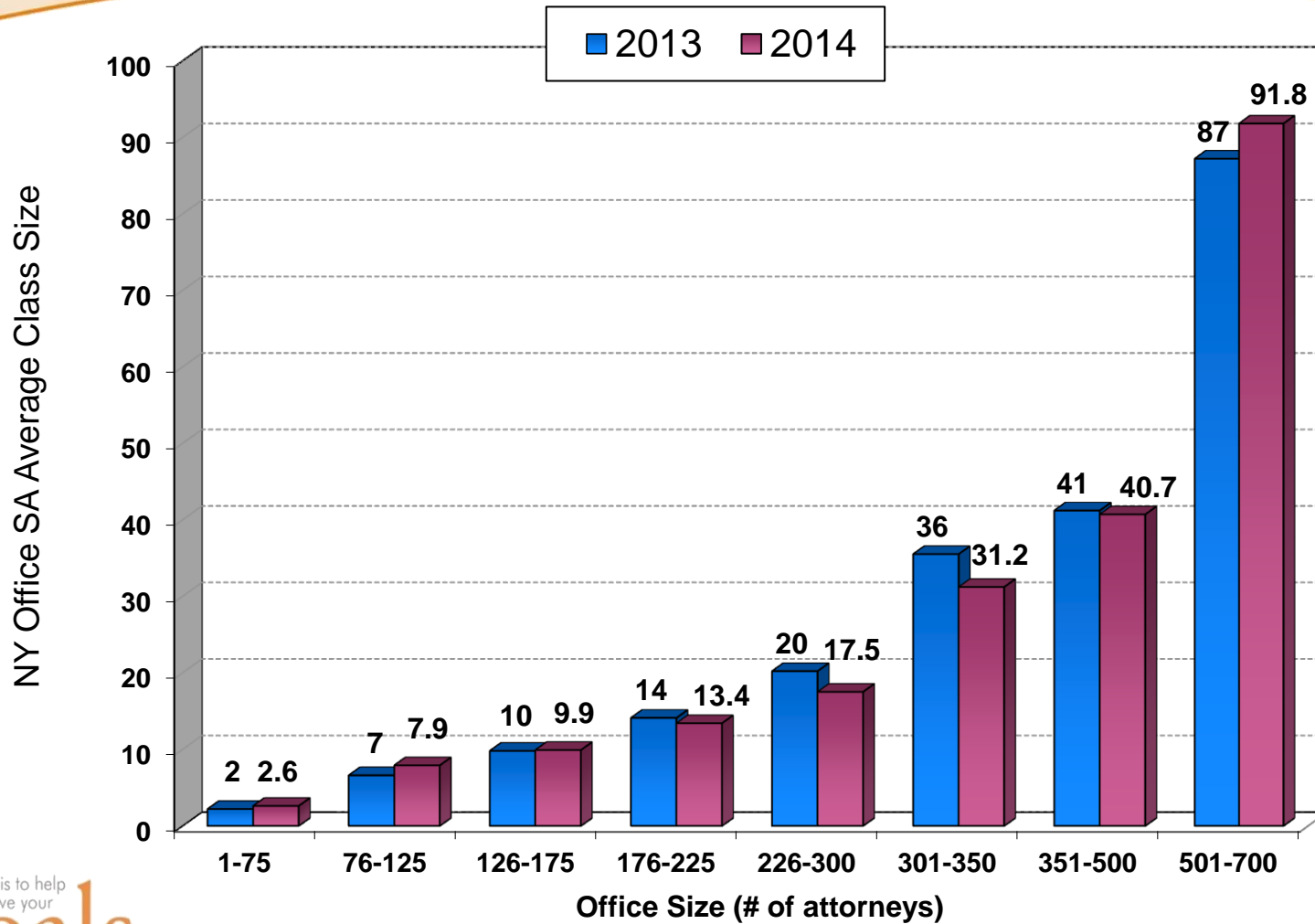
NY Office Size vs. Size of NY Recruiting Department



