

## Houston Association of Legal Recruitment Administrators (HALRA) Salary Survey 2006

	Assistants	Coordinators	Managers
Survey Participants	3	17	10
<i>Percentage from Total Participation</i>	9%	54%	31%
<b>Years at Current Firm</b>			
0-1 year	1	6	3
2-3 years	2	9	3
4-5 years			3
6-7 years		1	
8-9 years			
10-15 years		1	1
<i>Average Years in Current Position</i>	1.8	2.6	3.5
<b>Years of Experience in Recruiting Field</b>			
0-1 year	1	3	1
2-3 years	2	9	1
4-5 years		1	3
6-7 years		2	2
8-9 years			1
10-15 years		2	1
<i>Average Years in Recruiting Field</i>	1.8	3.9	5.6
<b>Years of Total Overall Experience</b>			
0-1 year			
2-3 years	2	6	
4-5 years	1	4	3
6-7 years		2	3
8-9 years		1	2
10-15 years		3	2
16-20 years			
21+ years		1	
<i>Average Years of Overall Experience</i>	3.2	6.6	7.5
<b>Since you have been with your firm, have you had a promotion with a title change?</b>			
Yes	0	6	4
No	3	11	6
<i>Percentage with a Title Change</i>	0%	35%	40%
<b>Highest Degree of Education</b>			
JD		1	1
Masters		1	
Bachelor's Degree	3	13	9
Associate's Degree		1	
Some College		1	
<b>If you have a JD, how many years practiced?</b>			
0 years		1	1
<i>Average Number of Years Practiced</i>	N/A	0	0

<b>Number of Attorneys in Houston Office (as of 1/1/06)</b>			
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	<b>Assistants</b>	<b>Coordinators</b>	<b>Managers</b>
1-100	2	10	2
101-150	1	1	1
151-200		2	1
201-250			2
251-300		3	1
301-350		1	3
351-400			
401-500			
500+			
<b>Number of Attorneys Firm-wide</b>			
1-100		2	
101-150		1	
151-200			
201-250			
251-300	1	1	1
301-350			
351-400		2	2
401-500	1	1	2
500+	1	10	5
<b>Number of 2006 Summer Associates - 1st half</b>			
No Summer Associates			2
1-10 Summer Associates		8	
11-20 Summer Associates	3	3	4
21-30 Summer Associates			
31-40 Summer Associates		1	1
40+ Summer Associates			1
<b>Number of 2006 Summer Associates - 2nd half</b>			
No Summer Associates	3	8	3
1-10 Summer Associates			1
11-20 Summer Associates		2	1
21-30 Summer Associates			2
31-40 Summer Associates		1	1
<b>Number of 2006 Summer Associates - Total</b>			
1-10 Summer Associates		8	1
11-20 Summer Associates	3	4	2
21-30 Summer Associates			
31-40 Summer Associates		1	2
41-50 Summer Associates		1	1
51-60 Summer Associates			
61-70 Summer Associates		2	2
71-80 Summer Associates		1	2
<b>Are you in Firm Headquarters?</b>			
Yes	0	7	6
No	3	10	4
<i>Percentage in Firm Headquarters</i>	0%	41%	60%

<b>Department size including yourself</b>			
1		8	

	Assistants	Coordinators	Managers
2	2	4	4
3	1	1	1
4 to 6		4	4
7 to 9			1
<b>Department consists of:</b>			
Secretaries			
1	1	4	6
2			
3		1	
Assistants			
1		3	5
2			1
3	3		
Coordinators			
1		15	3
2	2	1	3
3			
4		1	
Managers			
1	1	5	8
2			2
Directors			
1		5	
<b>Do you think your department is staffed appropriately?</b>			
Yes	2	8	8
No	0	9	2
<b>Do you work full-time?</b>			
Yes	3	17	10
No	0	0	0
<i>Percentage who Work Full-Time</i>	100%	100%	100%
<b>Your Responsibilities:</b>			
Recruiting law students	3	16	8
Managing summer program	2	16	8
Lateral recruiting	2	12	5
Partner recruiting	2	5	5
Attorney development/Orientations/Training	2	10	5
CLE coordination	2	6	2
Administering evaluation process for attorneys	3	5	3
Managing recruitment staff		4	10
Exit interviews	1	7	5
Diversity initiatives	2	9	8
Paralegal recruiting		3	0
Other responsibilities: marketing, HR, office event planning, conflict checks, Mentor Programs	2	11	3

