

# WALRAA Industry Survey for Law Firms, Government Agencies and Law School Career Services

Presented

By Eva Wisnik

Fall 2016



Our goal is to help  
you achieve your

goals

Wisnik Career Enterprises, Inc.  
[www.wisnik.com](http://www.wisnik.com)

212.370.1010 • [ewisnik@wisnik.com](mailto:ewisnik@wisnik.com)

# 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 20 years, she has worked with over 100 law firms, including 74 of the AmLaw 100. Eva has placed more than 500 Recruiting and PD professionals into law firms nationwide and 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 and industry snapshot surveys for law firm professionals since 1998.

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

# WALRAA Respondents

## 142 Respondents' Salary and Industry Information

### ■ 112 Law Firms & Gov't Agencies

- Chief/Director: 17
- Manager: 40
- Specialist/Senior Coordinator: 18
- Coordinator: 24
- Assistant: 13

### ■ 30 Law School Career Services

- Assistant/Associate Dean: 5
- Director: 6
- Assistant/Associate Director: 13
- Manager/Assistant Manager: 4\*
- Career Counselor: 1\*
- Administrative Personnel: 1\*

\* Insufficient number of respondents to show separate data for these titles

# Summary of Interesting Results

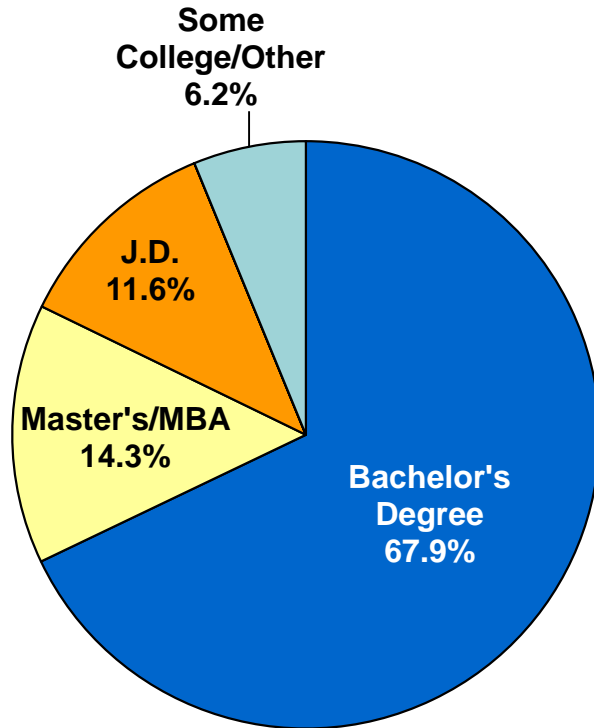
## Law Firms & Agencies

- 46% of you joined your current firm within the last 3 years
- 37.5% have been in the legal recruiting field for 10+ years
- 12% of you have a JD and practiced for an average of 2.7 years; 14% have an MBA or Master's Degree
- 91% received a bonus, raise, or both
- 43% attended the NALP Annual Education Conference and another 23% attend on a rotational schedule
- You worked an average of 48 hours/week, compared to 46.5 in 2014

## Law School Career Services

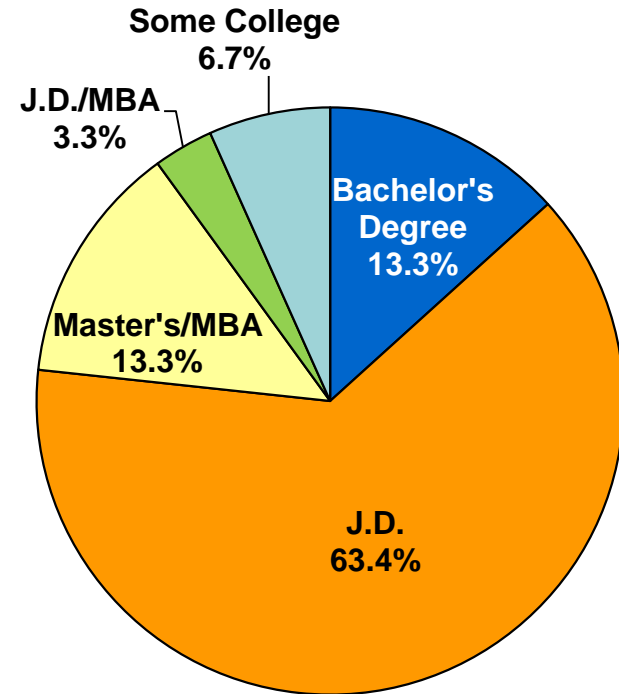
- 43% of you joined your current school within the last 3 years
- 20% have been in law school career services for 10+ years
- 67% of you have a JD (or JD/MBA) and practiced for an average of 5.6 years
- 67% work for a private institution
- 71% received a bonus, raise or both
- 61% attended the NALP Annual Education Conference and another 14% attend on a rotational schedule
- You worked an average of 44 hours/week, compared to 43 in 2014

# Highest Degree of Education Attained by WALRAA Survey Participants



**Law Firms/Agencies**

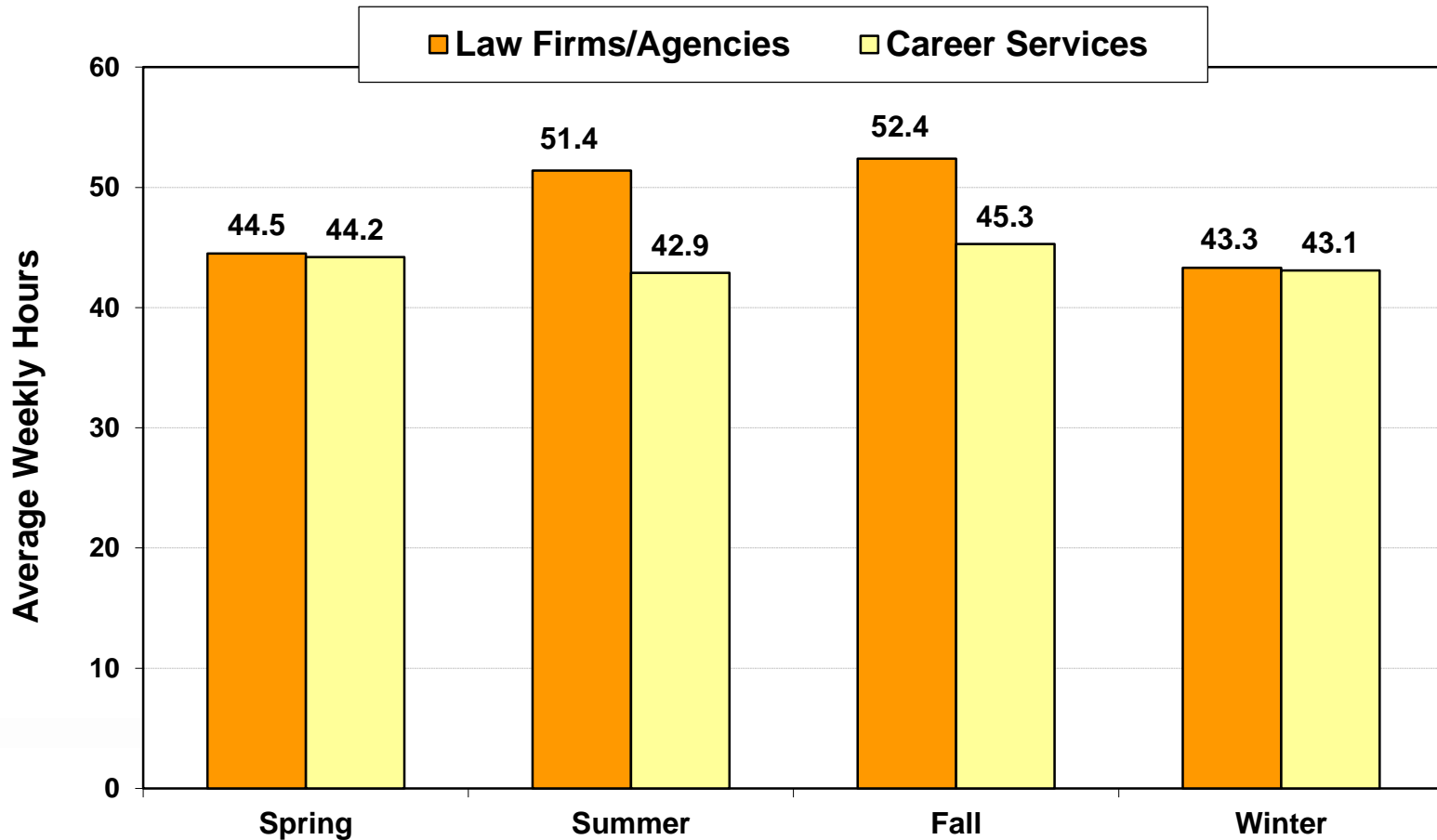
*In 2014, 12% held a JD and 13.5% a graduate degree*