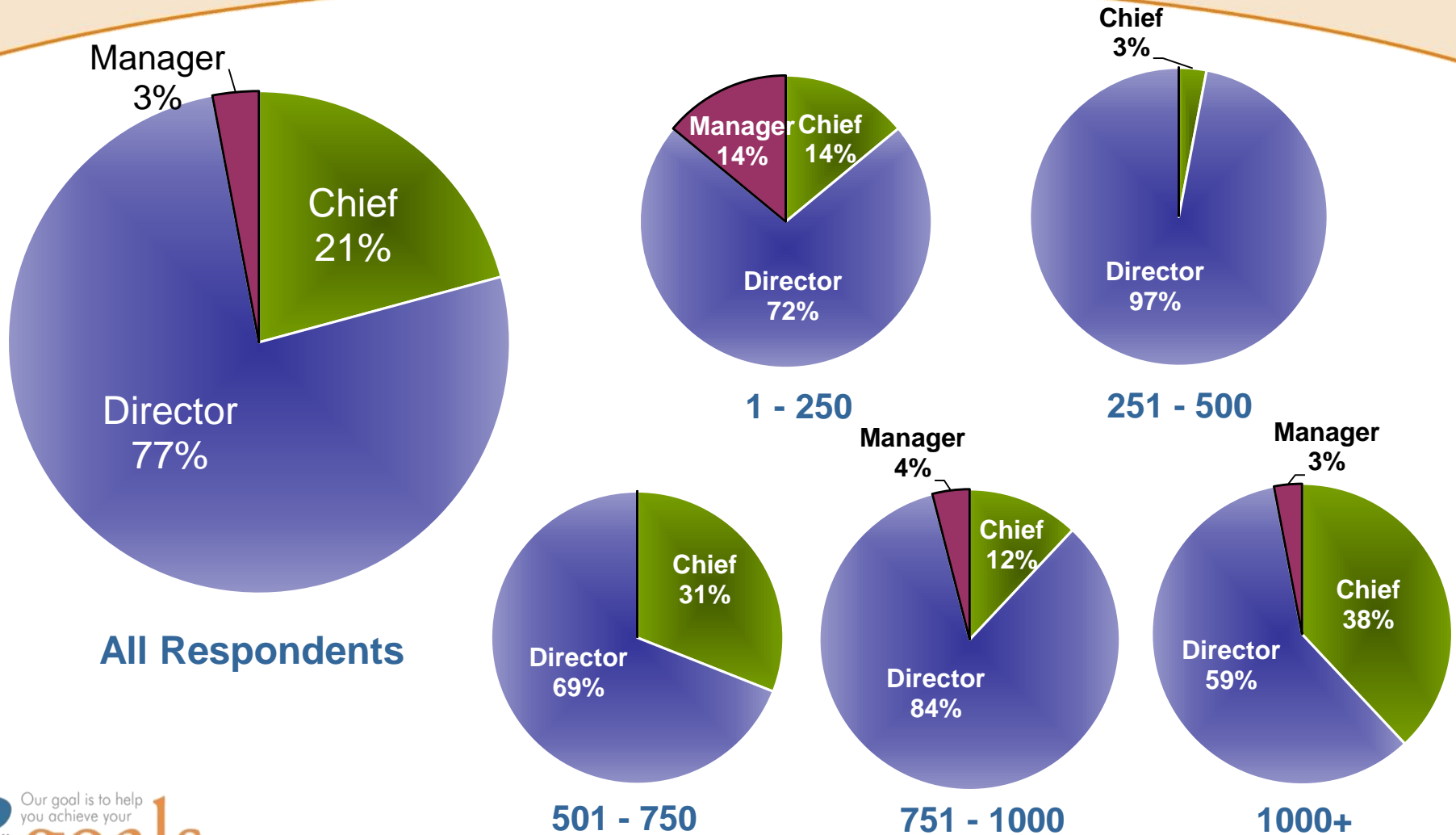
Summer Associates by Firm Size



