



**HOUSTON ASSOCIATION OF LEGAL  
RECRUITMENT ADMINISTRATORS SURVEY  
SPRING 2010**

Presented By:  
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## SURVEY METHOD

- Sent survey to 41 Houston legal recruitment professionals
- Received a total of 34 completed surveys
- Wisnik Career Enterprises, Inc. emailed survey on Monday, May 3rd, 2010
- Wisnik Career Enterprises, Inc. emailed survey again on Tuesday, May 11, 2010

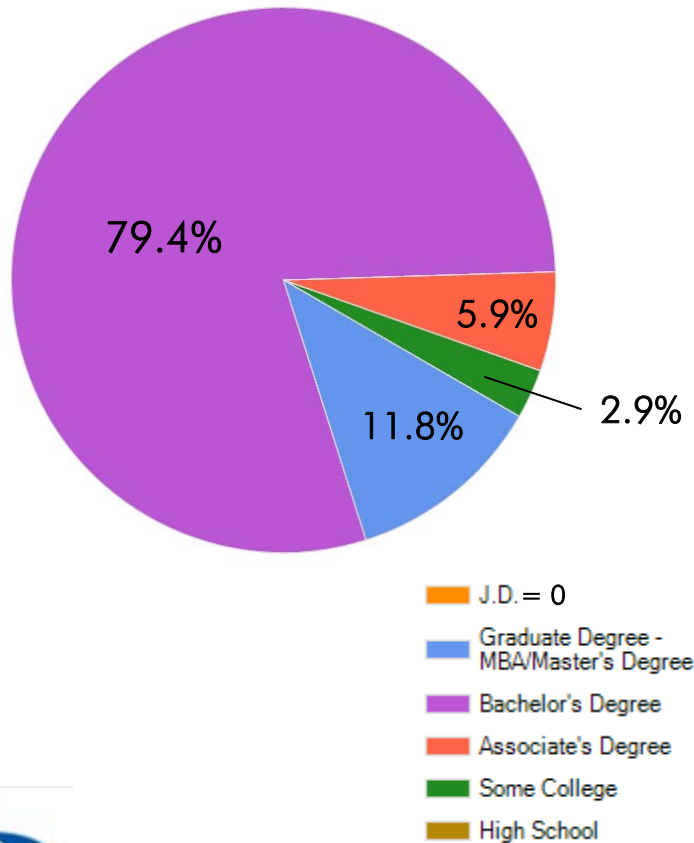


## SALARY SURVEY RESULTS

- Received a total of 36 Surveys
- Total Breakdown
  - Assistant: 4
  - Coordinator: 15
  - Manager: 11
  - Director (RADS/HALRA combined)\*: 6

## PROFILE OF SURVEY RESPONDENTS

What is your highest level of education?



- 51.5% of you are in the firm's headquarters
- 96.9% of you work full-time
- 31% of you hold a firmwide position
- 62.5% of you have a seat on your firm's employment committee

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2010 SURVEY RESULTS  
HOUSTON LAW FIRM ADMINISTRATORS' AVERAGE SALARIES

<u>Title</u>	<u>Average Salary</u>	<u>Median</u>	<u>Salary Range</u>
Assistants:	\$40,375	\$43,000	\$30K-\$45K
Coordinators (w/ OT)*:	\$49,611	\$48,000	\$30K-\$60K
Coordinators (w/o OT):	\$60,500	\$63,000	\$51K-\$70K
Managers:	\$71,136	\$68,000	\$51K-\$110K
Directors (RADS/HALRA combined):	\$102,083	\$103,000	\$75K-\$125K



\*Average OT for eligible Coordinators in 2009 was \$5,554

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## 2010 SURVEY RESULTS

### HOUSTON LAW FIRM PARTICIPANTS' AVERAGE SALARIES

Title	Average Salary	Median	Salary Range	Bonus	Summer Class 2010	Summer Class 2009
Assistants:	\$40,375	\$43,000	\$30K-\$45K	N/A	15	23
Coordinators (w/ OT)*:	\$49,611	\$48,000	\$30K-\$60K	\$2,295	10	9
Coordinators (w/o OT):	\$60,500	\$63,000	\$51K-\$70K	\$3,594	15	21
Managers:	\$71,136	\$68,000	\$51K-\$110K	\$4,450**	17	23
Directors (RADS/HALRA combined):	\$102,083	\$103,000	\$75K-\$125K	\$11,600	10	14