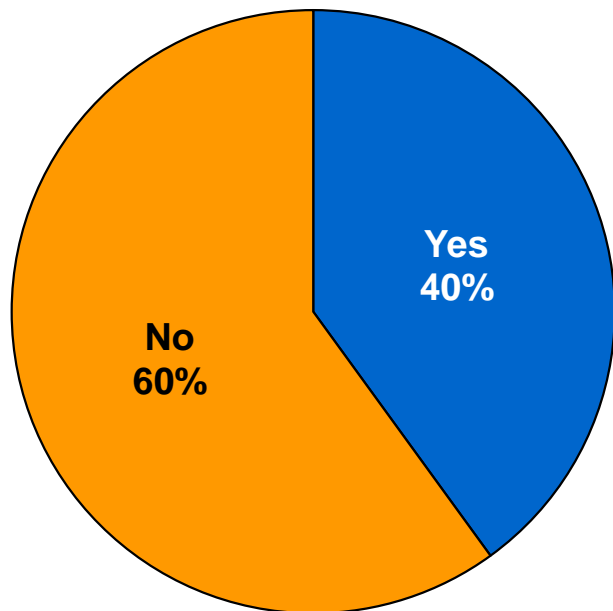
**Career Services**

*In 2014, 74% held a JD and 3.2% an LL.M.*

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

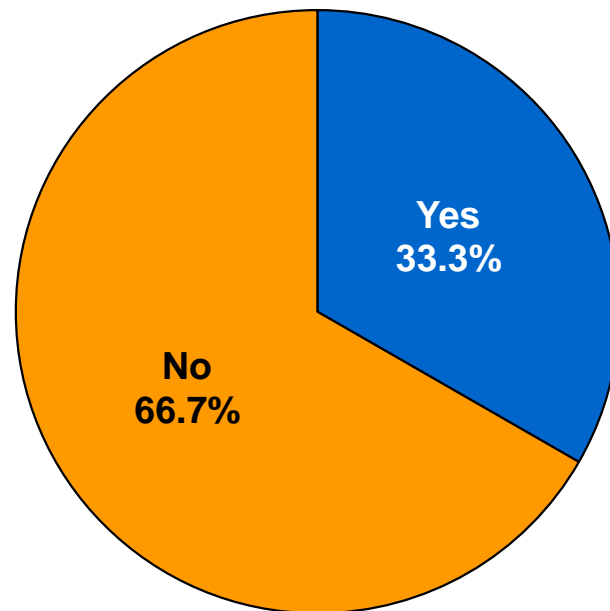


# Have You Had a Promotion with a Title Change at Your Current Organization?



**Law Firms/Agencies**

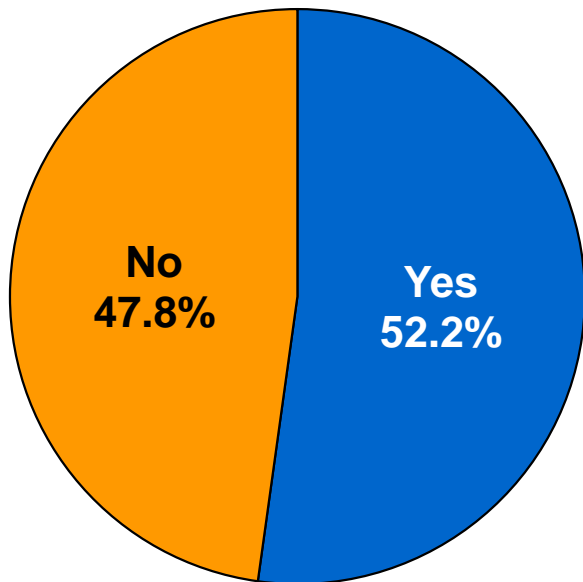
*In 2014, 55.2% had a promotion with title change*



**Career Services**

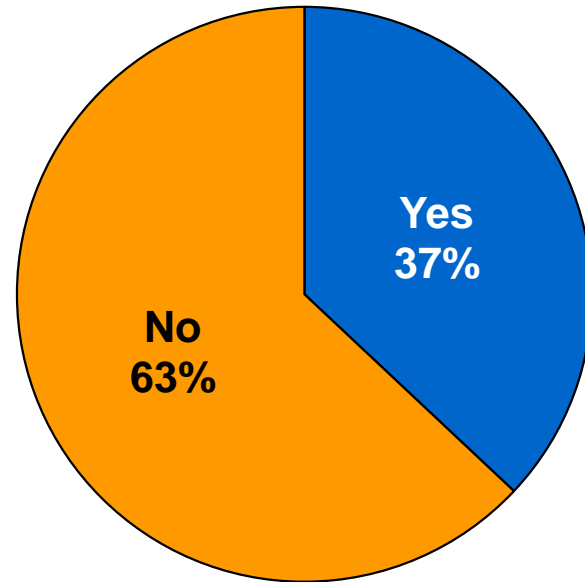
*In 2014, 38.7% had a promotion with title change*

# Do You Believe You are Fairly Compensated?



**Law Firms/Agencies**

*In 2014, 56.7% felt fairly compensated*



**Career Services**

*In 2014, 48% felt fairly compensated*



# Salary Survey Results: Law Firms & Government Agencies

# WALRAA Law Firm/Government Agency Respondents

## 112 Respondents' Salary and Industry Information

### ■ By Title

- Chief/Director: 17
- Manager: 40
- Specialist/Senior Coordinator: 18
- Coordinator: 24
- Assistant: 13

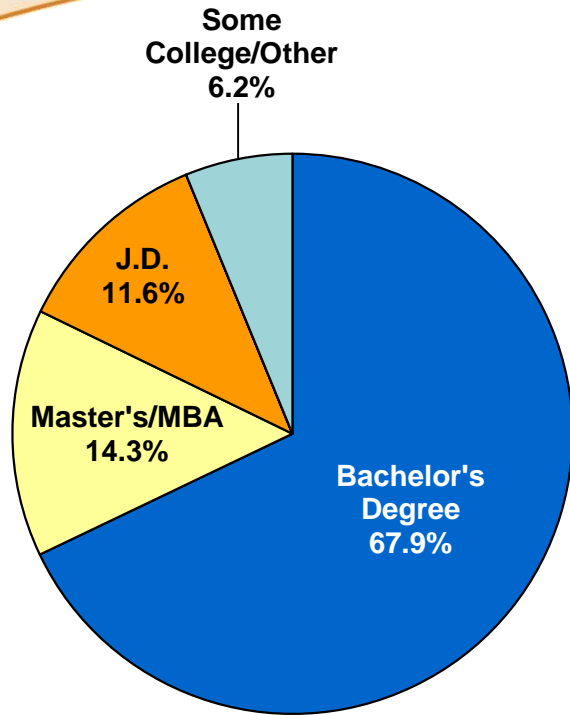
### ■ By Office Size

- 1-75: 9
- 76-125: 25
- 126-175: 15
- 176-225: 12
- 226-300: 29
- 301-400: 12
- 401-500: 2
- 501-700: 7

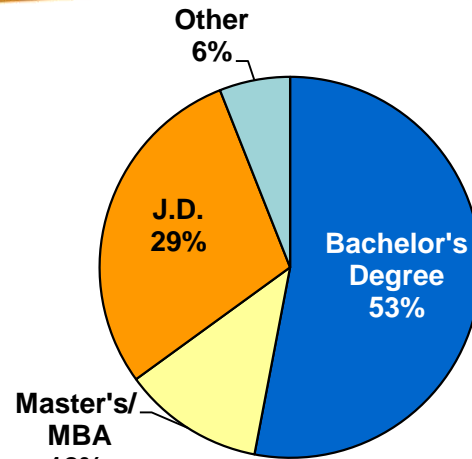
### ■ By Firm Size

- 1-250: 11
- 251-500: 18
- 501-750: 25
- 751-1000: 16
- 1001+: 42

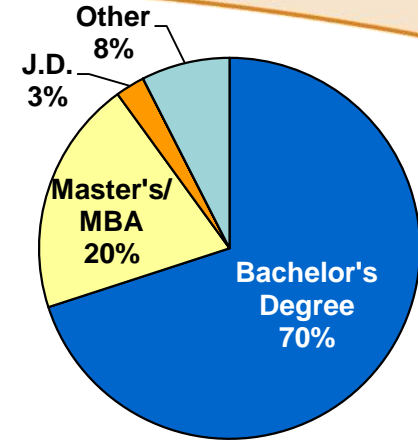
# Highest Level of Education Attained, by Title



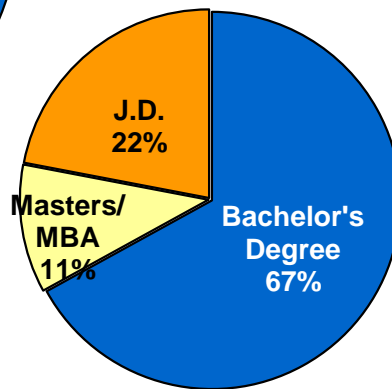
All Firm/Agency Respondents



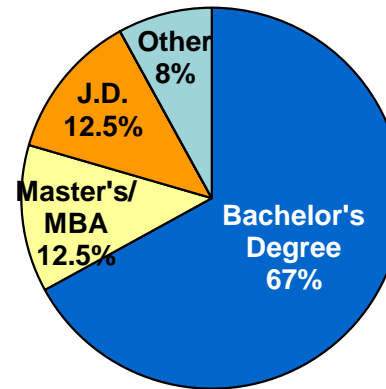
Chief/ Director



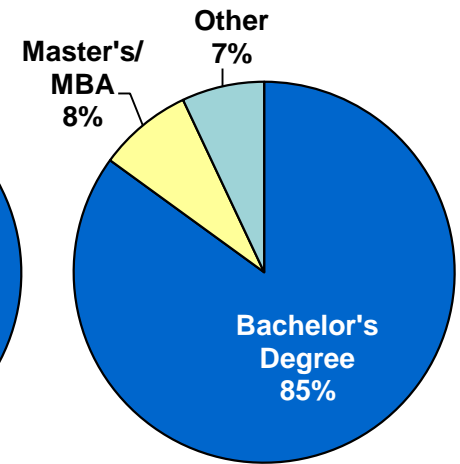
Manager



Sr. Coord./Spec.

