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Our goal is to help you achieve your goals

Our goal in sharing this information with you is to offer benchmarks for where you, your staff, and your department fall as compared to your peers.

Dear WALRAA members,

We are excited to release the findings from the 2018 WALRAA IndustrySurvey! This is WCE's 8th survey for WALRAA since 2003. The results that follow were generated from 134 responses. Thank you to all of those who participated!

Our goal in sharing this information with you is to offer benchmarks for where you, your staff, and your department fall as compared to your peers. We believe that these salary and bonus numbers reflect the current market accurately. By this, I mean that if a firm were to call tomorrow and ask us what they needed to pay a Recruiting Manager, we would confidently quote them the numbers in this report. We have found that the new jobs we have received since January 2018 fall into these ranges.

We hope that you find the enclosed information valuable. Your responses to this survey help us to capture and confirm market trends. Have a wonderful fall and please let us know if there is any way we can help you achieve your goals!

All the best, Eva Wisnik



Biography



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 22 years, she has worked with over 100 law firms, including 86 of the AmLaw 100. Eva has placed over 800 recruiting and marketing professionals into law firms nation-wide, and has conducted over 625 training programs for attorneys on topics that include Interviewer Training, Time Management and Myers Briggs. In addition, **Wisnik Career Enterprises**, **Inc.** has conducted over 50 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.



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Participant Response Breakdown

134 Respondents to the 2018 WALRAA Survey

Position

113 Law Firms & Government Agencies

- Director/Chief: 12
- Senior Manager: 7
- Manager: 42
- Senior Coordinator/ Specialist: 13
- Coordinator: 24
- Assistant: 15

21 Law School Career Services

- Assistant/Assoc. Dean: 3
- Director: 4
- Assistant/Assoc. Director: 8
- Manager/Asst. Manager: 4
- Career Counselor: 1*
- Administrative Personnel: 1*



Participant Response Breakdown



- 1 250: 10
- 251 500: 14
- 501 750: 14
- 751 1000: 24
- 1001+: 49

Schools: # Full Time Students

- 100 500: 5
- 501+: 16



2018 WALRAA Findings: Interesting Results

Law Firms & Agencies

- 55% of you joined your current firm within the last 3 years
- 34.9% have been in the legal recruiting field for 10+ years
- 28.3% of you have a JD or Master's Degree
- 86.5% received a bonus, raise, or both
- 69.4% of your firms sponsored your attendance at the NALP Annual Education conference, either annually or on rotation
- You worked an average of 47 hours/week, compared to 48 in 2016
- 39% received a promotion with a title change at their current firm in the last 2 years

Law School Career Services

- 38% of you joined your current school within the last 3 years
- 23.8% have been in law school career services for 10+ years
- 81% % of you have a JD or Master's Degree
- 70% work for a private institution
- 71% received a bonus, raise or both
- 66% of your schools sponsored your attendance at the NALP Annual Education conference, either annually or on rotation
- You worked an average of 43 hours/week, compared to 44 in 2016
- 38.1% received a promotion with a title change at their current school in the last 2 years



Profile of a WALRAA Professional





Highest Degree of Education

Law Firms/Agencies

Career Services







Average Weekly Hours per Season: Law Firms/Agencies & Career Services





In the Last 2 Years, Have You Been Promoted with a Title Change at Your Current Organization?







Do You Believe You Are Fairly Compensated?







Salary & Department Trends

Law Firms & Government Agencies





Participant Response Breakdown

113 Respondents from Law Firm & Government Agencies



- Director/Chief: 12
- Senior Manager: 7
- Manager: 42
- Senior Coordinator/ Specialist: 13
- Coordinator: 24
- Assistant: 15



Firm Size

- 1–250: 10
- 251–500: 14
- 501–750: 14
- 751-1000: 24
- 1000+: 49

DC Office Size

- 1–75: 14
- 76–125: 32
- 126–175: 8
- 176–225: 13
- 226–300: 22
- 301–400: 11
- 400+: 12







Average Years of Experience: Firms & Agencies





Average Salaries by Title: Firms & Agencies

<u>Title</u> (# responses)	<u>Avg.</u> Salary	<u>Median</u>	<u>25% - 75%</u> <u>Range</u>	<u>Avg.</u> Bonus	<u>Avg.</u> Raise
Chief/Director (8):	\$194,707	\$180,329	\$150K - \$213K	\$19,975	11.8%
Manager (34):	\$116,783	\$120,000	\$101K - \$130K	\$7,682	4.4%
Sr. Coord./Specialist (12):	\$79,325	\$82,800	\$74K - \$85.5K	\$3,513	6%
Coordinator – Exempt (5):	\$75,050	\$72,000	\$66K - \$82K	*	*
Coordinator – OT Eligible (16): \$63,753	\$62,250	\$60K - \$70K	\$2,825	3.6%
Assistant (12):	\$50,298	\$50,500	\$47.5K - \$53.5K	\$1,133	3.2%
Ma	ief/Directors: 2.8% nagers: 0.4% incr Coord./Spec.: 0.9	% increase rease	hange from 2016: Coordinators (Exempt): 12.6% increase Coordinators (OT eligible): 4.8% increase Assistants (OT eligible): 9.4% increase		