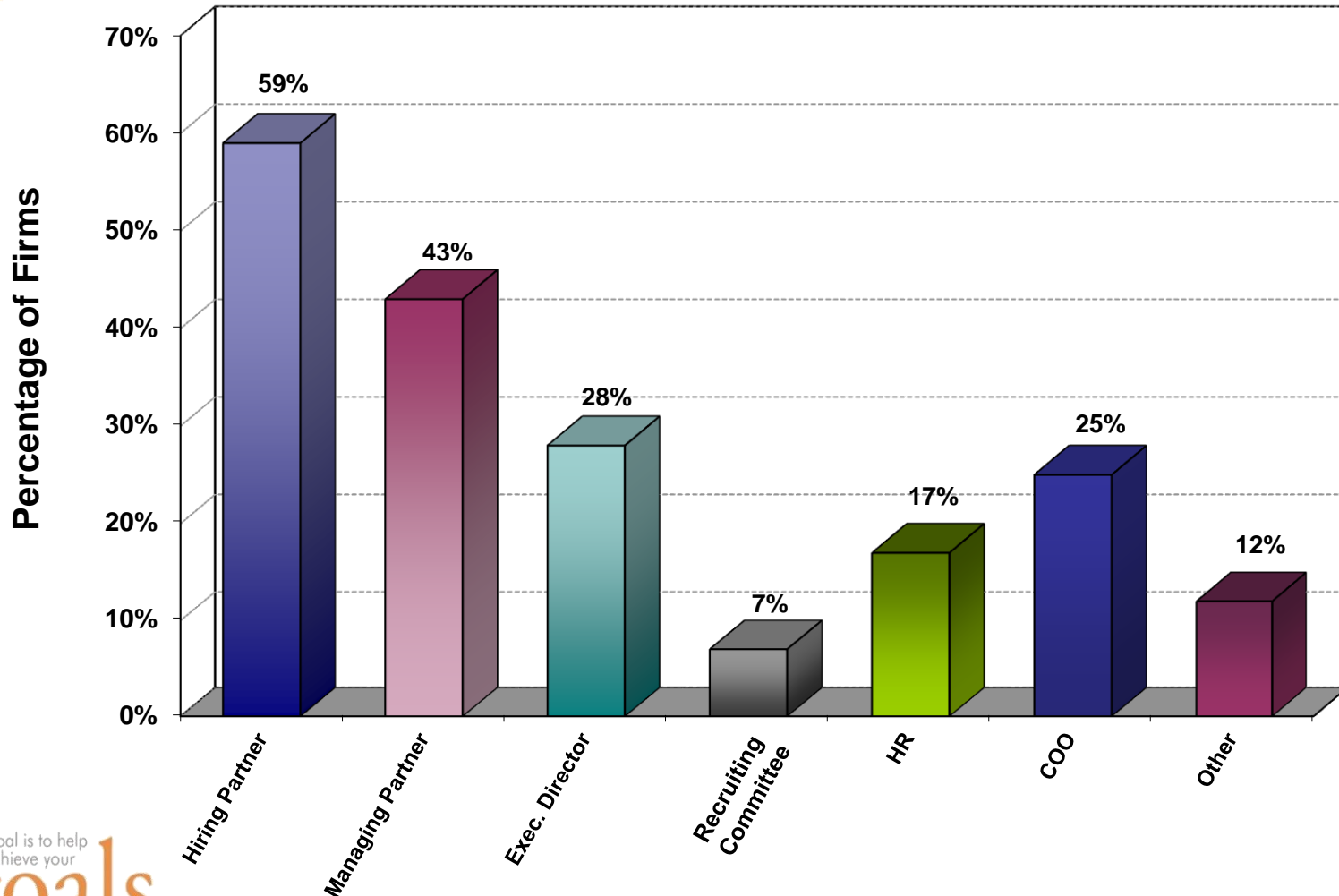
Summer Associates by Office Size