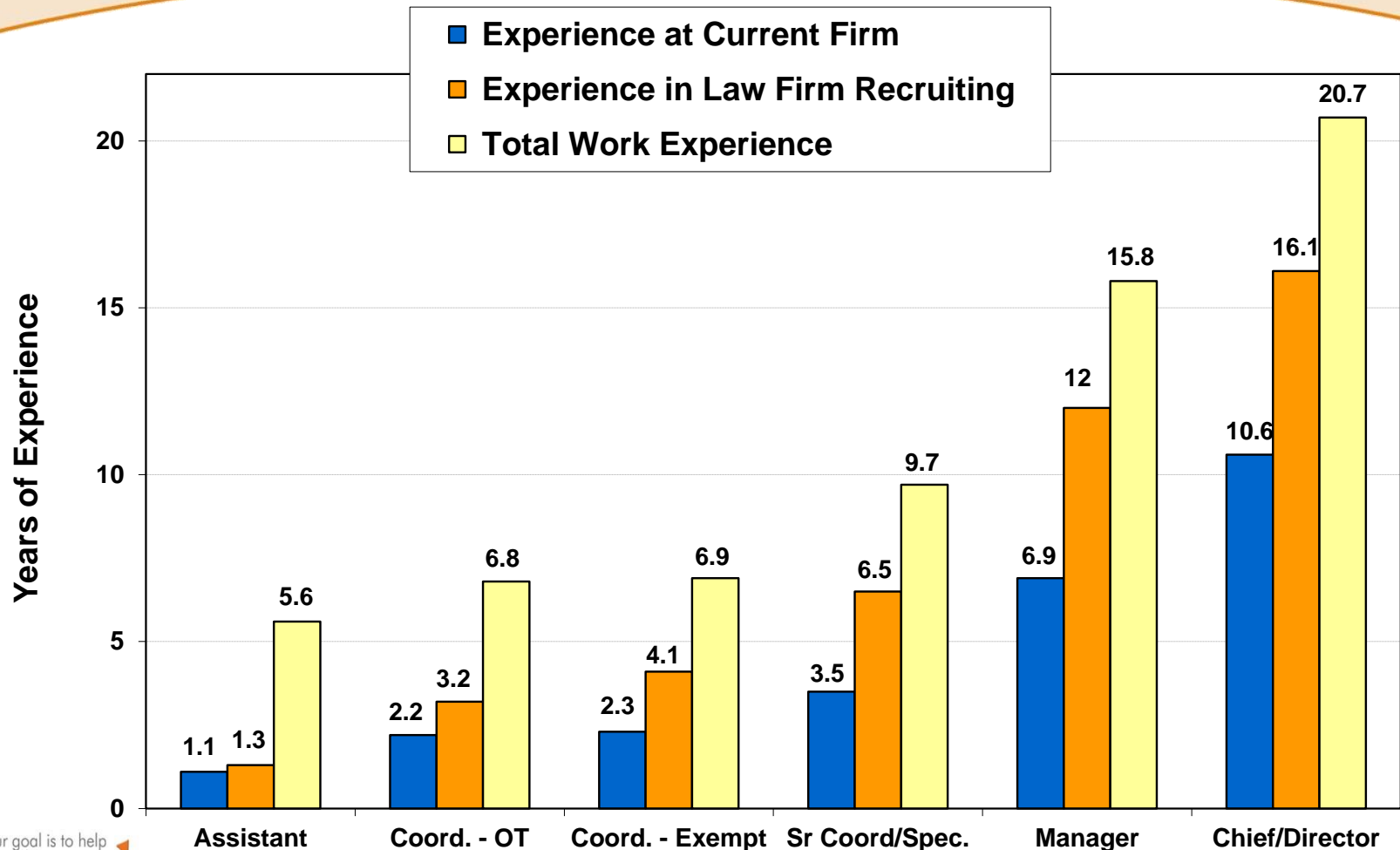


Coordinator



Assistant

# Average Years of Experience



# Law Firms & Government Agencies: Average Salaries

| <u>Title (# responses)</u>              | <u>Avg. Salary</u> | <u>Median</u> | <u>25% - 75% Range</u> | <u>Bonus</u> | <u>Raise</u> |
|---|--------------------|---------------|------------------------|--------------|--------------|
| <b>Chief/Director (11):</b>             | \$189,455          | \$200,000     | \$160K - \$205K        | \$15,833     | 5.7%         |
| <b>Manager (33):</b>                    | \$116,283          | \$118,000     | \$103K - \$125K        | \$6,739      | 4.6%         |
| <b>Sr. Coord./Specialist (12):</b>      | \$80,042           | \$80,000      | \$76.5K - \$85K        | \$3,325      | 5.6%         |
| <b>Coordinator – Exempt (7):</b>        | \$66,631           | \$65,000      | \$62K - \$68.5K        | \$5,795      | 4.8%         |
| <b>Coordinator – OT Eligible* (13):</b> | \$60,838           | \$60,000      | \$55K - \$70K          | \$2,122      | 5.4%         |
| <b>Assistant* (10):</b>                 | \$45,980           | \$45,500      | \$43K - \$49K          | \$1,464      | 3.2%         |

\* **Coordinator and Assistant data show base salary without overtime**

Firms/Agencies - 13

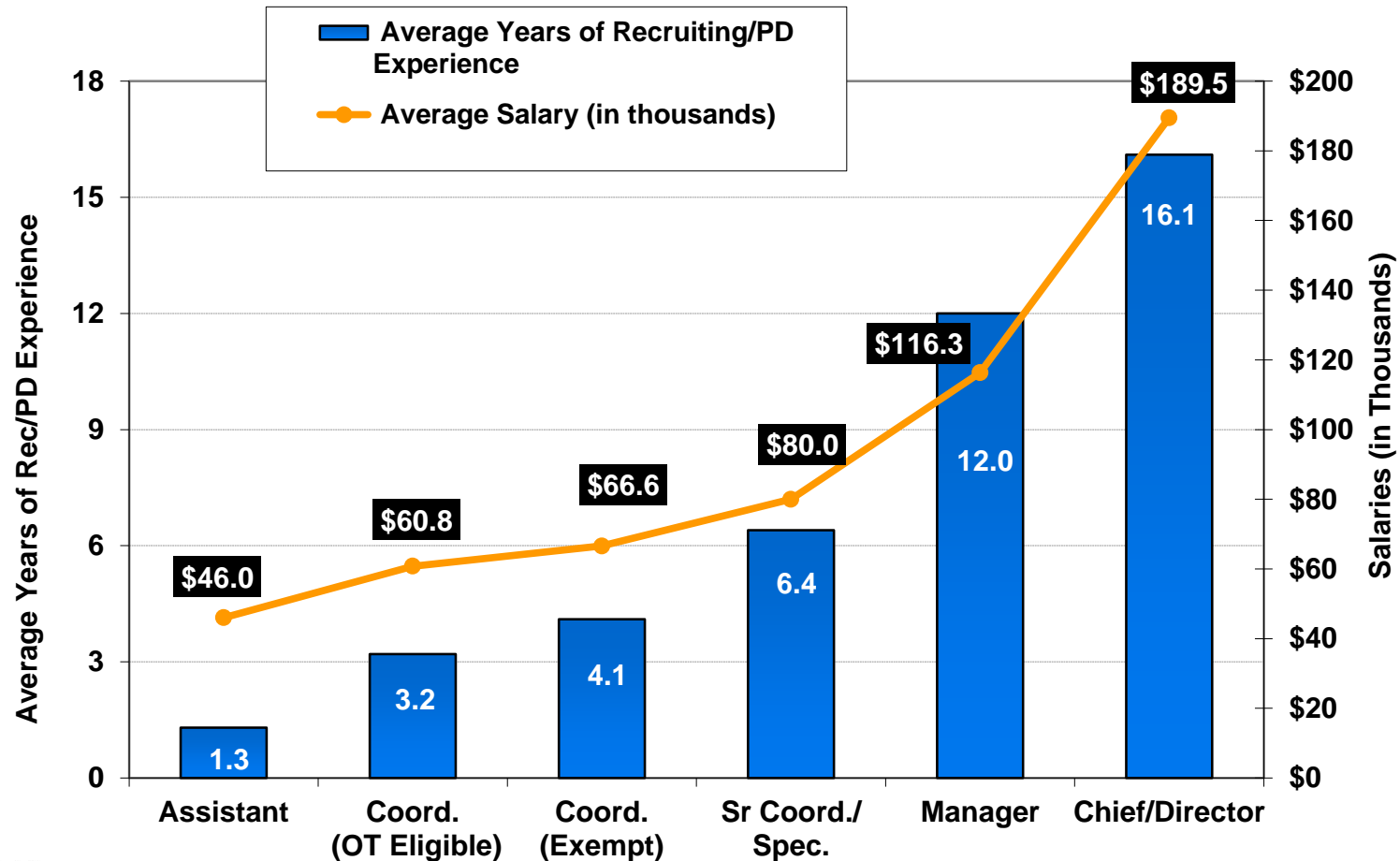
# 2016 Average Salaries by City: DC, Bay Area, Chicago, NY, Philadelphia

| <u>Title</u>                      | <u>Average Salary**</u> |                 |                |                 |               |
|-----------------------------------|-------------------------|-----------------|----------------|-----------------|---------------|
|                                   | <u>DC</u>               | <u>Bay Area</u> | <u>Chicago</u> | <u>New York</u> | <u>Philly</u> |
| <b>Director:</b>                  | \$189,455               | \$188,591       | \$169,301      | \$237,361       | \$151,167     |
| <b>Manager:</b>                   | \$116,238               | \$126,123       | \$99,648       | \$126,461       | \$102,000     |
| <b>Sr. Coord./Specialist:</b>     | \$80,042                | \$88,571        | \$79,147       | \$94,844        | \$72,630      |
| <b>Coordinator - Exempt:</b>      | \$66,631                | *               | *              | \$78,658        | *             |
| <b>Coordinator - OT Eligible:</b> | \$60,838                | \$73,130        | \$55,559       | \$62,779        | \$58,426      |
| <b>Assistant - OT Eligible:</b>   | \$45,980                | \$53,304        | \$48,106       | \$49,760        | *             |