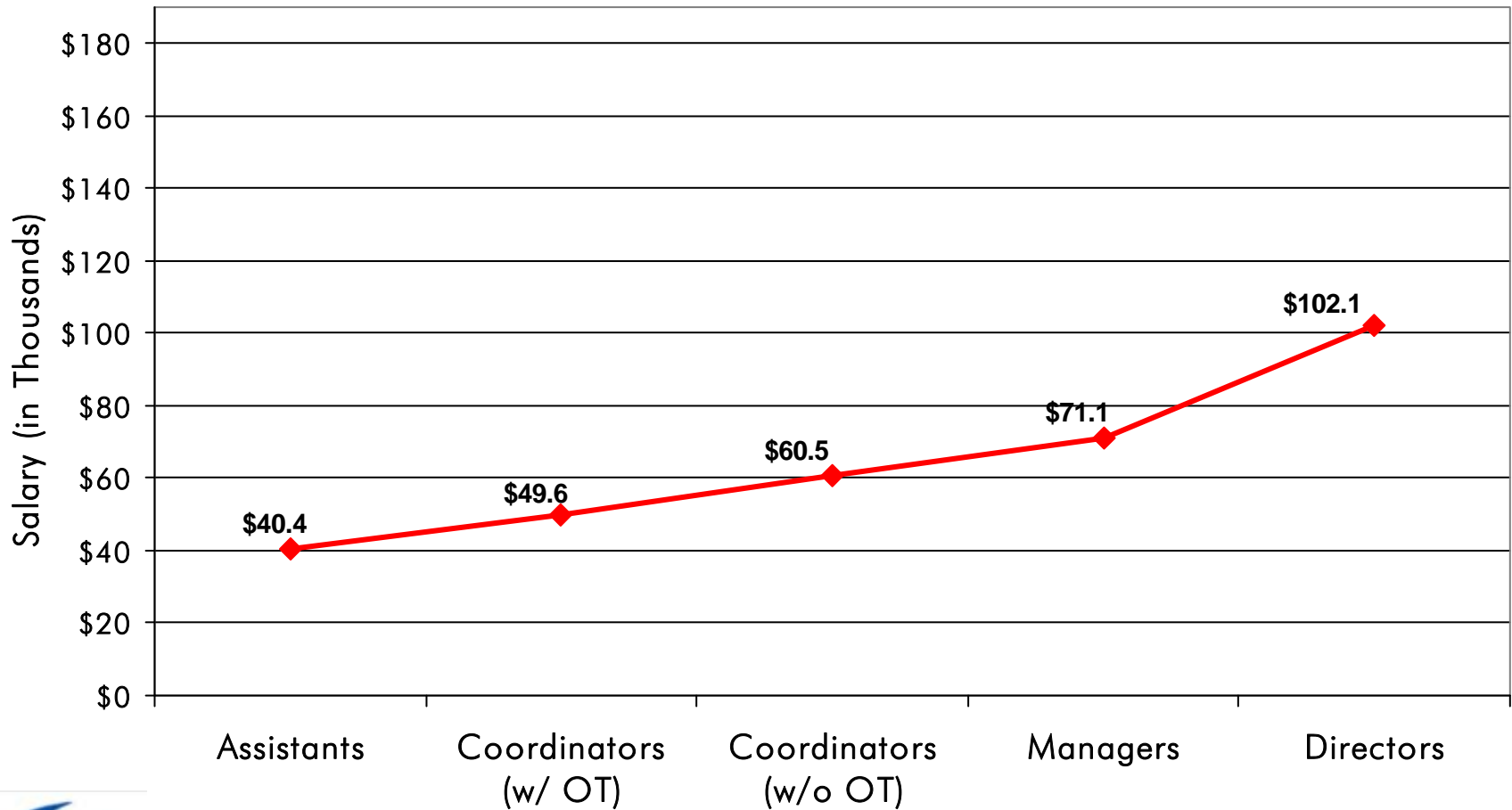


\*Average OT for eligible Coordinators in 2009 was \$5,554

\*\* Half of the managers did not receive bonuses

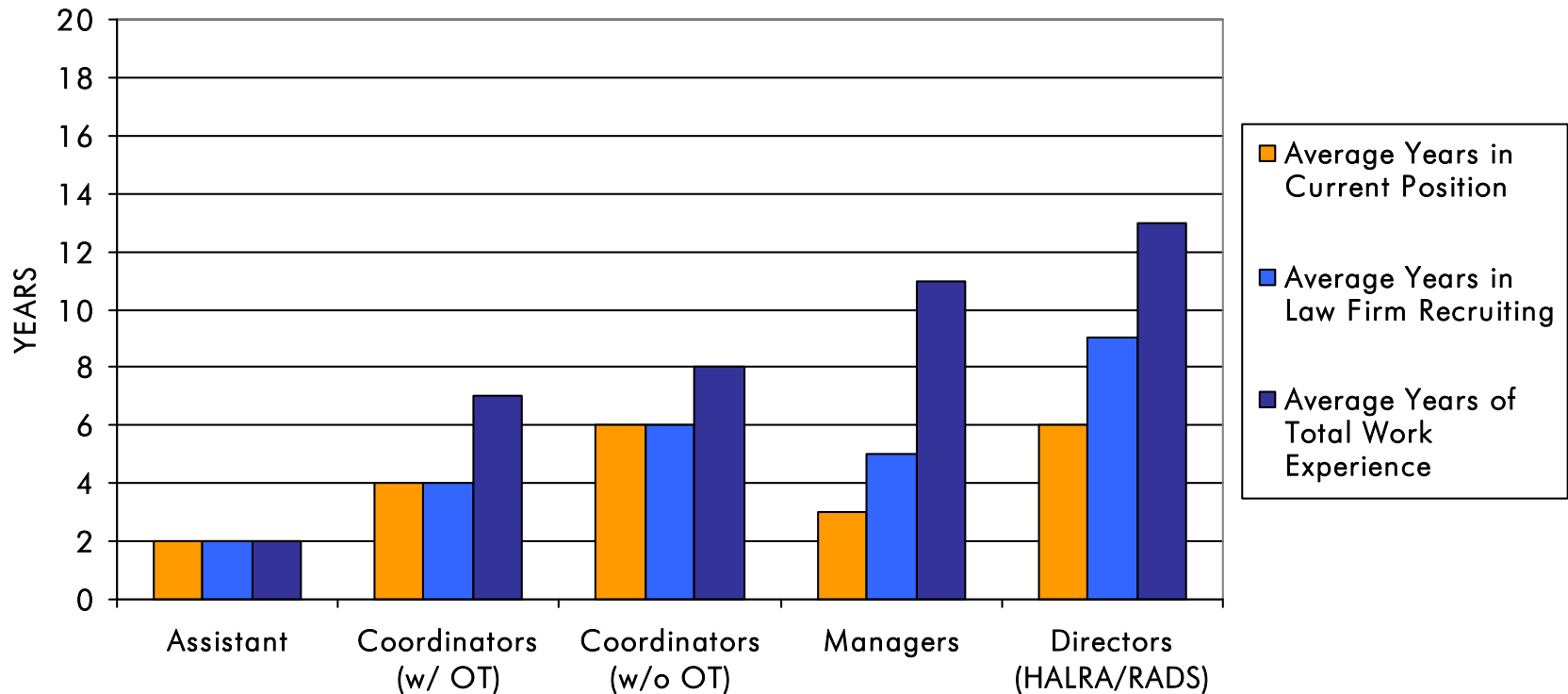
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## Average Salaries for Law Firm Recruitment Professionals