<b>Do you have a Firm-wide Recruitment Director?</b>			
Yes	3	12	8
No	0	5	2
<i>Percentage with a Firm-wide Recruitment Director</i>	100%	70%	80%

	Assistants	Coordinators	Managers
<b>Reporting Structure</b>			
Hiring Partner	2	15	9
Managing Partner	2	6	3
Executive Director	1	4	2
Office Administrator	2	6	2
Recruiting/Associates Committee		4	2
Human Resources		2	0
Other: Recruiting Director, Manager of Employment		6	3
<b>Salary</b>			
\$30-35K	1	1	
\$36-40K	2	2	
\$41-45K		3	1
\$46-50K		3	1
\$51-55K		6	1
\$56-60K			3
\$61-65K		1	2
\$66-70K			
\$71-75K			1
\$76-80K		1	
\$81-85K			1
<i>Salary Average</i>	\$36.2K	\$49.4K	\$60K
<i>Salary Ranges</i>	\$30-40K	\$30-80K	\$41-85K
<b>Do you receive Overtime?</b>			
Yes	3	4	0
No	0	13	10
<i>Percentage Who Receive Overtime</i>	100%	24%	0%
<b>Overtime Ranges</b>			
Less than \$1K		1	
\$1-2K	1	2	
\$3-4K		1	
\$5-6K	1		
\$7-8K			
\$9-10K	1		
<i>Average Overtime Pay</i>	\$5.5K	\$1.8K	N/A
<b>Do you feel fairly compensated?</b>			
Yes	1	6	5
No	2	10	5
<i>Percentage Who Feel Fairly Compensated</i>	33%	38%	50%
<b>Did you receive a bonus last year?</b>			
Yes	3	17	10
No	0	0	0
<i>Percentage Who Received a Bonus Last Year</i>	100%	100%	100%

<b>Bonus Ranges:</b>			
Less than \$500	1		
\$501-\$1K	1		1
\$1.5-3K	1	12	3
\$3.5-5K		4	4

	Assistants	Coordinators	Managers
\$5.5-7K		1	1
\$7.5-9K			1
<i>Average Bonus Received Last Year</i>	\$866.3	\$2.2K	\$2.4K
<b>Benefits:</b>			
<b>Vacation/Sick/Personal Days - combined</b>			
3 weeks			
4 weeks		2	1
4.5-5 weeks		4	
<i>Average Vacation/Sick/Personal Weeks -combined</i>	N/A	4.5	4
<b>Vacation (weeks)</b>			
2	2	1	3
3		8	3
4		1	2
5			
Unlimited		1	
<i>Average Vacation Weeks</i>	2	3	2.9
<b>Sick Leave (days)</b>			
2			1
3			
5		1	
6		1	
7			
8	1	2	1
9			
10	1	1	
Unlimited		7	4
<i>Average Sick Days</i>	9	7.4	5
<b>Personal (days)</b>			
0		2	
2		1	
3			
4			
5		1	
7			
10			2
Unlimited		5	3
<i>Average Personal Days</i>	N/A	1.8	10
<b>Additional Benefits:</b>			
Work from home		2	
Four day work week			1
Flex days			
Day Care			
Blackberry	1	10	7
Cell Phone			1
Computer - lap top		3	3
Transportation discounts (i.e. parking)	2	13	8
Health Club Memberships			1
<b>Do you receive 401(k)?</b>			
Yes	3	17	10
No	0	0	0
<i>Percentage Who Receive 401(k)</i>	100%	100%	100%
<b>When Can You Start Participating?</b>			
Immediately	2	9	7

	<b>Assistants</b>	<b>Coordinators</b>	<b>Managers</b>
1 Month		1	
3 Months	1	3	1
6 Months		1	
1 Year		3	1
Other			
<b>Profit Sharing</b>			
N/A		8	3
Immediately		3	1
3 Months		1	1
6 Months			1
1 Year	1	3	
2 Years	1		
Other			1
<b>Matching Benefits?</b>			
Yes	2	10	5
No		6	2
<b>Do You Contribute to your Medical Plan?</b>			
Yes	2	13	7
No	1	4	3
<i>Percentage Who Contribute to Medical Plan</i>	66.6%	76.5%	70.0%