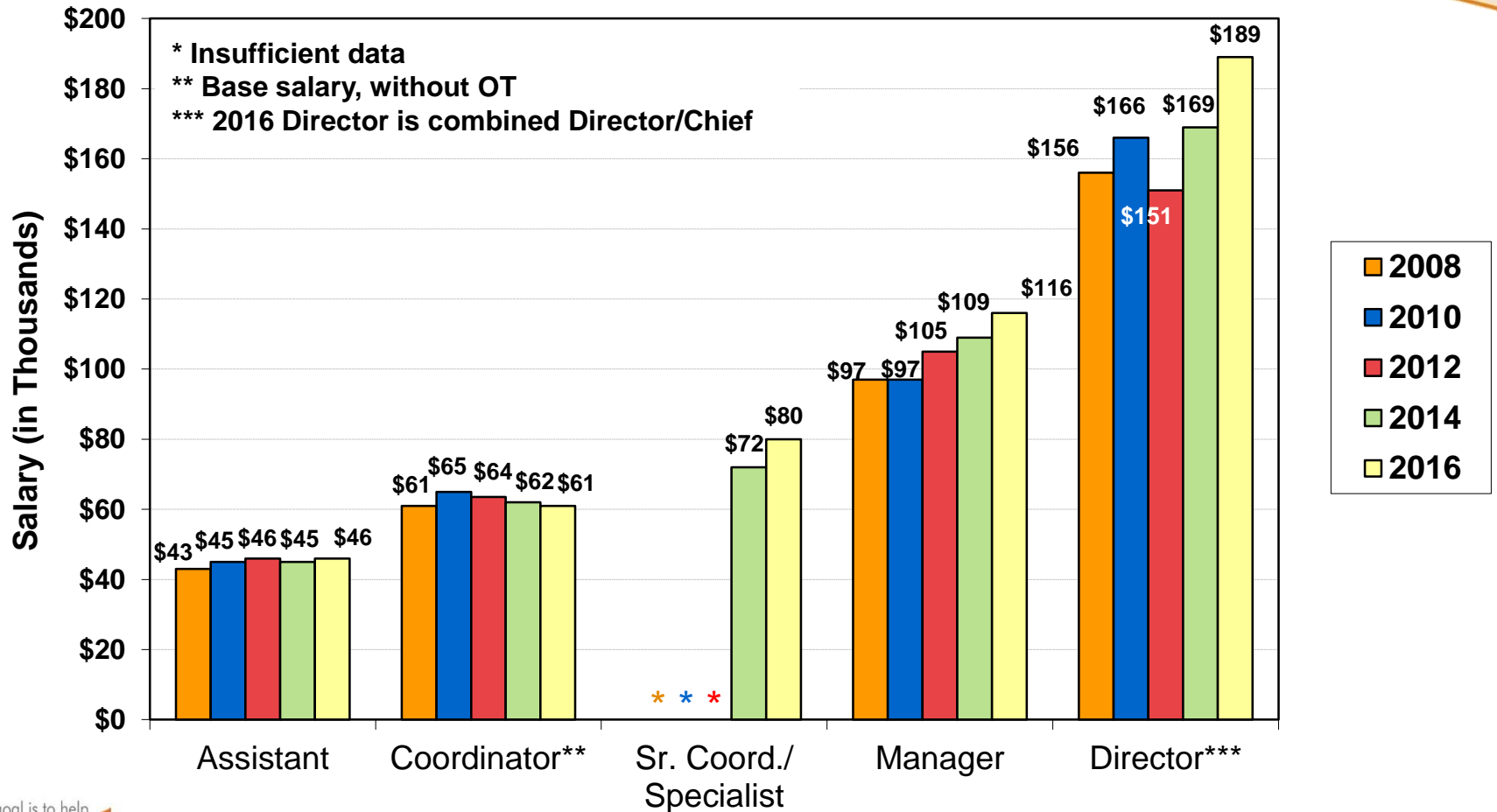
\* Insufficient data

\*\* Salary data shown is base salary without OT

# Average Salary vs. Years of Experience

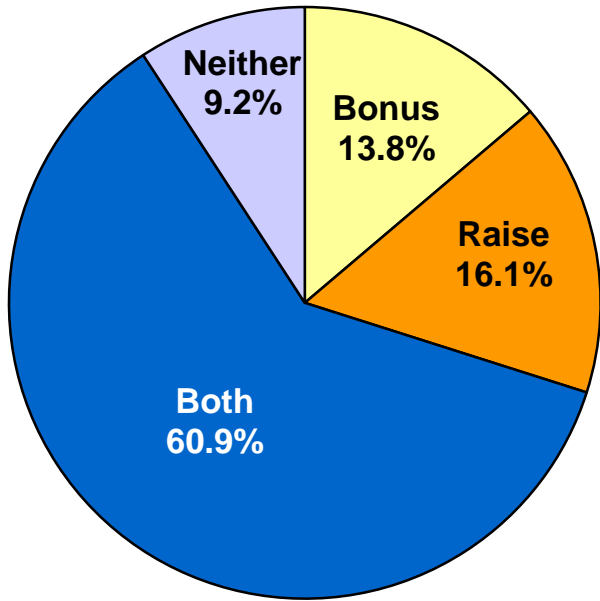


# Average Salaries for Law Firms/Agencies: 2008, 2010, 2012, 2014 & 2016

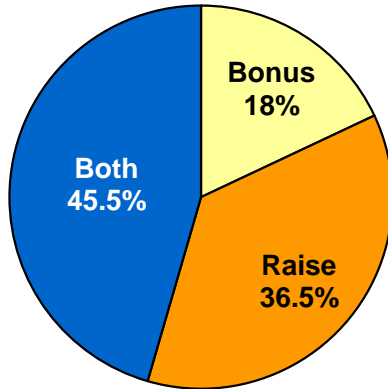




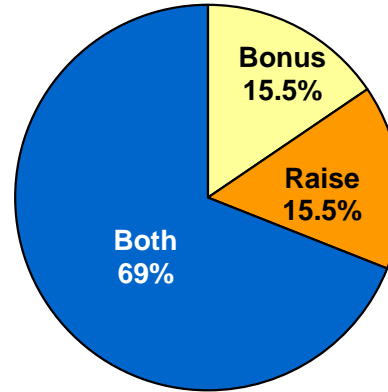
# In 2015, Did You Receive a Bonus and/or a Raise?



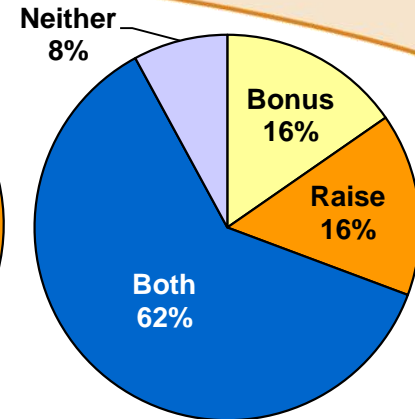
**All Firm/Agency Respondents**



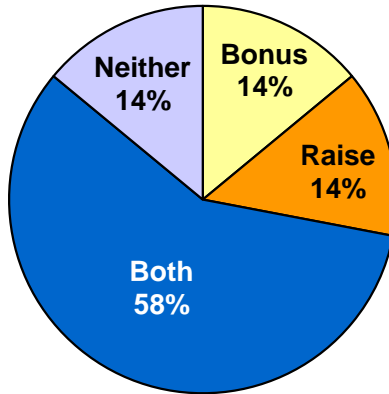
**Chief/Director**



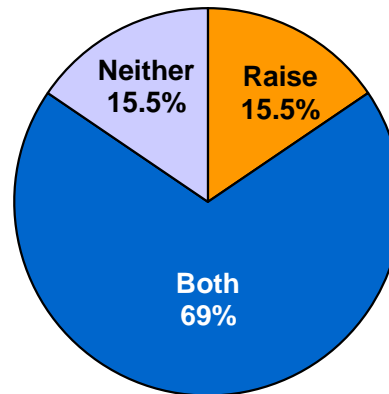
**Manager**



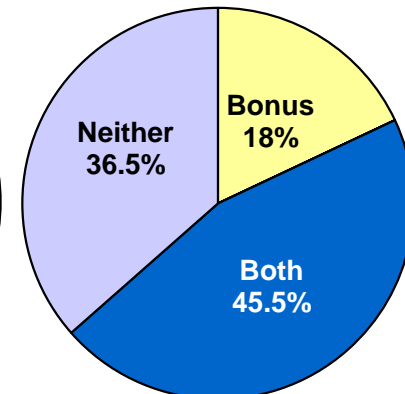
**Sr. Coord./Spec.**



**Coordinator (Exempt)**



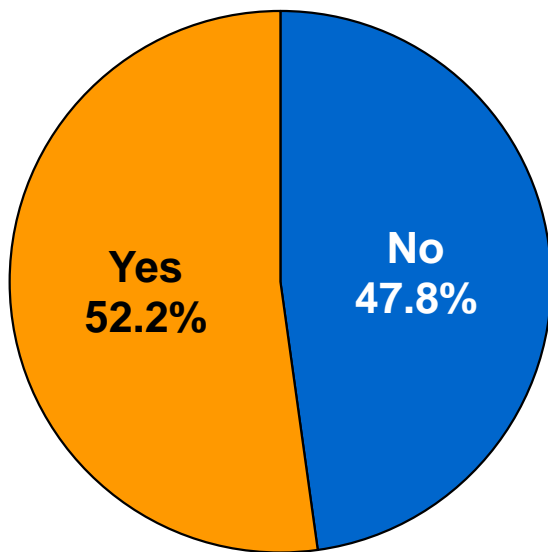
**Coordinator (OT Eligible)**



**Assistant Firms/Agencies - 17**

# Compensation & Benefits

**Do you believe you are fairly compensated?**

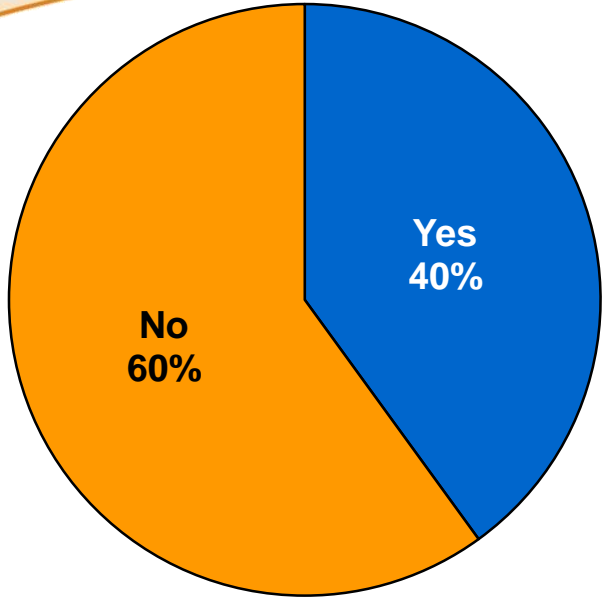


*In 2014, 57% felt fairly compensated*

**What benefits do you receive?**

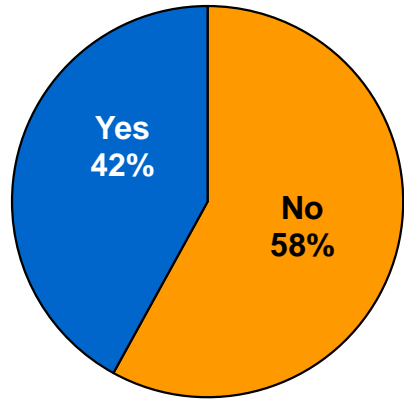
- Average PTO – 23.7 days
- Almost all firms have 401K plans and about 82% offer profit sharing or matching 401K contributions (1–8% matching)
- Flexible spending account – 81%
- PDA/Smartphone – 62%
- Health club membership/discounts – 56%
- Day care back-up – 54%
- Transportation discount – 56%
- Periodically work from home – 55%

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

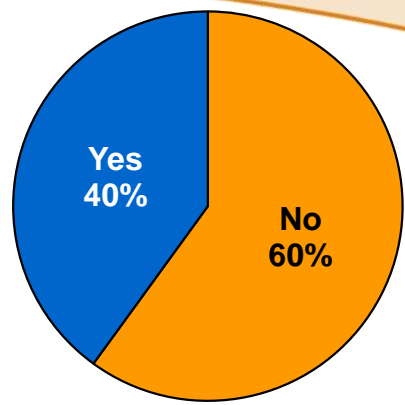


**All Firm/Agency Respondents**

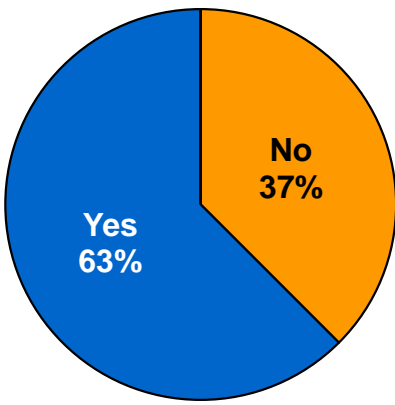
*In 2014, 55.2% had a promotion with title change*