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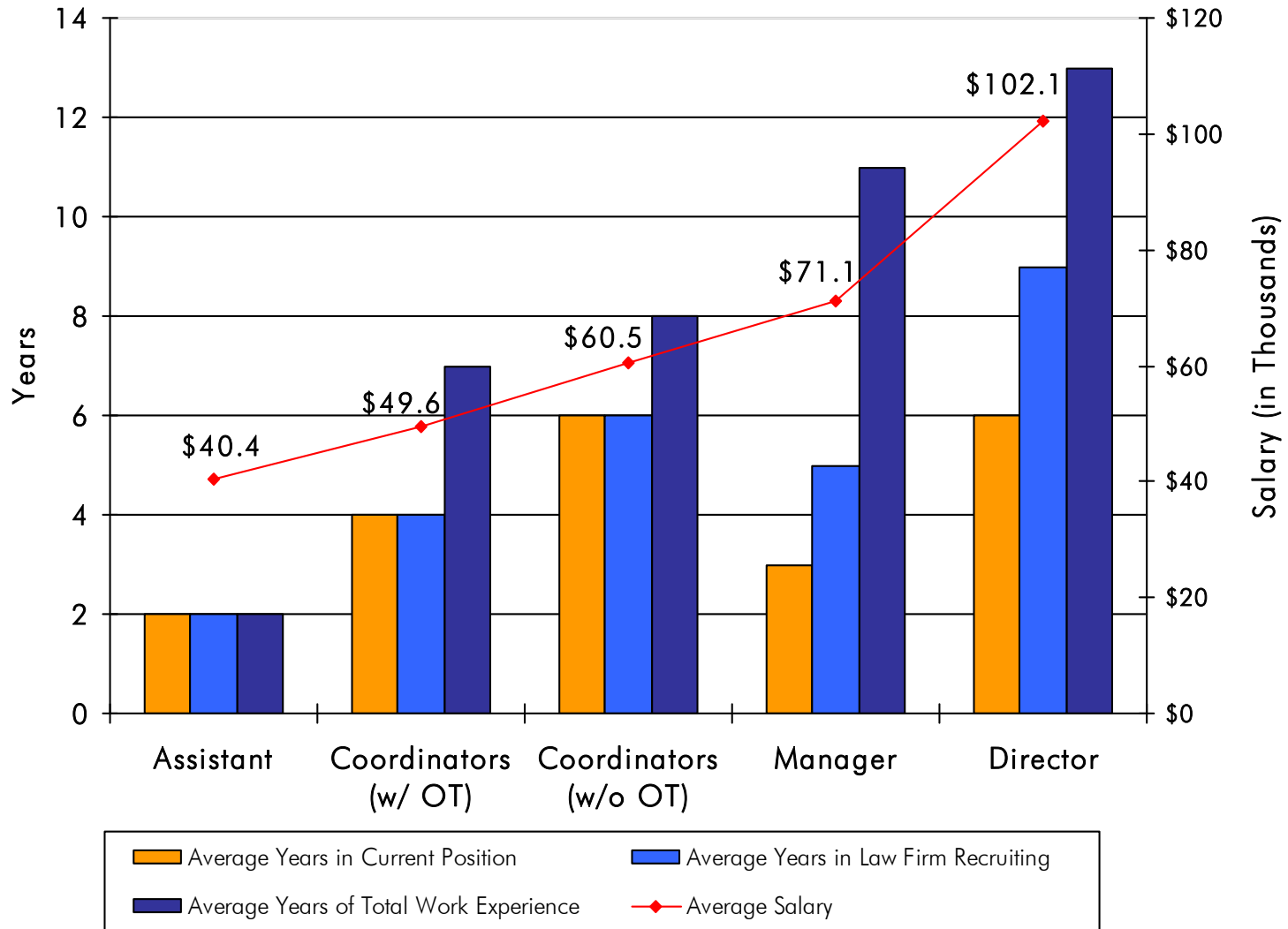
## Average Years of Experience vs. Average Years in Current Position vs. Average Years of Total Work Experience