* Insufficient data for Sr. Managers and some bonus/raise info NOTE: Salary data shown is base salary without OT

Average Salary vs. Years of Experience: Firms & Agencies





Salary Trends: 2007-2016: Firms & Agencies





In 2017, Did You Receive a Bonus and/or a Raise? Firms & Agencies





Compensation and Benefits: Law Firms & Agencies



What benefits do you receive?

- Average PTO 23.3 days
- Almost all firms have 401K plans and about 80% offer profit sharing or matching 401K contributions (1–7% matching)
- Paid parental leave 78%
- Flexible spending account 72.5%
- Laptop 68%
- Periodically work from home 63%
- Day care back-up 60%
- Transportation discount 57%
- Health club membership/discounts 50%



At Your Current Organization, Have You Had a Promotion with a Title Change in the Past 2 Years?





Is Your Position: Local, Regional, or Firm-wide?





Average Law Firm/Agencies Weekly Hours Worked Per Recruiting Season, By Title





Average Weekly Hours Worked: 2010 - 2018 Law Firms & Agencies





In the Past 2 years, Has Your Department Size...





Firm Size vs Size of Firm-wide Departments





DC Office Size vs DC Recruiting Department Size



DC Office Size (# of Attorneys)



Summer Associates by Firm Size





Summer Associates by DC Office Size





By Firm Size, Do You Have a Firm-Wide Recruitment Director or Chief?





Reporting Structure: Who Does Your Department Report To?





Salary & Department Trends

Law School Career Services





Participant Response Breakdown

21 Respondents from Law School Career Services



- Assistant/Assoc. Dean: 3
- Director: 4
- Assistant/Assoc. Director: 8
- Manager/Asst. Manager: 4*
- Career Counselor: 1*
- Administrative Personnel: 1



- 100–500: 5
- 501+: 16



Role Overview: Law School Career Services





Highest Level of Education Attained, by Title





* Insufficient number of respondents to break out data for other titles
Average Years of Experience: Law School Career Services





Average Salaries by Title: Law School Career Services

<u>Title (</u> # responses)	Avg. Salary	<u>Median</u>	<u> 25% - 75% Range</u>
Assistant/Associate Director (7)	\$74,286	\$77,000	\$70K – \$80.5K
Director (4)	\$92,163	\$96,400	\$86K – \$102.5K

Percent Change from 2016:

Assistant/Associate Director: 1.3% increase

Director: 10% decrease



* Insufficient number of respondents to break out data for other titles

Salary Trends: 2008 – 2018 Career Services





* Insufficient data

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





* Insufficient number of respondents to break out data for specific titles

Compensated and Benefits: Law School Career Services



What benefits do you receive?

- Average PTO 21 days
- 89% of schools offer 403(b) plans
 - 28% offer matching
 - 22% contribute regardless of employee contribution
 - 33% offer both matching and contributions
- Flexible spending 78%
- Tuition reimbursement 67%
- Periodically work from home 67%
- Laptop 50%
- Transportation discount 33%
- Mileage reimbursement 28%



At Your Current Organization, Have You Had a Promotion with a Title Change in the Past 2 Years?





* Insufficient number of respondents to break out data for other titles

In the Past 2 Years Has Your Department Size...





Department Size: Law School Career Services

Overall Average Department Size: 12.6

Department Numbers - By Position

- Assistant/Associate Deans: 1
- Career Counselors*:
 - General JD Counseling: 4.8
 - Alumni: 0.8
 - Clerkships: 0.8
 - Diversity & Inclusion: 0.4
- Recruiting Personnel: 1.1
- Administrative Staff: 2.4
- Employer Outreach: 1.3

* Some career counselors cover multiple areas



Is Your Office Appropriately Staffed?







Who Does Your Department Report to? Law School Career Services





Average Weekly Hours, by Season Law School Career Services





* Insufficient number of respondents to break out data for other titles

Average Weekly Hours, by Season: 2010 - 2018 Law School Career Services





Next Steps





How to Best Present This Information

Think about what is most appropriate for your organization's culture.

What's the right tone? What's your message?