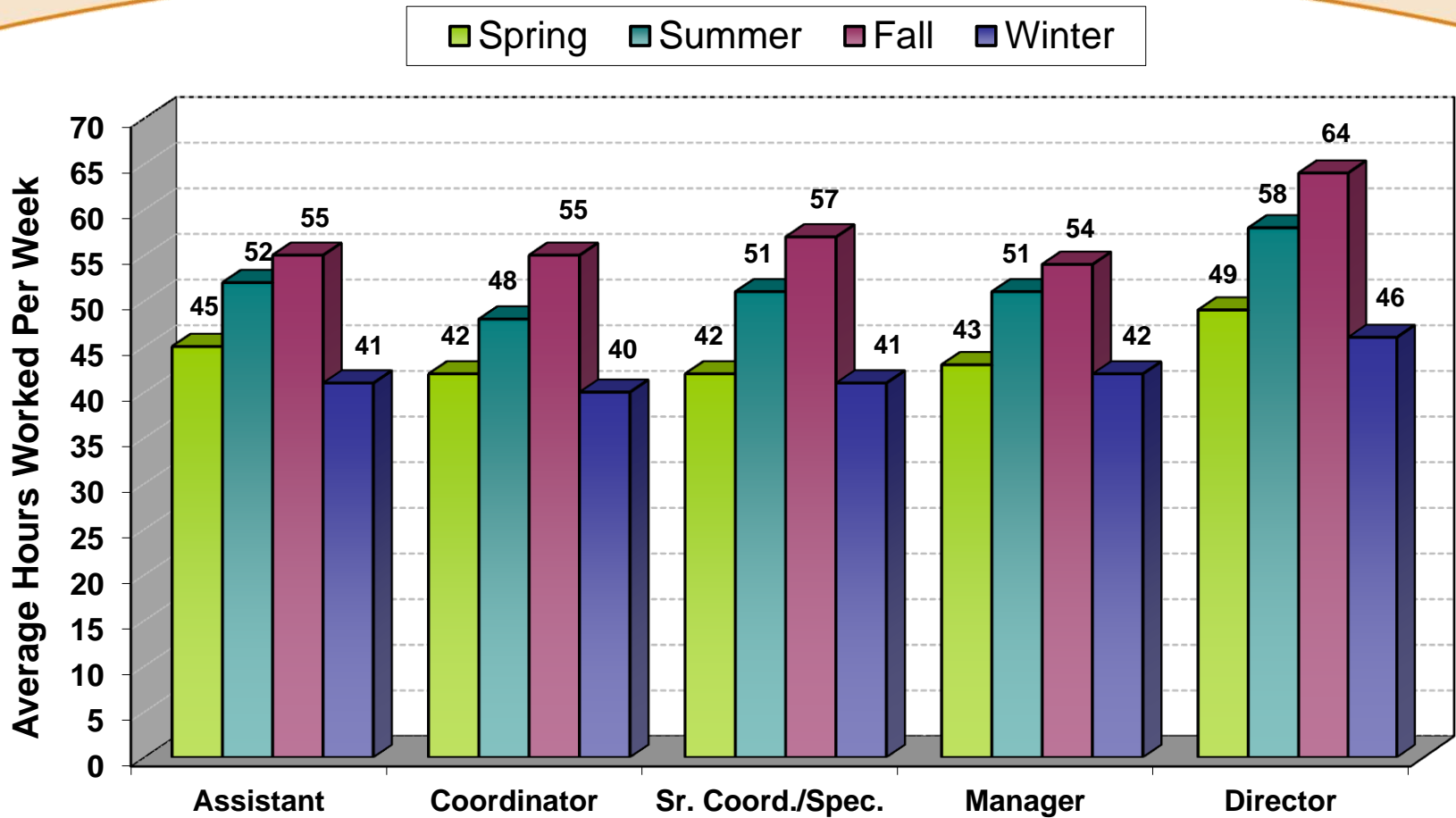
By Firm Size, Who is the Head of Your Department?