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## Average Salaries for Law Firm Recruitment Professionals



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## Survey Respondents' Responsibilities for Summer Program

	Your Responsibility	Responsibility of Department
Participate in Recruiting Committee meetings	93.8%	50%
Coordinate Summer Associate training and orientation	90.6%	43.8%
Plan social events, section parties, summer associates lunches and firm parties	90.6%	46.9%
Receive evaluations for Summer Associates	87.1%	54.8%
Monitor Summer Associate work projects and assignments	82.8%	51.7%
Prepare offer and decline letters for associate and Summer Associate candidates	78.1%	59.4%
Organize clerkship reviews	77.8%	51.9%
Conduct Summer Associate exit interviews	75.9%	51.7%



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## Survey Respondents' Responsibilities for Law Student Recruiting

	Your Responsibility	Responsibility of Department
Plan pre and post on-campus interview receptions	93.5%	48.4%
Participate in Recruiting Committee meetings	90.6%	46.9%
Conduct correspondence and follow-up with candidates	87.5%	53.1%
Arrange travel and interview schedules for candidates	87.1%	51.6%
Organize travel and schedules for interviewing attorneys	86.7%	53.3%
Plan Fall on-campus interview calendar	81.3%	53.1%
Coordinate with various law schools to schedule interview dates	81.3%	53.1%



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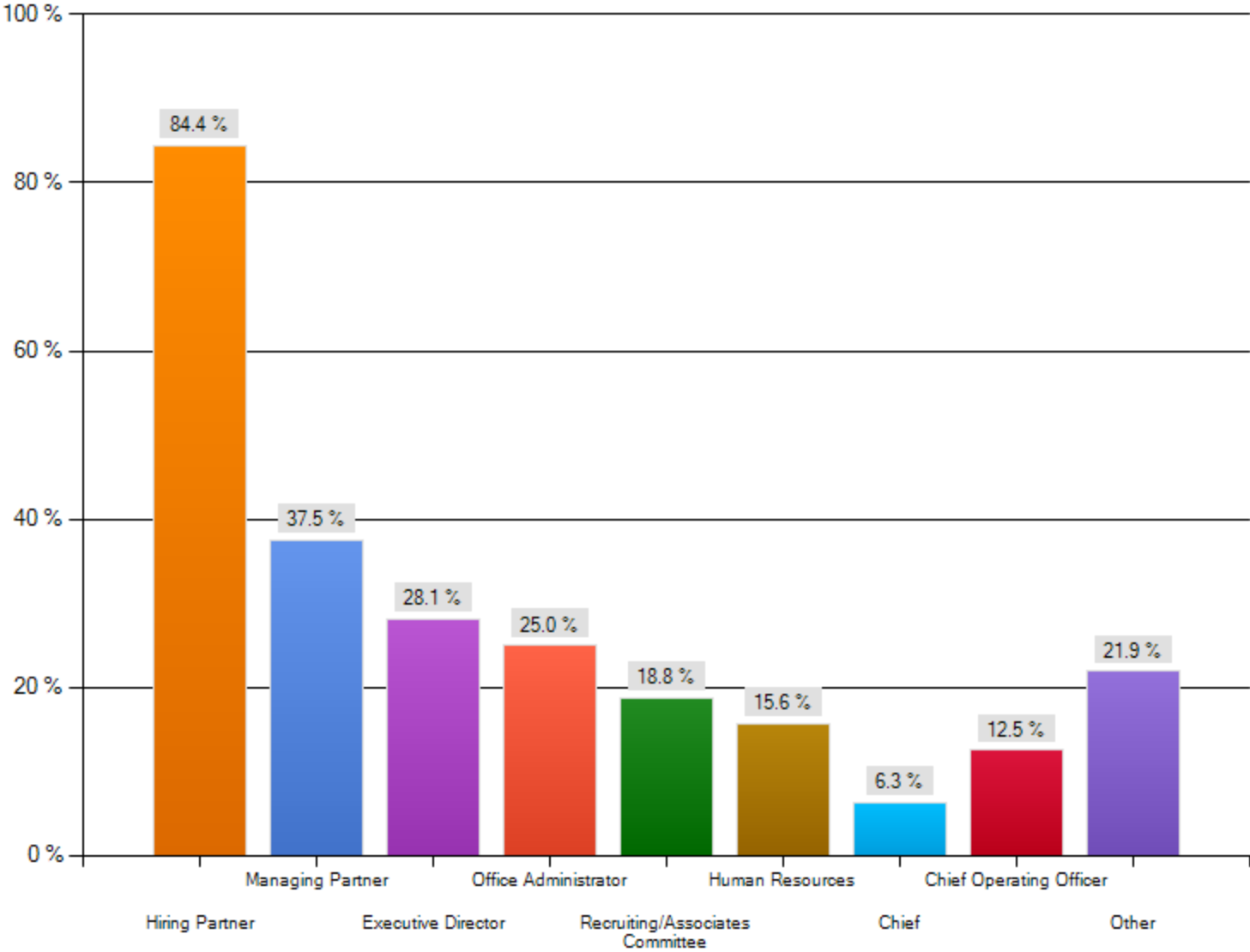
## Survey Respondents' General Responsibilities

	Your Responsibility	Responsibility of Department
Attorney orientation	69.2%	69.2%
Lateral recruiting	66.7%	66.7%
Partner recruiting	58.3%	75%
Exit interviews	52.4%	81%
Managing recruitment staff	51.9%	63%
CLE coordination	50%	75%
Attorney development/training	45%	75%
Diversity initiatives	38.1%	85.7%
Administering evaluation process for attorneys	35.3%	82.4%



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## Who Does Your Department Report To?