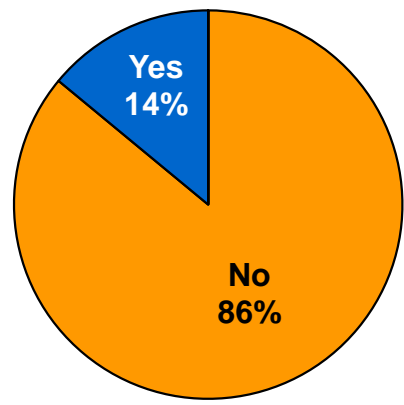
**Chief/Director**



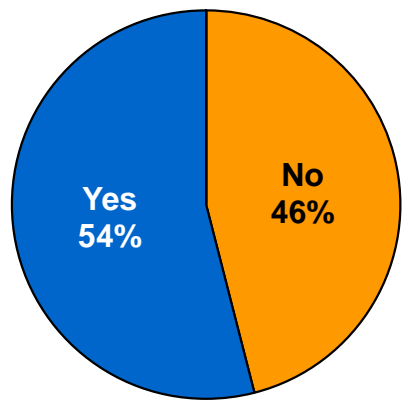
**Manager**



**Sr. Coord./Spec.**

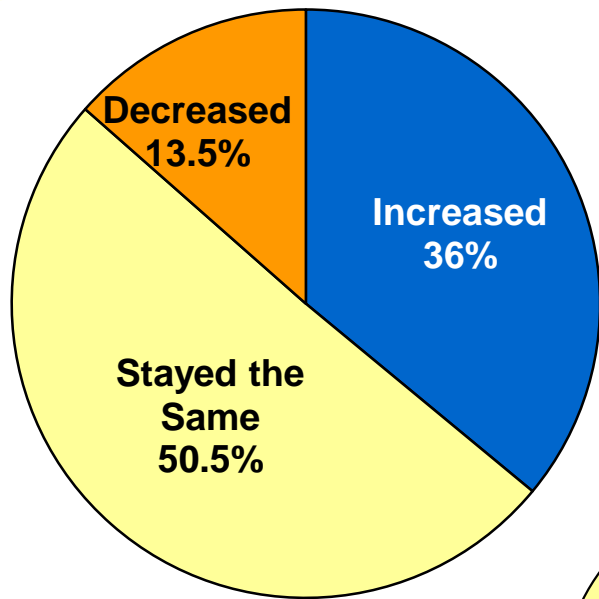


**Coordinator (Exempt)**



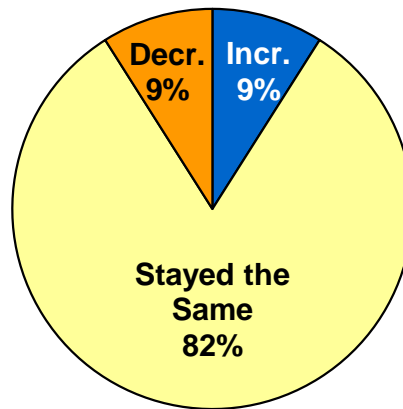
**Coordinator (OT Eligible)**

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

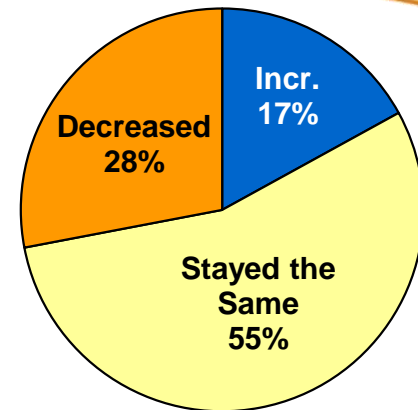


**All Firm/Agency Respondents**

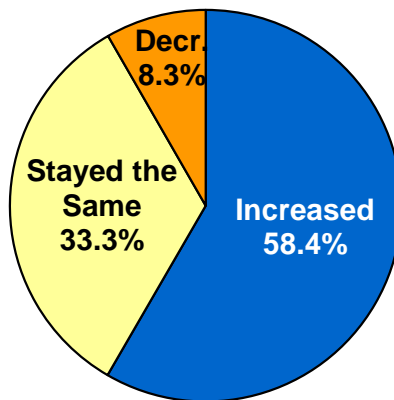
*In 2014, 18% increased in size*



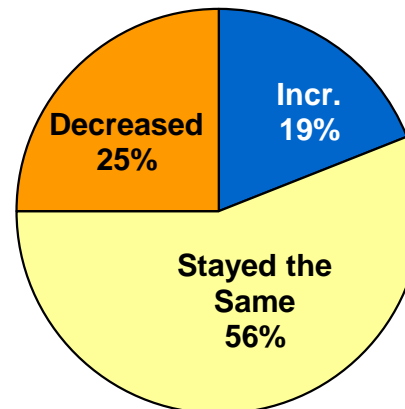
**1 - 250**



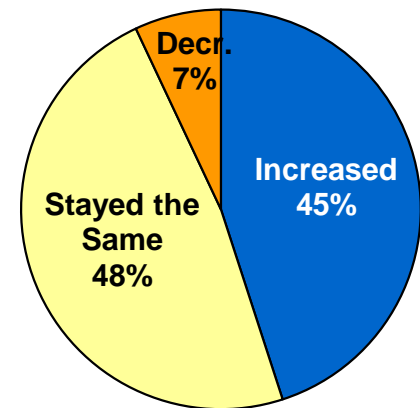
**251 - 500**



**501 - 750**



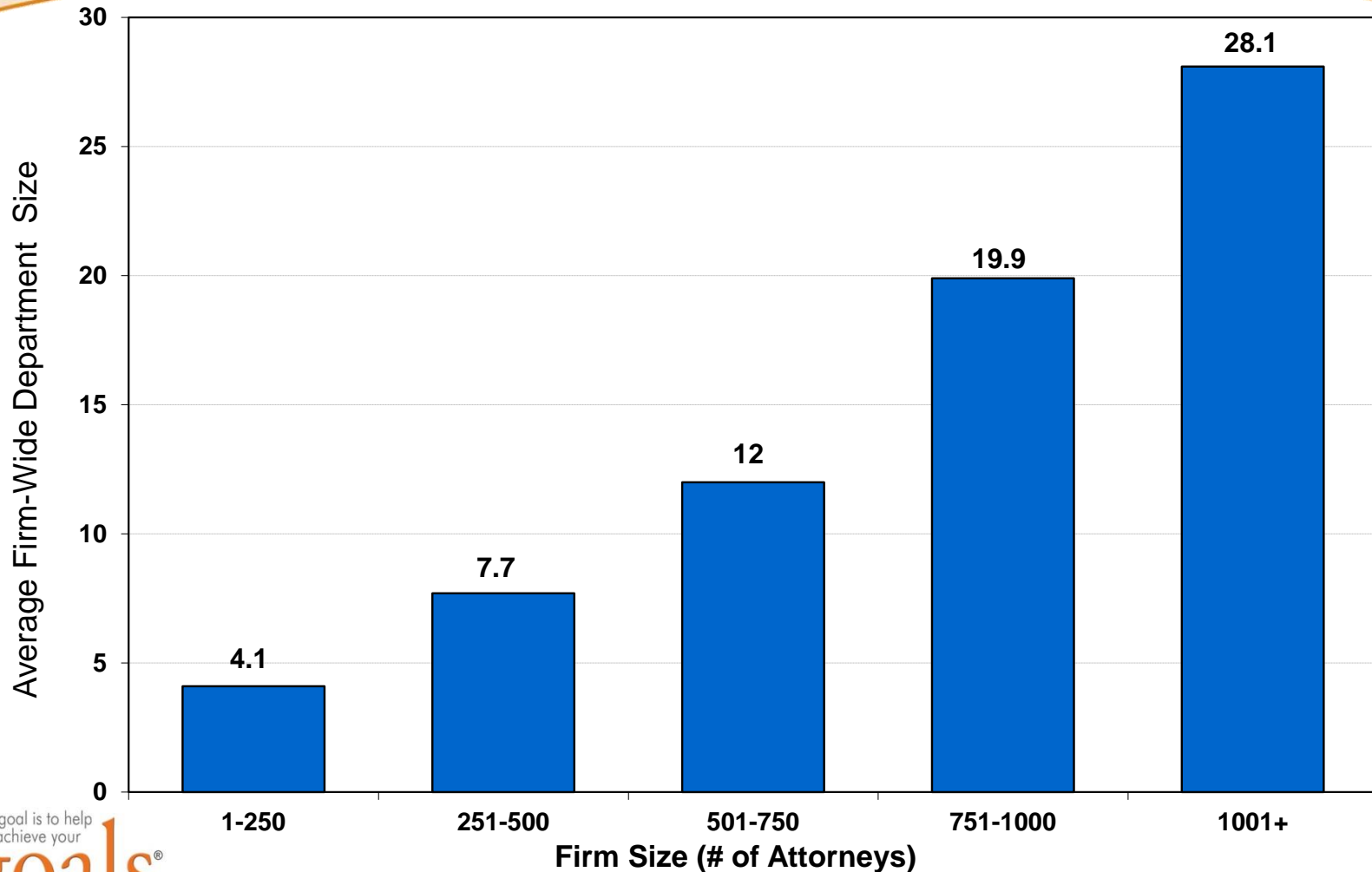