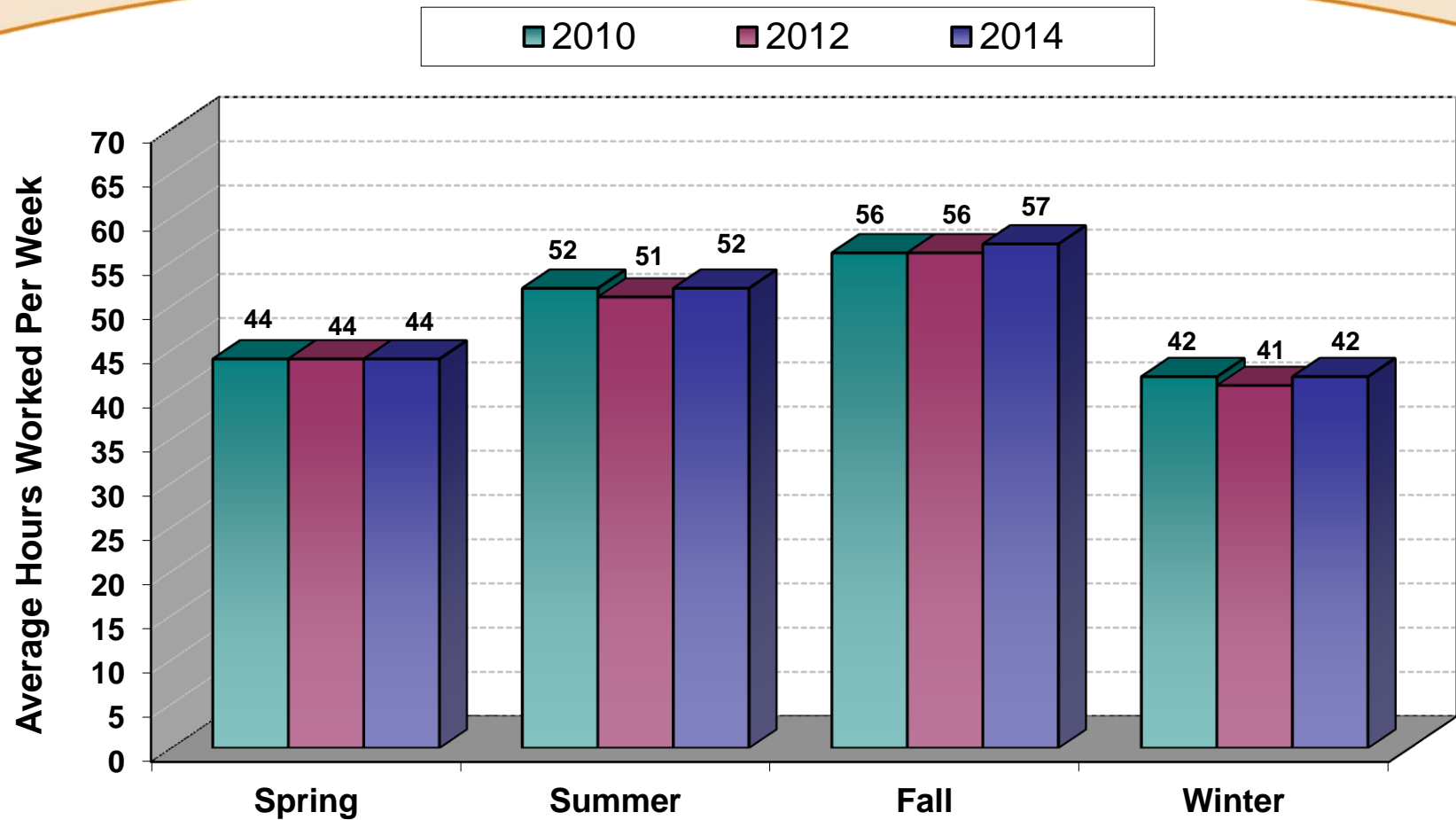
Reporting Structure: Who Does Recruiting Department Report To?