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## Assistant Salary Data by Firm Size:

ATTORNEYS in HOUSTON OFFICE	AVERAGE	RANGE
1-125	\$43,000	41K-45K
126-175	\$43,000	41K-45K
176-300	\$37,500	30K-45K



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## Coordinators w/ OT Salary Data by Firm Size:

ATTORNEYS in HOUSTON OFFICE	AVERAGE	RANGE
1-75	\$56,333	46K-65K
76-125	\$46,333	36K-65K
126-175	\$32,500	30K-35K
176-225	\$53,000	41K-65K



## Coordinators w/o OT Salary Data by Firm Size:

ATTORNEYS in HOUSTON OFFICE	AVERAGE	RANGE
1-75	\$61,750	51K-70K
76-300	\$53,000	51K-55K
301-400	\$63,000	61K-65K



## Managers Salary Data by Firm Size:

ATTORNEYS in HOUSTON OFFICE	AVERAGE	RANGE
1-75	\$83,000	61K-110K
76-225	\$70,375	51K-85K
226-350	\$56,333	51K-60K



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## Directors\* (HALRA/RADS combined) Salary Data by Firm Size:

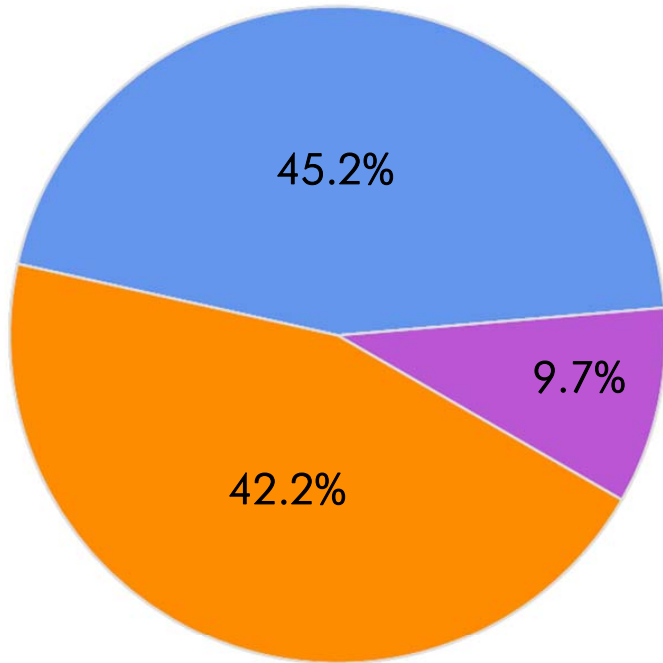
ATTORNEYS in HOUSTON/DALLAS OFFICE	AVERAGE	RANGE
1-175	\$89,500	75K-105K
176-350	\$114,667	101K-125K

\*5 out of 6 Directors have a firmwide function



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Do you believe you are being fairly compensated for your responsibilities?



Yes  
No  
No Comment

In 2009, what other benefits did you receive?

COMPENSATION	% RESPONDENTS
Bonus	71%
401K Plan	100%
Defined Retirement Contributions	77%
Average Vacation Days	17.6
PDA/Blackberry	86.7%
Free Parking	53.8%