**751 - 1000**



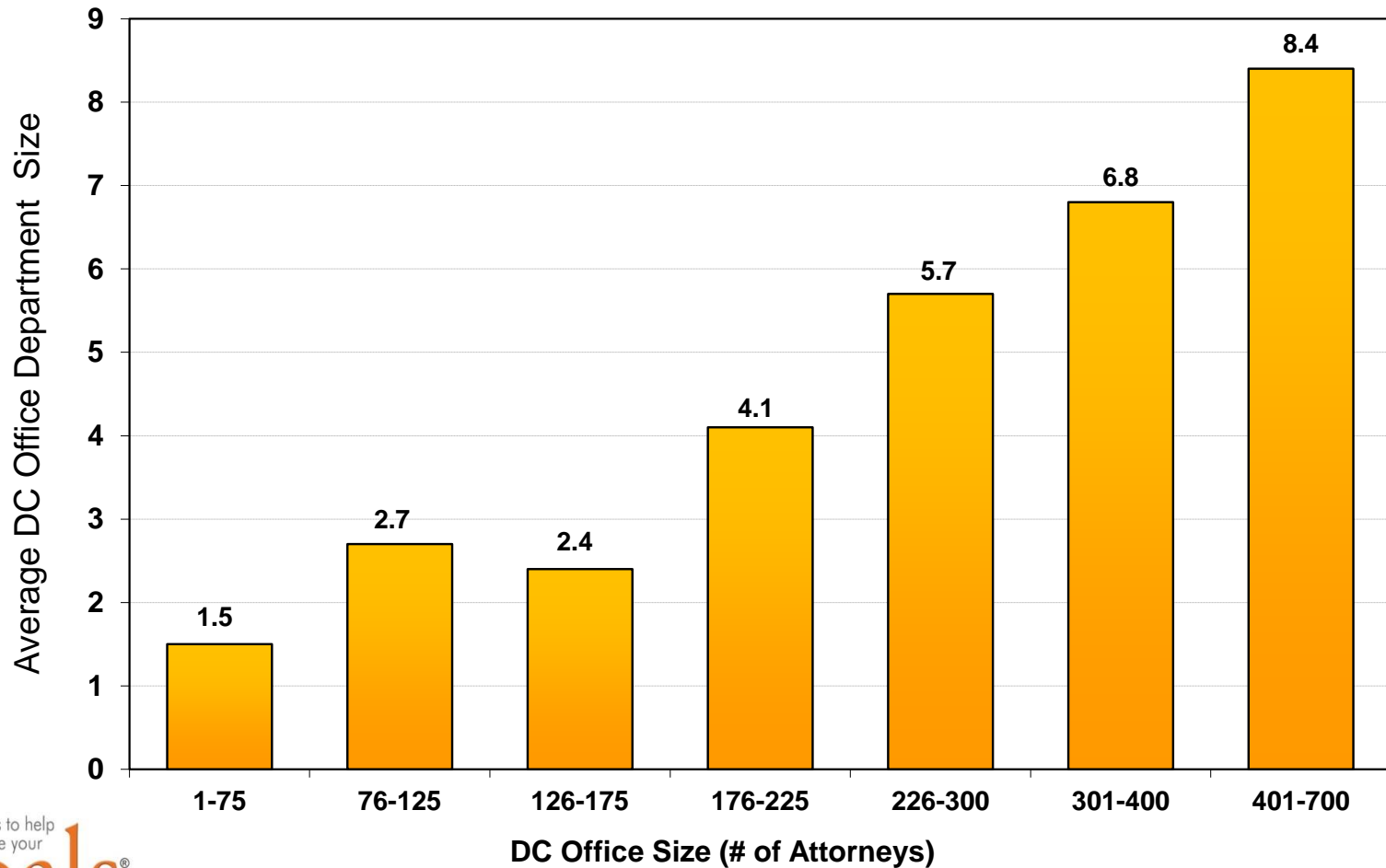
**1001+**

Firms/Agencies - 20

# Firm Size vs. Size of Firm-Wide Departments



# DC Office Size vs. DC Department Size



# In the Past 18 Months, Has Your Firm/Agency Experienced Cuts?

**Approximately 29% of you indicated your firm experienced “cuts” in the past 18 months**

The most common cut was:

- Decrease in staff

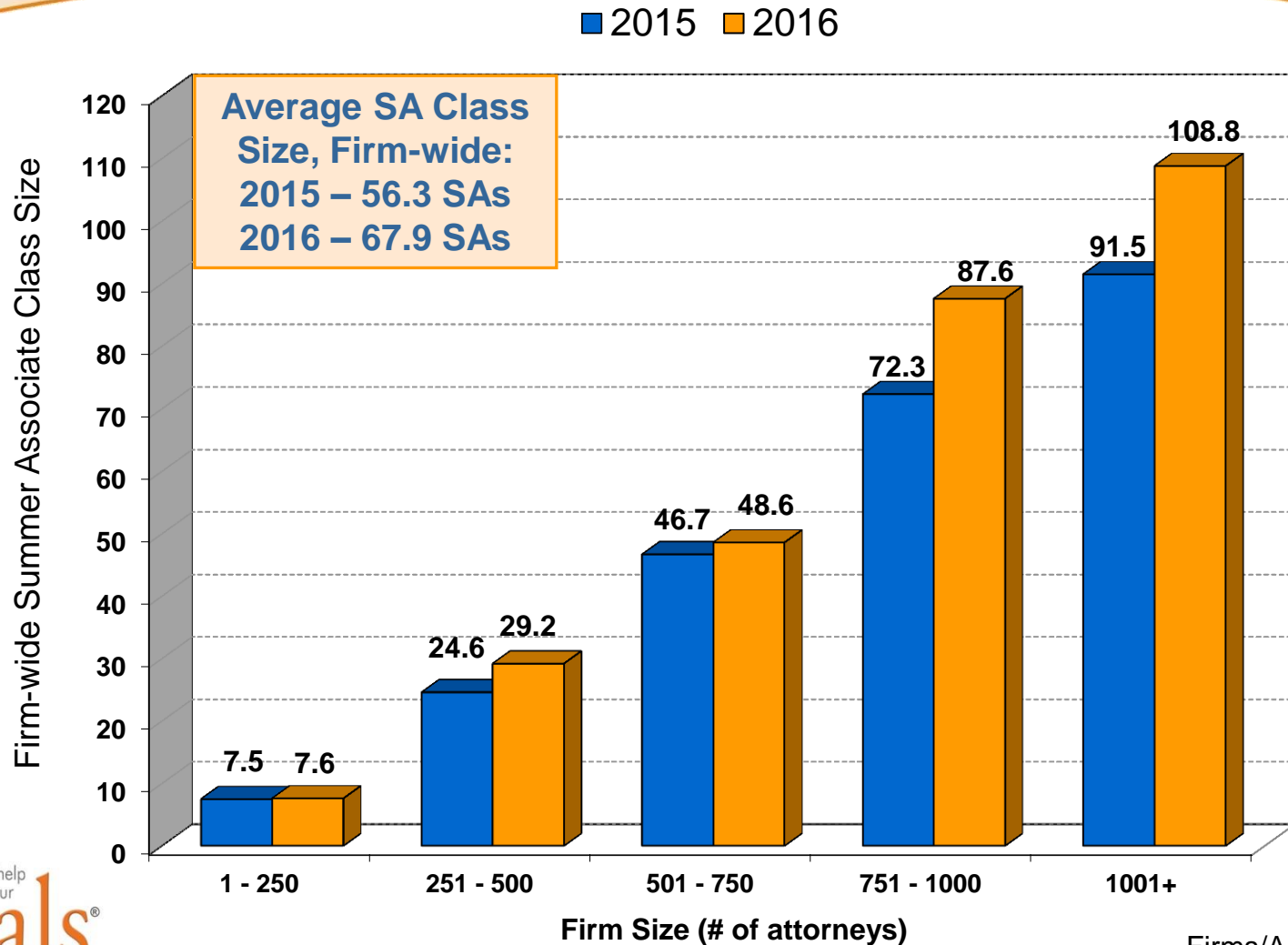
Several respondents experienced:

- No bonus

A very few respondents indicated:

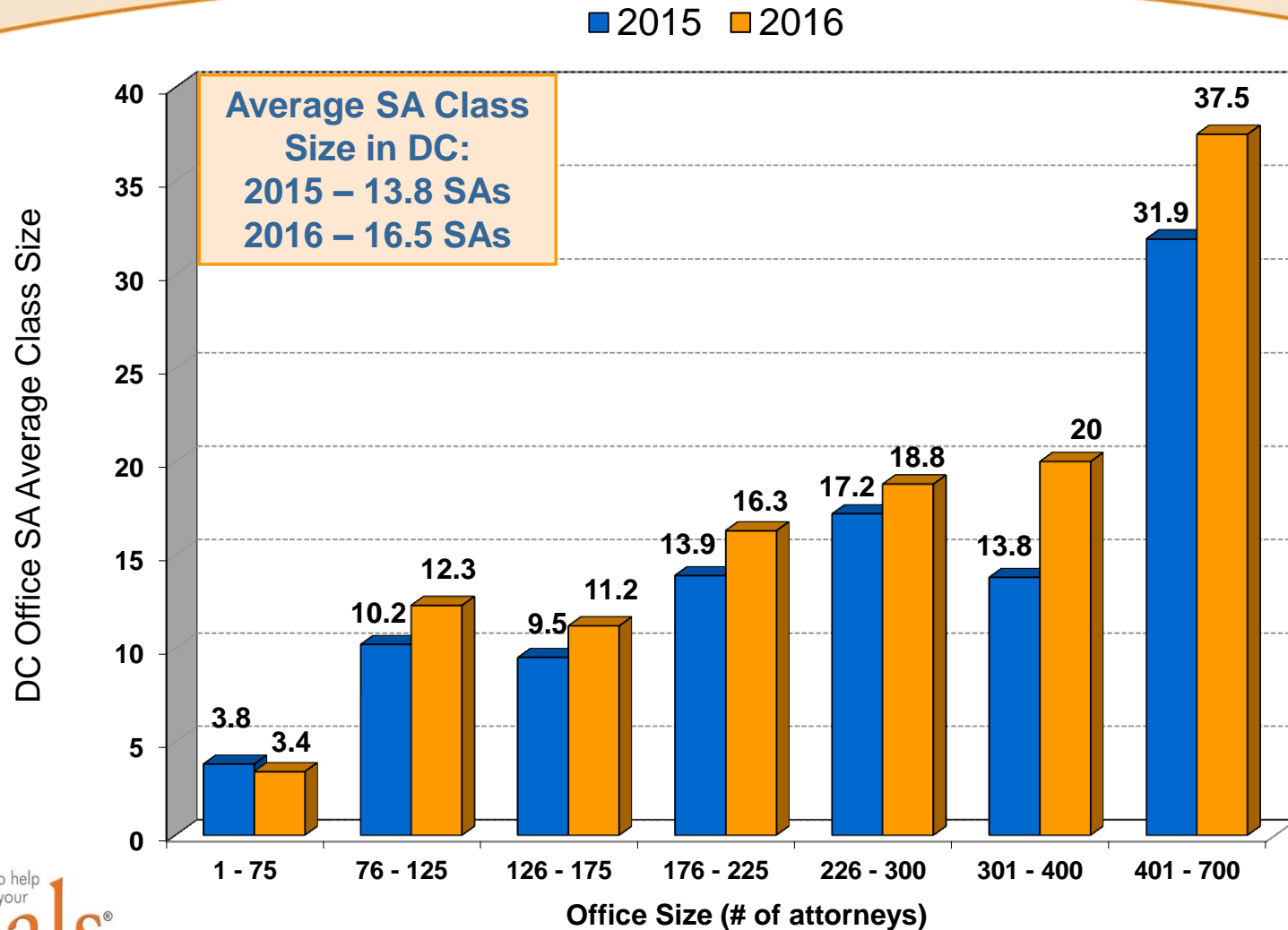
- Reduced OT/Comp time
- Furloughed employees
- Decreased salaries
- Salary freeze