Make a business case and provide evidence

- Identify who your organization sees as their peer group and provide comparative intel
- Give them a picture of where the market is now and ask to be brought to market

Write a pre-review memo

- Think about who your Dean/Hiring Partner has to "convince" and arm them with specifics
- Give examples of how you went beyond your job description and saved resources or added extra value



Addendum: Salary & Responsibility Breakdown





All Assistants = 12

Avg. Salary = \$50,298 Avg. Bonus: \$1,133 Avg. Raise: 3.2% 2016 OT: * 2017 OT: \$12,300

Avg. Years of Legal Recruiting Experience: 1.6 Avg. Tenure at Current Firm: 1.2 years

Firm Size:	<u>1 - 1000</u>	<u>1001+</u>
Avg. Salary:	\$48,617	\$51,979
Avg. Bonus:	*	*
Avg. Raise:	*	3.2%



* Insufficient data

All OT Coordinators = 16 Avg. Salary = \$63,752 Avg. Bonus: \$2,825 Avg. Raise: 3.6% 2016 OT: \$6,305 2017 OT: \$7,481

Avg. Years of Legal Recruiting Experience: 3.2 Avg. Tenure at Current Firm: 2.6 Years

Firm Size:	<u>500 - 1000</u>	<u>1001+</u>
Avg. Salary:	\$65,931	\$63,059
Avg. Bonus:	\$2,725	*
Avg. Raise:	2.9%	4.3%



* Insufficient data

All Exempt Coordinators = 5 Avg. Salary = \$72,000 Avg. Bonus: * Avg. Raise: * Avg. Years of Legal Recruiting Experience: 4.9 Avg. Tenure at Current Firm: 2.6 Years

* Insufficient data for average bonus and raise, or to split by firm size



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All Sr. Coord./Specialists = 12 Avg. Salary = \$79,325 Avg. Bonus: \$3,513 Avg. Raise: 6%

Avg. Years of Legal Recruiting Experience: 7.7 Avg. Tenure at Current Firm: 6 years

Firm Size:	<u>1 - 750</u>	<u>751+</u>
Avg. Salary:	\$78,026	\$81,145
Avg. Bonus:	\$3,638	*
Avg. Raise:	4.6%	*



* Insufficient data

All Managers = 34

Avg. Salary = \$116,783 Avg. Bonus: \$7,682 Avg. Raise: 4.4% Avg. Years of Legal Recruiting Experience: 10.9

Avg. Tenure at Current Firm: 5.5 years

Firm Size:	<u>1 - 250</u>	<u> 251 - 750</u>	<u>751 - 1000</u>	<u>1001+</u>
Avg. Salary:	\$100,560	\$104,654	\$126,922	\$125,484
Avg. Bonus:	\$4,700	\$6,300	\$10,720	\$8,458
Avg. Raise:	5.6%	4.3%	4.4%	3.3%



All Directors/Chiefs = 8

Avg. Salary = \$194,707 Avg. Bonus: \$19,975 Avg. Raise: 11.8%

Avg. Years of Legal Recruiting Experience: 18.8 Avg. Tenure at Current Firm: 13 years

Firm Size:	<u>751+</u>
Avg. Salary:	\$196,132
Avg. Bonus:	*
Avg. Raise:	*



* Insufficient data

Law Firms: Top Professional Development Responsibilities

44% of you have PD responsibilities in addition to Recruiting. PD utilizes about 35% of your time.

Assistant

- Support on-boarding training/orientation 67%
- Assist with associate evaluations 67%
- Support in-house programming 67%

Senior Coordinator/Specialist

- Coordinate associate evaluation process 83%
- Coordinate on-boarding and orientation 67%
- Support Legal Personnel functions 67%

Coordinator

- Coordinate attorney PD (i.e. CLE) 75%
- Assist with on-boarding training/orientation 75%
- Assist with associate evaluations 67%
- Help coordinate mentoring program 58%
- Coordinate in-house programming 58%

Manager

- Manage mentoring program 100%
- Supervise on-boarding and orientation 100%
- Manage all attorney training/programming 73%
- Oversee Legal Personnel functions 87%
- Manage associate evaluation process 87%





Law Firms/Agencies - Assistant: Top Responsibilities

General Responsibilities

- Support lateral associate recruiting 69%
- Administrative duties 61.5%
- Support Marketing/HR and other areas 61.5%
- Assist with attorney integration efforts 54%

Summer Associate Program

- Help coordinate SA training and orientation 85%
- Assist with social events, SA lunches and firm parties – 85%
- Database entry 77%
- Assist in drafting SA offer/decline letters 77%
- Help coordinate SA evaluation process 77%

Law Student Recruiting

- Database entry 85%
- Help arrange travel and interview schedules for candidate and assist with follow-up correspondence – 70%
- Help plan OCI calendar 62%
- Help arrange attorney OCI travel 62%
- Assist with OCI receptions and events 62%

PD

- Have PD Responsibilities 46%
 - Of those with PD responsibilities, about 41% of time is spent on PD