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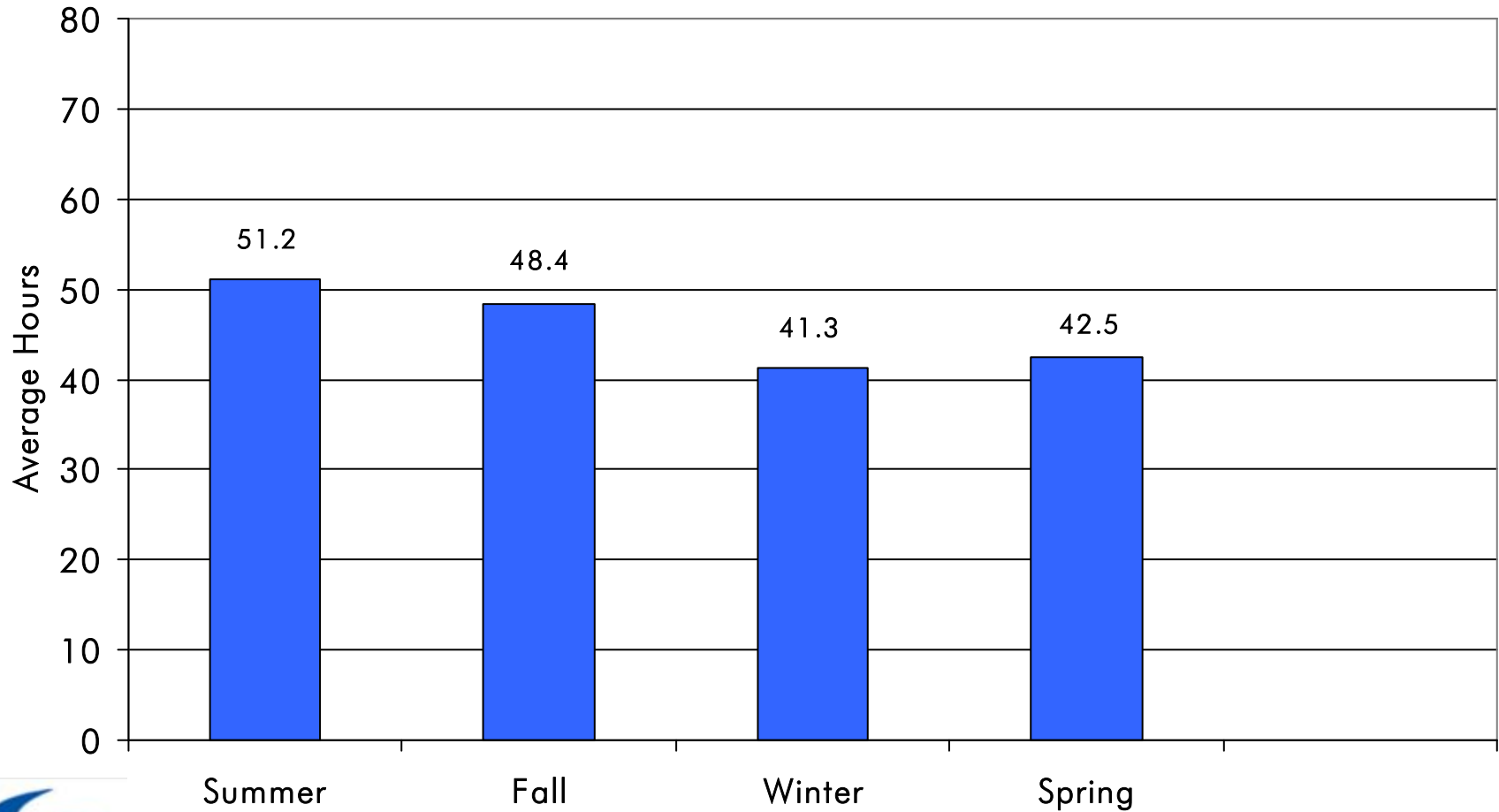
## Average Number of Positions in Houston Department by Office Size

Office Size	
1-75	Average Department Size = 1.2 Most common positions = Coordinator, Manager
76-175	Average Department Size = 1.625 Most common positions = Coordinator, Manager
176-225	Average Department Size = 6 Most common positions = Assistant, Coordinator, Manager, Director
226-400	Average Department Size = 6 Most common positions = Secretary, Assistant, Coordinator, Manager



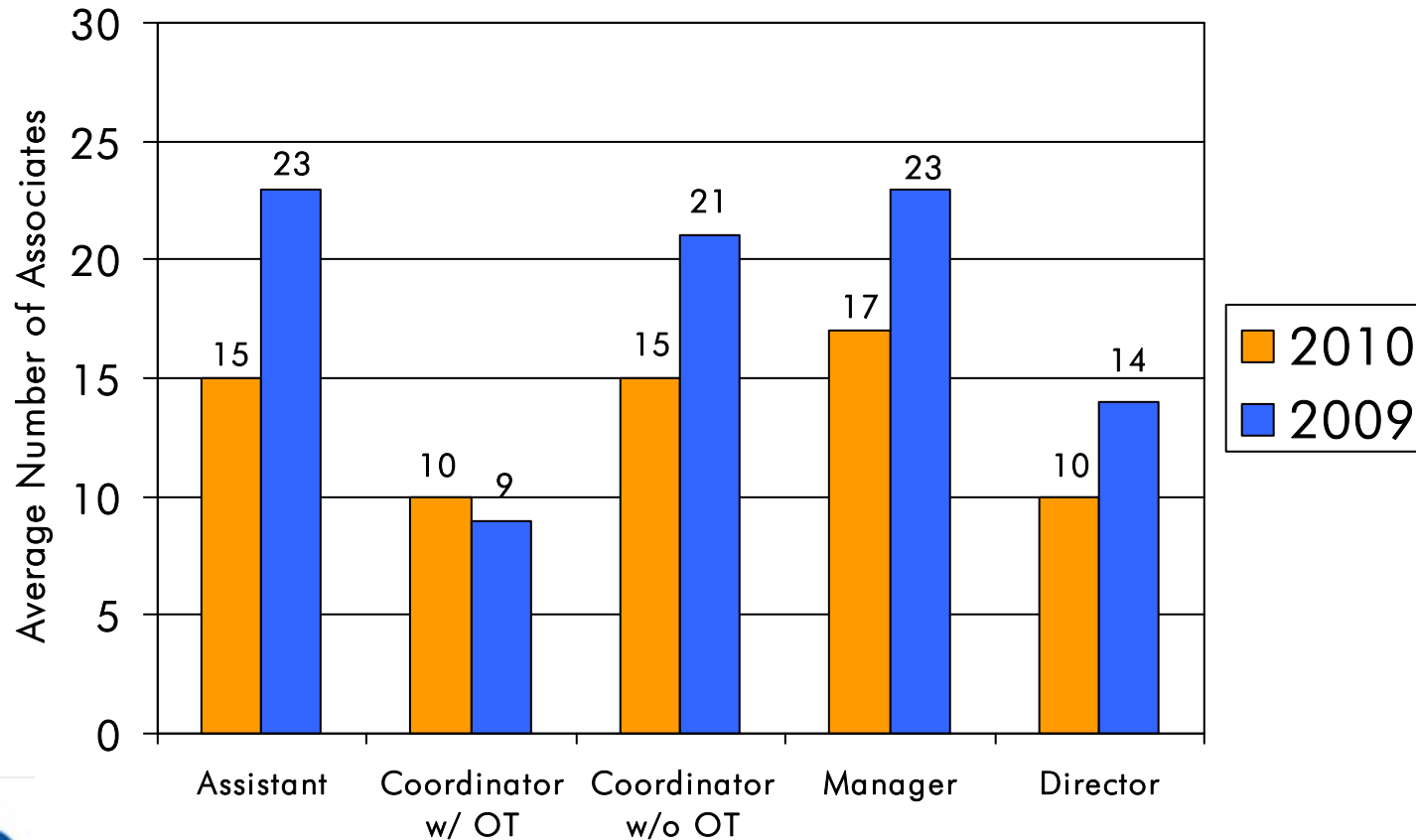
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## Survey Respondents' Average Hours Worked per Season