Respondents' Average Weekly Hours, By Season

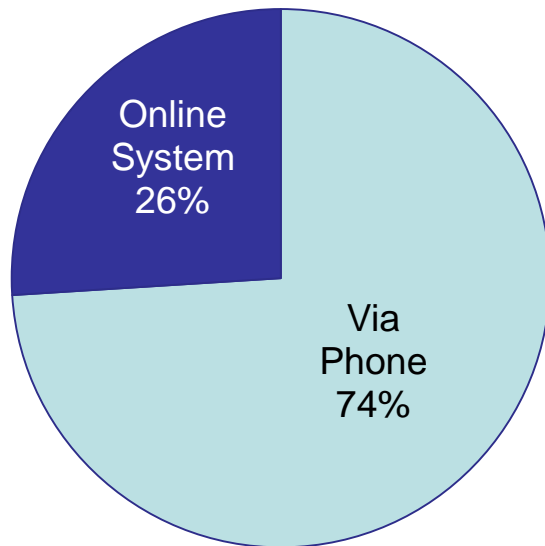


Average Weekly Hours per Season: 2010, 2012, and 2014

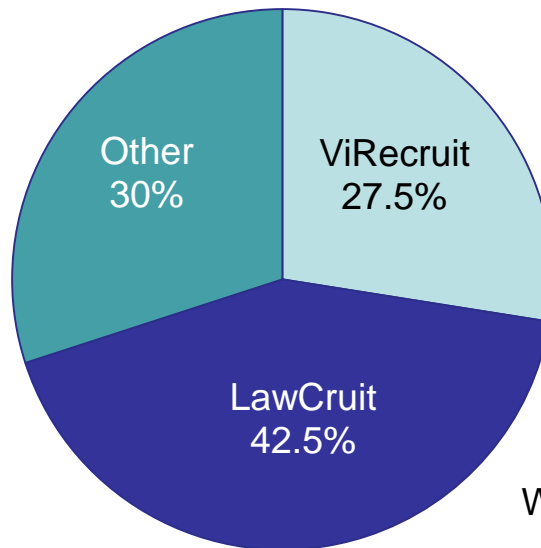


Callback Interviews

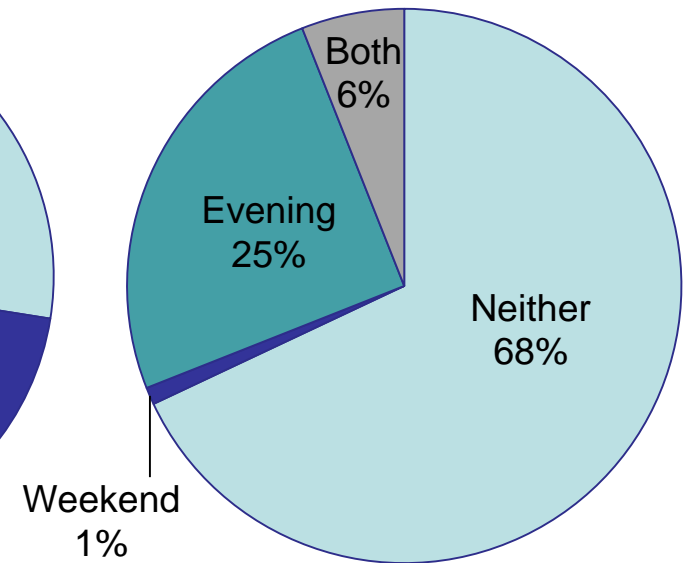
How does your firm primarily schedule callback interviews?



If you use an online system, which one do you use?



Does your firm host evening or weekend callback interviews?



Your Responsibilities

Assistant: Top Responsibilities

General Responsibilities

- Support OCI process, start to finish – 80%
- Administrative duties/data entry – 70%
- Assist with lateral associate recruiting efforts – 70%

Summer Program

- Assist with social events, SA lunches and firm parties – 100%
- Support SA evaluation process – 90%
- Help coordinate SA training and orientation – 80%

Law Student Recruiting

- Help arrange candidate travel and interview schedules for callback interviews – 100%
- Process travel reimbursements – 80%
- Assist with OCI receptions – 80%
- Take notes in recruiting committee meetings – 70%

Other: Partner, PD

- Have Partner recruiting responsibilities – 20%
 - Of those with Partner responsibilities, about 5% of time focuses on this area
- Have PD Responsibilities – 10%
 - Of those with PD responsibilities, about 20% of time is spent on PD

Coordinator: Top Responsibilities

General Responsibilities

- Help coordinate all aspects of OCI – 87.5%
- Update & maintain LawCruit – 83.3%
- Support attorney orientation programs – 67%
- Support lateral associate recruiting and liaise with candidates – 62.5%