Law Firms/Agencies – Coordinator: Top Responsibilities

General Responsibilities

- Assist with lateral associate recruiting 77%
- Help coordinate attorney orientation 77%
- Support attorney diversity initiatives 73%
- Support budget planning– 64%

Summer Associate Program

- Help coordinate SA training and orientation 96%
- Plan social events, SA lunches, etc. 96%
- Manage database entry 91%
- Monitor SA work projects and assignments 86%
- Assist with SA evaluation process 86%
- Coordinate SA offer letters 86%

Law Student Recruiting

- Conduct candidate correspondence and follow-up – 91%
- Database entry 82%
- Arrange travel and interview schedules for candidates 82%
- Attend Recruiting Committee meetings 73%

<u>PD</u>

- Have PD Responsibilities 55%
 - Of those with PD responsibilities, about 22% of time is spent on PD



Law Firms/Agencies - Senior Coord./Specialist: Top Responsibilities

General Responsibilities

- Lead diversity initiatives 69%
- Manage non-partner lateral associate recruiting 69%
- Coordinate attorney orientation 54%
- Facilitate attorney integration 54%

Summer Associate Program

- Plan social events, section parties, SA lunches and firm parties 77%
- Coordinate SA training and orientation 69%
- Manage database entry 69%
- Participate in Recruiting Committee meeting 69%

Law Student Recruiting

- Help manage candidate scheduling and travel – 77%
- Follow-up with candidates 69%
- Plan OCI and follow-up events 69%
- Coordinate with school 62%

Partner & PD

- Have Partner recruiting responsibilities 46%
 - Primary focus: on-boarding
- Have PD Responsibilities 55%
 - Of those with PD responsibilities, about 41% of time is spent on PD



Law Firms/Agencies - Manager: Top Responsibilities

General Responsibilities

- Manage recruiting staff 91%
- Budget planning 83%
- Non-partner lateral associate recruiting 80%
- Oversee diversity programs 77%
- Manage attorney integration 69%

Summer Associate Program

- Monitor SA work projects, assignments, and evaluations – 86%
- Manage SA training and orientation 83%
- Oversee summer program events 83%
- Manage budget preparation 83%
- Participate in Recruiting Committee meetings – 80%

Law Student Recruiting

- Participate in Recruiting Committee meetings – 80%
- Plan OCI calendar 77%
- Oversee candidate correspondence 77%
- Manage OCI budget 74%
- Oversee coordination with schools 71%

Partner & PD

- Have Partner recruiting responsibilities 51%
 - Primary focus: on-boarding
- Have PD Responsibilities 45%
 - Of those with PD responsibilities, about 38% of time is spent on PD



Law Firms/Agencies – Director/Chief: Top Responsibilities

General Responsibilities

- Budget planning 87.5%
- Managing recruiting staff 87.5
- Oversee diversity initiatives 62.5%
- Manage attorney integration 50%
- Non-partner lateral associate recruiting 50%

Summer Associate Program

- Facilitate recruiting committee meetings 37.5%
- Oversee budget preparation 37.5%
- Monitor SA work projects and assignments 25%
- Oversee SA evaluations 25%

Law Student Recruiting

- Facilitate recruiting committee meetings 37.5%
- Oversee OCI calendar planning 37.5%
- Oversee OCI events and prepare budget 37.5%

Other: Partner, PD

- Have Partner recruiting responsibilities 62.5%
 - Focus on: on-boarding, facilitating decision-making process
- Have PD Responsibilities 14%
 - Of those with PD responsibilities, about 50% of time is spent on PD



Law Schools: Overall Department Responsibilities

Responsibilities	Responsibility of Career Services	Responsibility of Another Department in the Law School
Employer Relations	100%	5%
On-campus Recruiting	100%	
Private Sector Counseling	95%	
Program Development	95%	15%
Alumni Counseling	90%	10%
Judicial Clerkship Counseling	90%	
Managing Staff	85%	20%
Student Professional Development	85%	35%
Diversity Initiatives	75%	60%
Public Interest Counseling	65%	35%
Government Counseling	65%	35%
Other responsibilities (HR/marketing/admin)	60%	45%
LL.M. Counseling	40%	50%
Alumni Relations/Development	25%	90%
Accepted/Admitted Student Recruiting	15%	95%



Law Schools – Associate/Assistant Director: Top Responsibilities

57% say their responsibilities have increased in the past year

Responsibilities	Your Responsibilities
Program Development	71.4%
Employer Relations	57.1%
Private Sector Counseling	42.9%
On Campus Recruiting	42.9%
Judicial Clerkship Counseling	42.9%
Student Professional Development	42.9%
Government Counseling	28.6%
Diversity Initiatives	28.6%
L.L.M Counseling	28.6%
Public Interest Counseling	28.6%
Alumni Counseling	28.6%



* Insufficient data for responsibilities breakdown of other titles





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Our goal is to help you achieve your goals