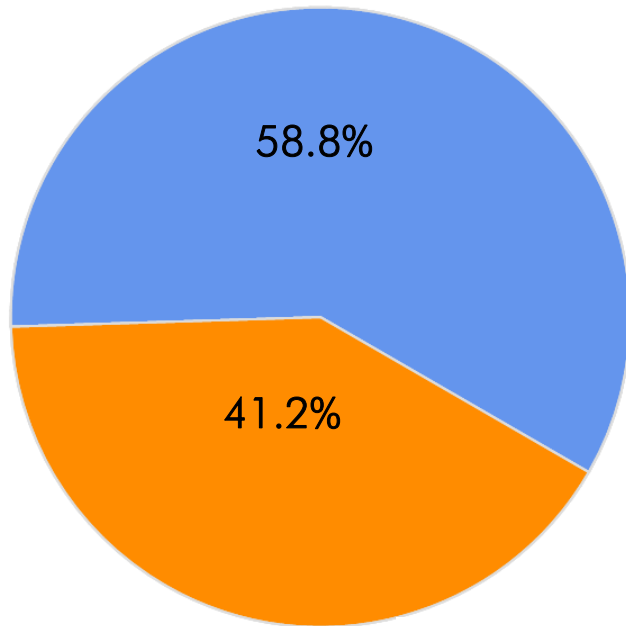
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## Average Summer Associates for 2010 vs. 2009



## SUMMARY OF INTERESTING SURVEY RESULTS

Since you have been with your current organization, have you had a promotion with a title change?