# Summer Associates by Firm Size

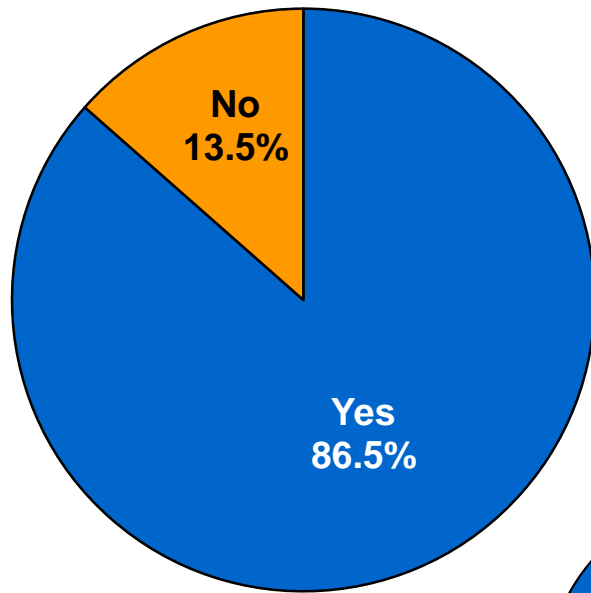




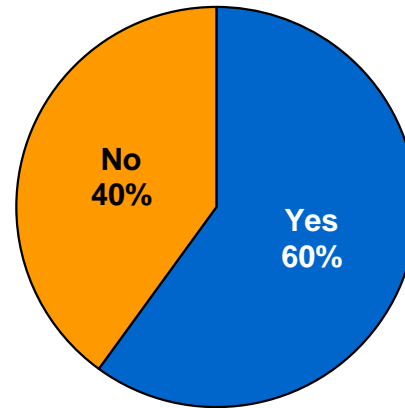
# Summer Associates by Office Size



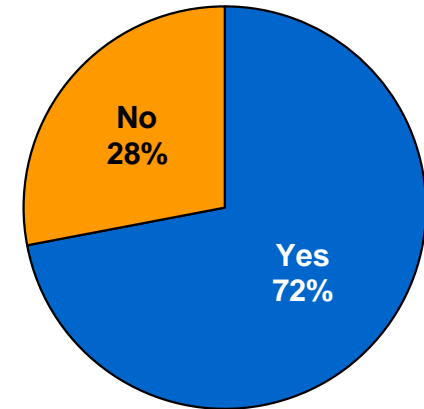
# By Firm Size, Do You Have a Firm-wide Recruitment Director/Chief?