Summer Program

- Plan social events, SA lunches, and firm parties – 96%
- Help coordinate SA training and orientation – 75%
- Monitor SA work projects and assignments and help manage evaluation process – 71%

Law Student Recruiting

- Arrange candidate travel and interview schedules for callbacks – 83%
- Conduct candidate correspondence – 75%
- Help plan OCI calendar and receptions – 58%
- Organize travel and schedules of interviewing attorneys – 58%

Other: Partner, PD

- Have Partner recruiting responsibilities – 40%
 - Of those with Partner responsibilities, about 44% of time focuses on this area
- Have PD Responsibilities – 39%
 - Of those with PD responsibilities, about 40% of time is spent on PD

Senior Coordinator/Specialist: Top Responsibilities

General Responsibilities

- Help manage OCI – 79%
- Oversee LawCruit – 79%
- Coordinate lateral associate recruiting – 74%
- Facilitate attorney orientation – 53%

Law Student Recruiting

- Manage candidate correspondence and follow-up – 89.5%
- Coordinate candidate callback interviews & create callback interview schedules – 79%
- Plan OCI calendar – 68%
- Participate in recruiting committee meetings – 63%

Summer Program

- Plan social events, section parties, SA lunches and firm parties – 84%
- Monitor SA work projects and assignments and coordinate evaluations – 79%
- Coordinate SA training and orientation – 74%

Other: Partner, PD

- Have Partner recruiting responsibilities – 43%
 - Of those with Partner responsibilities, about 32% of time focuses on this area
- Have PD Responsibilities – 32%
 - Of those with PD responsibilities, about 19% of time is spent on PD

Manager: Top Responsibilities

General Responsibilities

- Manage OCI – 95%
- Non-partner lateral associate recruiting – 84%
- Manage recruiting staff – 84%
- Manage attorney orientation and diversity initiatives – 68%
- Manage attorney development – 43%

Summer Program

- Manage social events, SA lunches and firm parties – 86.5%
- Coordinate SA training and orientation – 81%
- Monitor SA work projects and assignments and manage evaluation process – 76%

Law Student Recruiting

- Plan OCI calendar & coordinate with law schools – 86.5%
- Participate in recruiting committee meetings – 84%
- Correspond with candidates – 73%
- Prepare budget and oversee travel and interview schedules for candidates – 68%
- Plan OCI receptions – 68%

Other: Partner, PD

- Have Partner recruiting responsibilities – 30%
 - Of those with Partner responsibilities, about 35% of time focuses on this area
- Have PD Responsibilities – 33%
 - Of those with PD responsibilities, about 33% of time is spent on PD

Director: Top Responsibilities

General Responsibilities

- Manage recruiting staff – 100%
- Oversee OCI process – 95.5%
- Oversee lateral associate recruiting – 91%
- Manage diversity initiatives, attorney integration – 73%
- Oversee evaluation process for attorneys and exit interviews – 50%

Summer Program

- Oversee SA training & orientation – 86%
- Facilitate SA recruiting committee meetings – 86%
- Monitor SA work projects, assignments, and manage evaluations – 82%