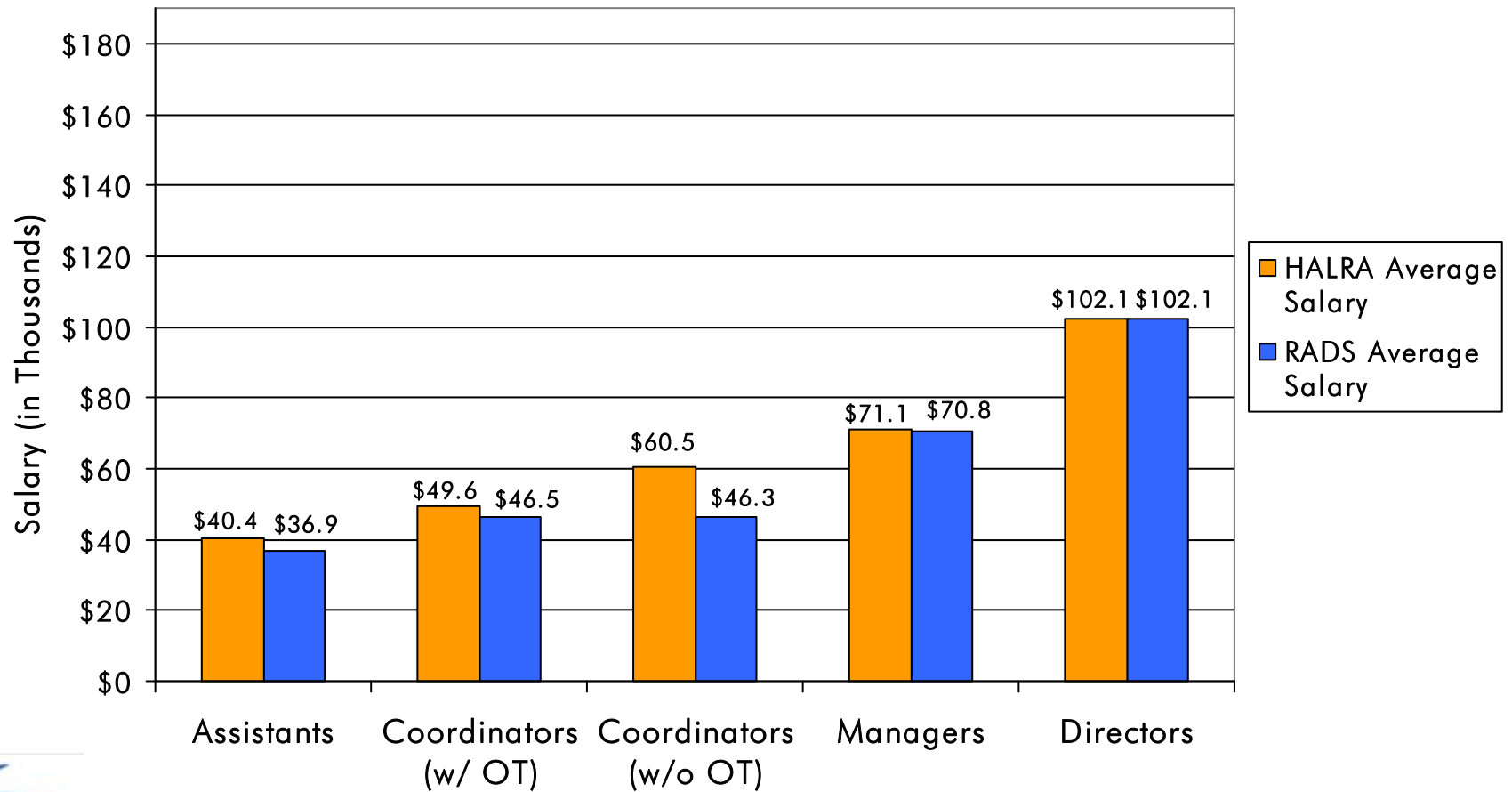


Yes  
No

- 71% of you received bonuses in 2009
- Only 19% of you were able to attend the NALP Conference
- 50% of respondents' surveyed indicated that their departments decreased in size over the past two years

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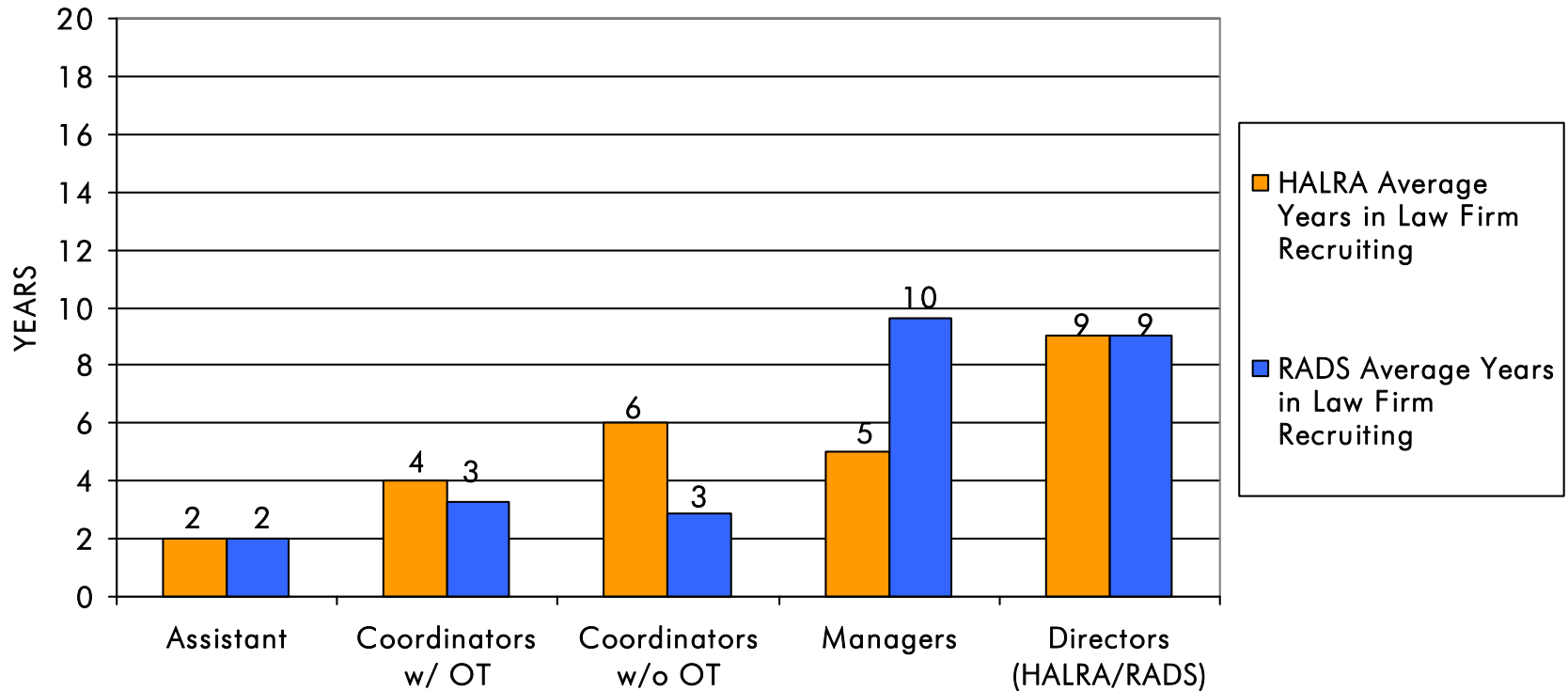
## HALRA and RADS Average Salaries for Law Firm Recruitment Professionals





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## HALRA and RADS Average Years of Experience in Law Firm Recruiting





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