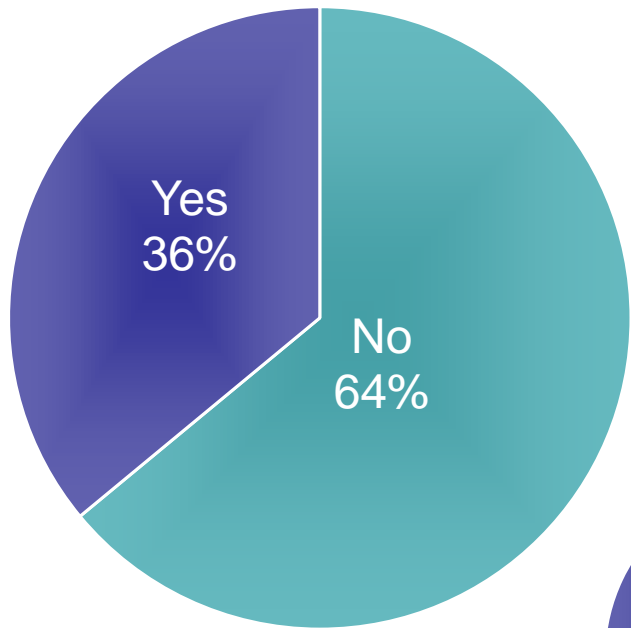
Law Student Recruiting

- Oversee OCI planning & calendar – 91%
- Facilitate recruiting committee meetings – 86%
- Conduct correspondence & follow-up with candidates – 73%
- Oversee receptions – 68%

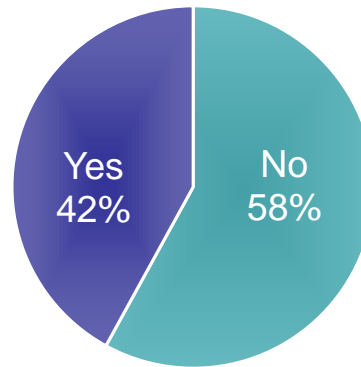
Other: Partner, PD

- Have Partner recruiting responsibilities – 42%
 - Of those with Partner responsibilities, about 36% of time focuses on this area
- Have PD Responsibilities – 27%
 - Of those with PD responsibilities, about 36% of time is spent on PD

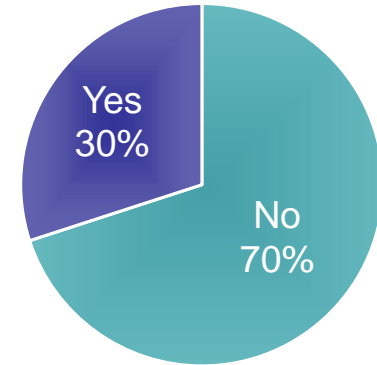
Are You Involved with Lateral Partner Recruiting?



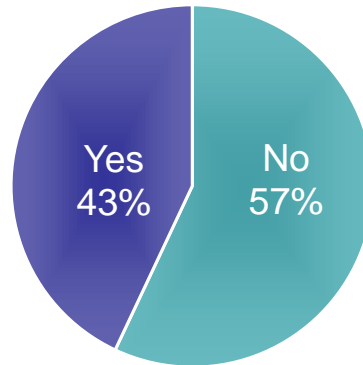
All Respondents



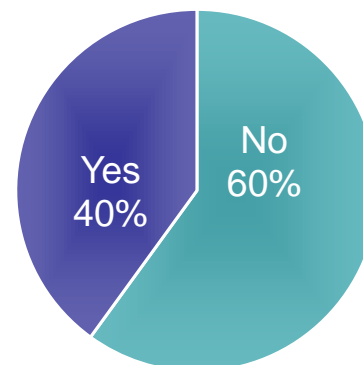
Director



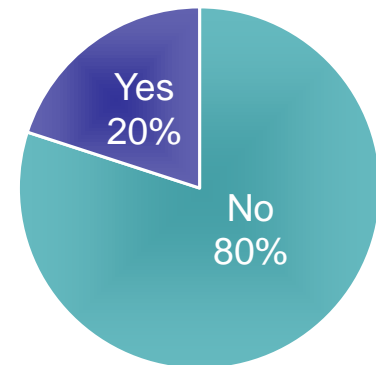
Manager



Sr. Coord./Spec.



Coordinator



Assistant

Interesting Results

- 65% have been promoted with a title change at your current firm
- 30% of you have a graduate degree (JD, Masters, or Doctorate)
- Average PTO is 25 days, with about 18 days actually used
- 25% receive unlimited sick days
- 56% of your firms sponsored your attendance at the NALP Annual Education conference
- 96% of you received a bonus, a raise, or both in 2013

24% of you have joined legal recruiting in the last 3 years
40% have joined your current firm in the past 3 years

NYCRA Industry Survey 2014

Presented to NYCRA

By Eva Wisnik

November 2014



Our goal is to help
you achieve your

goals

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