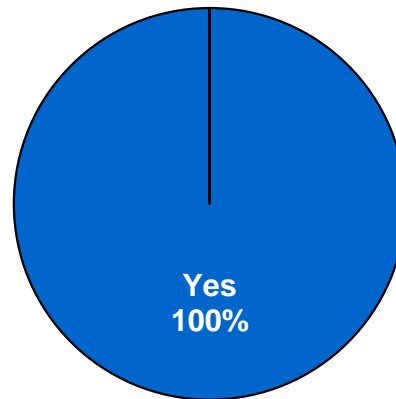
All Firm/Agency Respondents



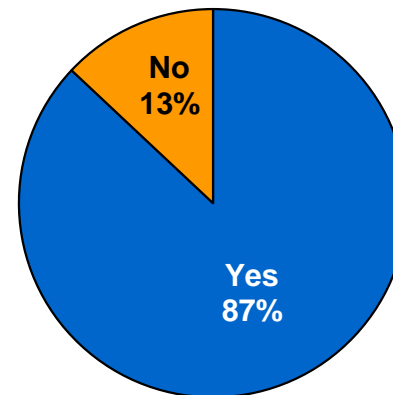
1 - 250



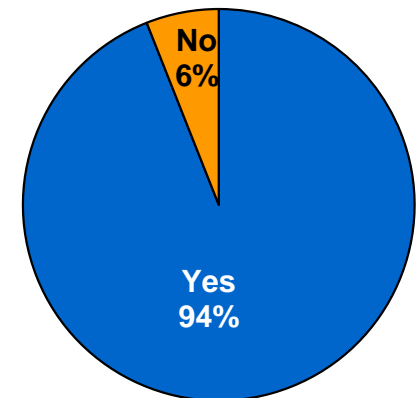
251 - 500



501 - 750



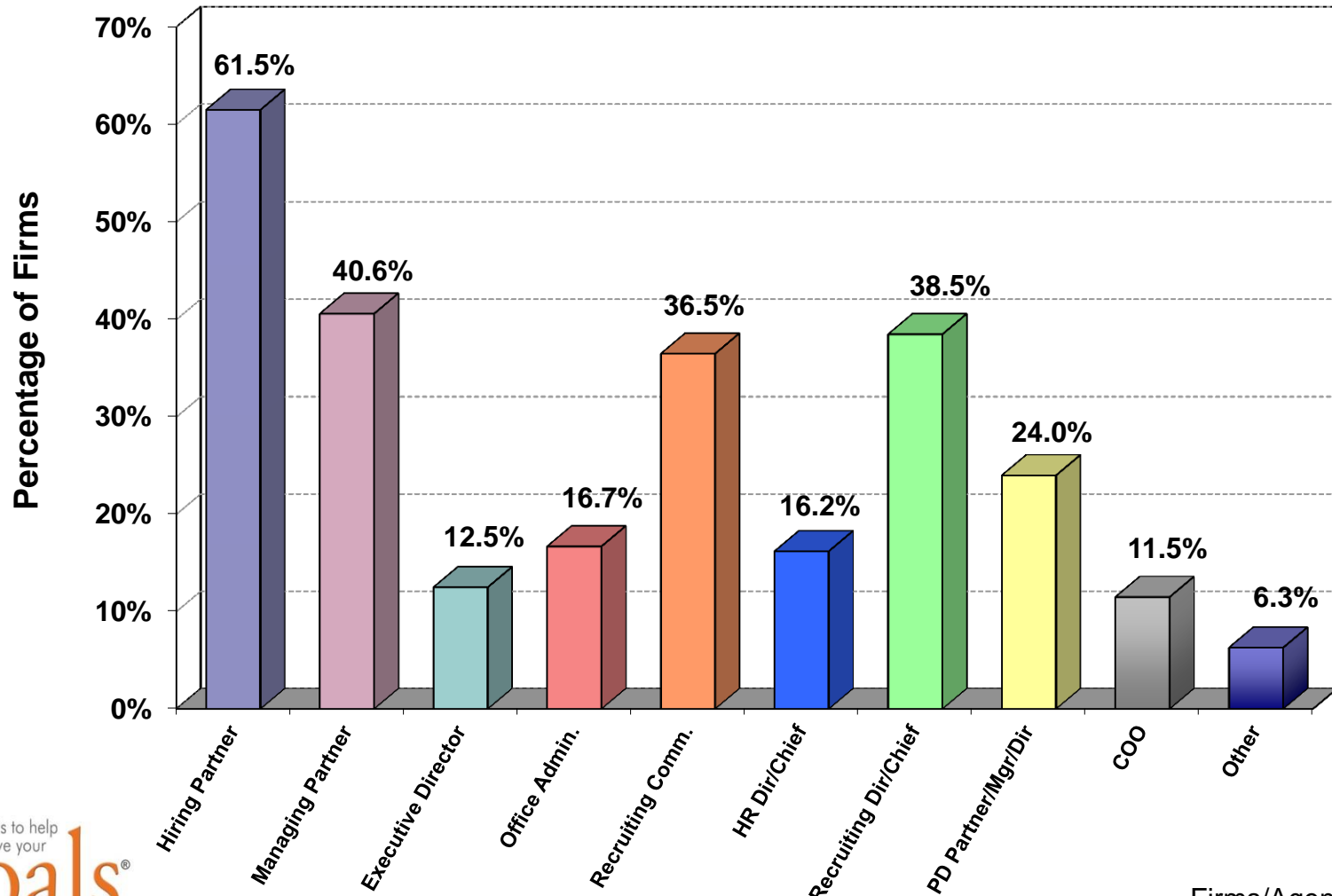
751 - 1000



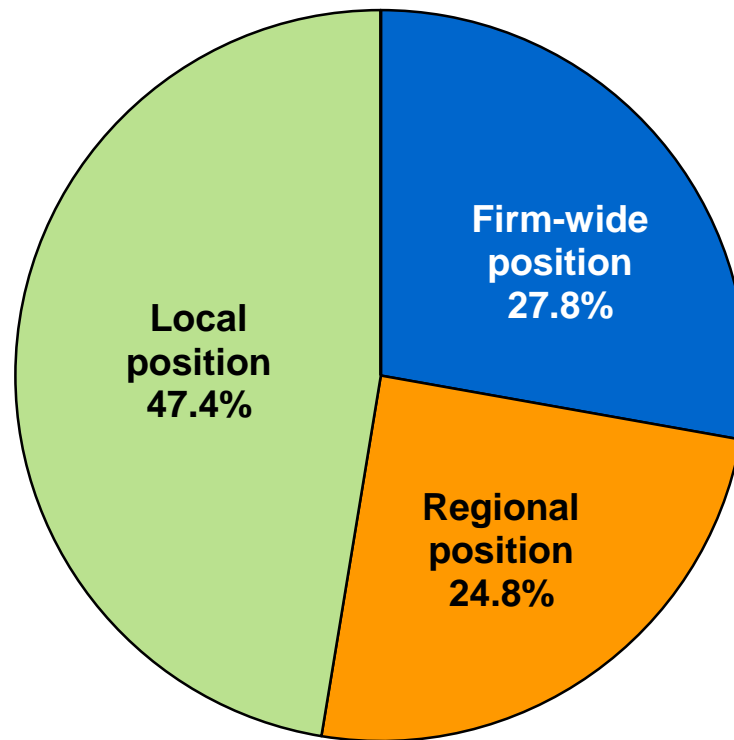
1001+

Firms/Agencies - 26

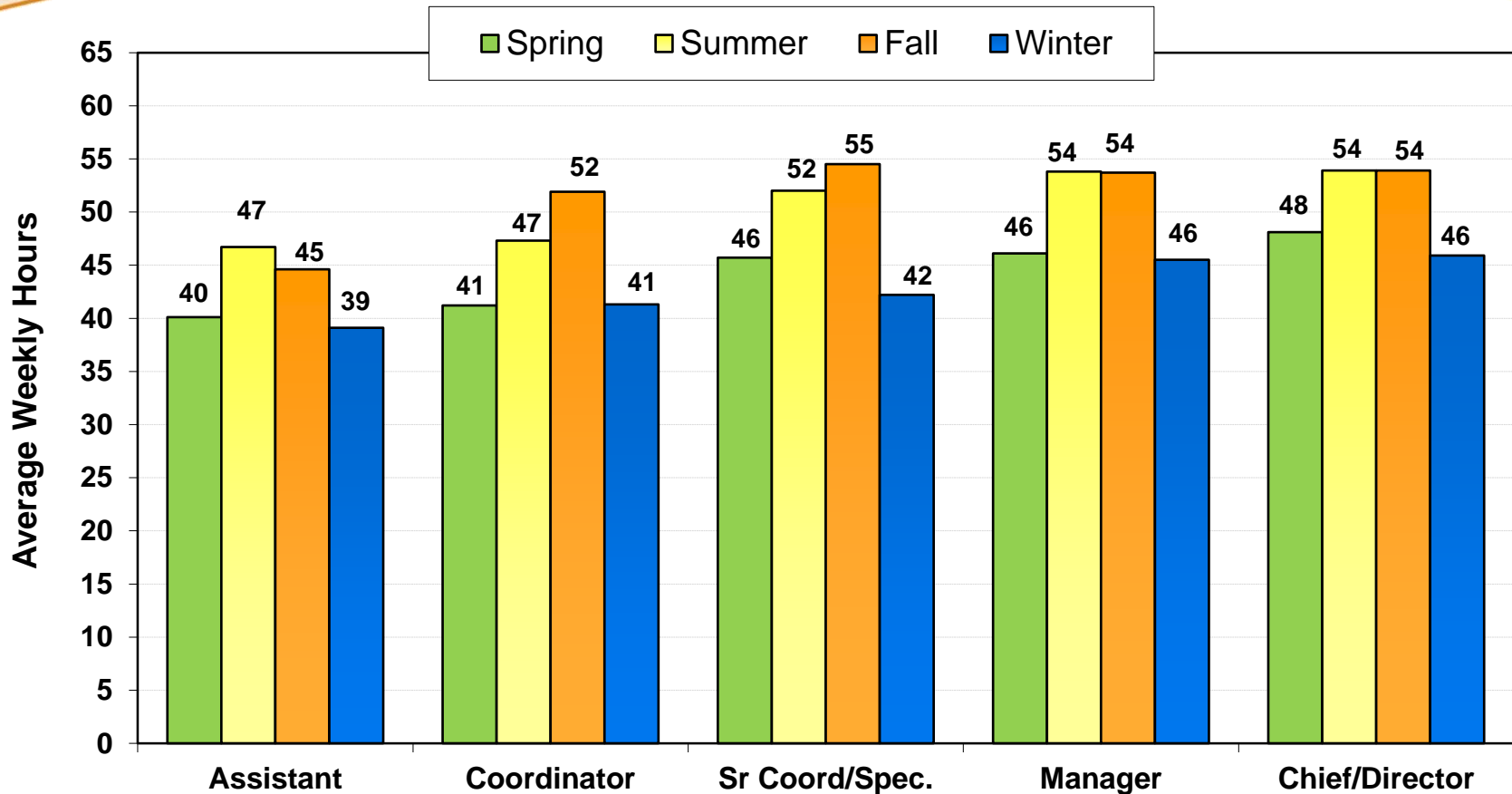
# Reporting Structure: Who Does Your Department Report To?



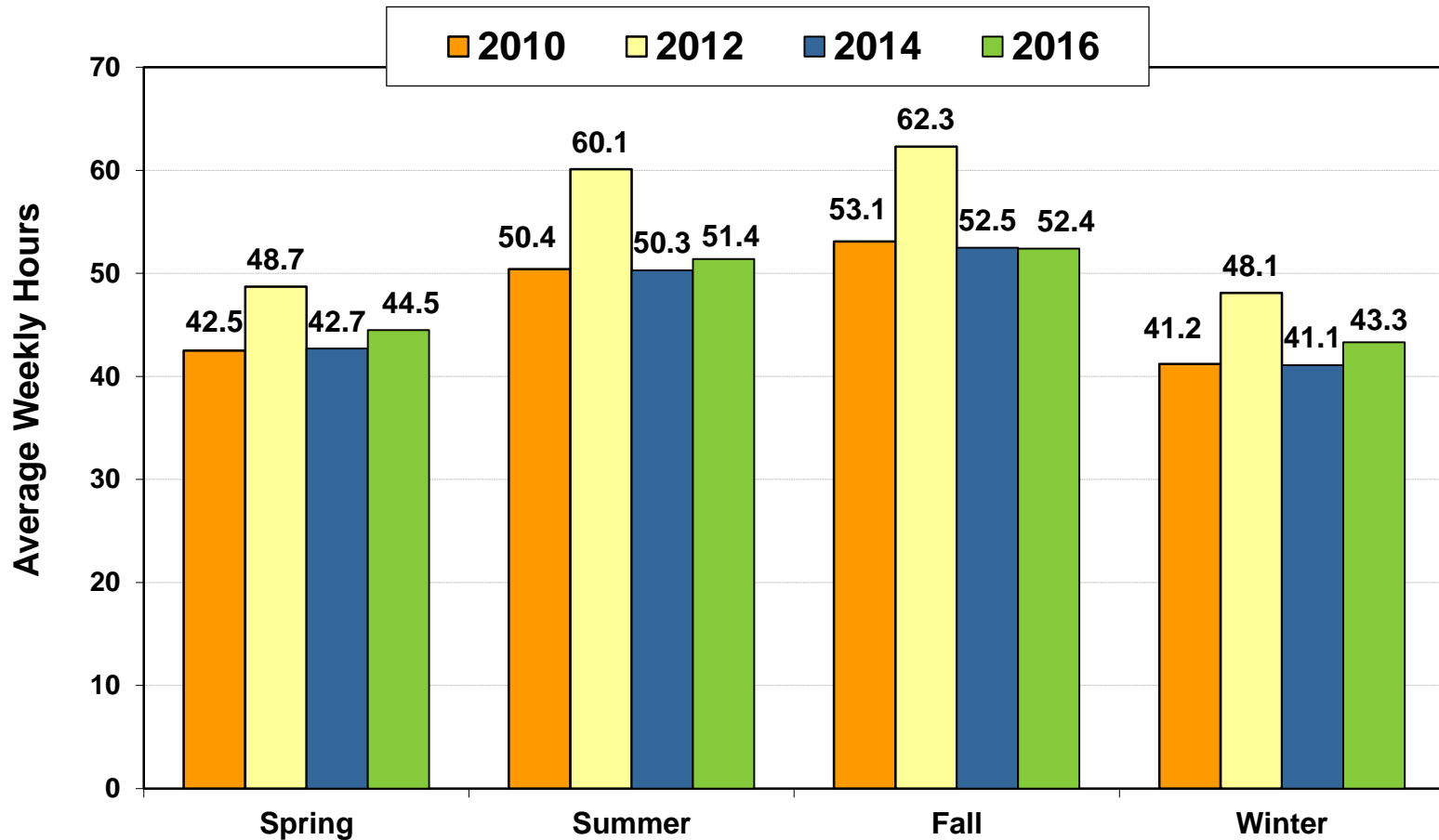
# Is Your Role Local, Regional, or Firm-wide?



# Average Weekly Hours Worked Per Recruiting Season By Title



# Average Weekly Hours per Season, 2010, 2012, 2014, 2016



# Salary Survey Results for Law School Career Services

# WALRAA Law School Career Services Respondents

## 30 Respondents' Salary and Industry Information

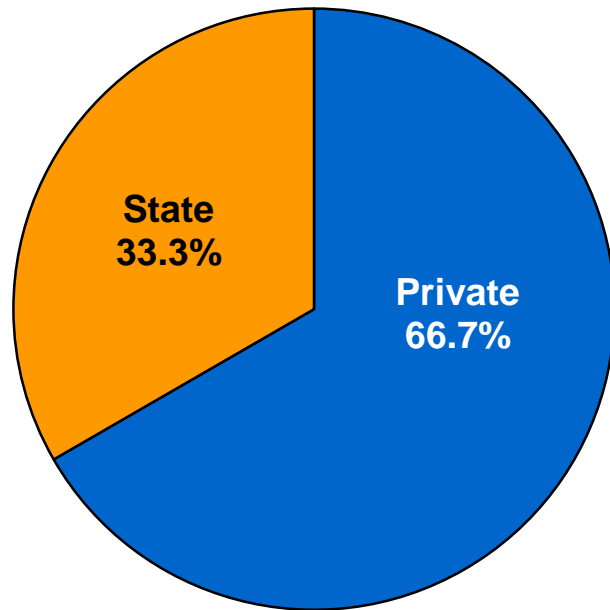
- By Title
  - Assistant/Associate Dean: 5
  - Director: 6
  - Assistant/Associate Director: 13
  - Manager/Assistant Manager: 4\*
  - Career Counselor: 1\*
  - Admin. Personnel: 1\*
- By # of Full-time Students
  - 301-400: 4
  - 401-500: 2
  - 501+: 23

\* Insufficient number of respondents to show separate data for these titles

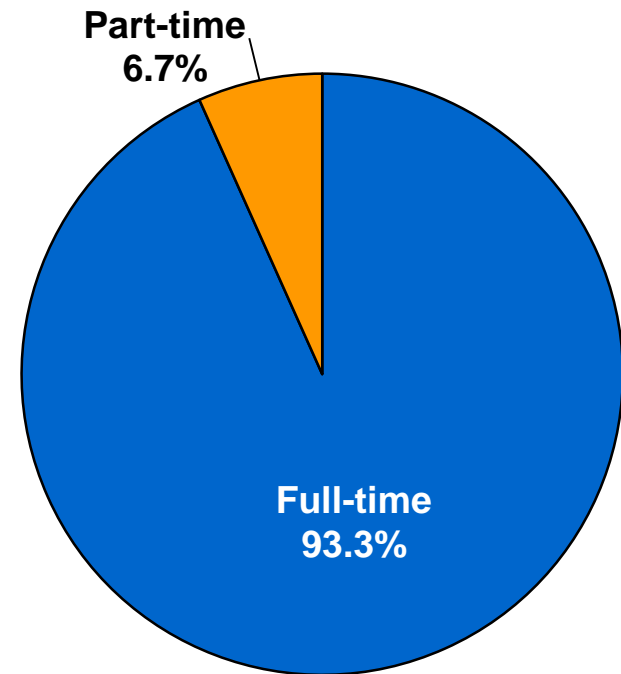


# Career Services: Survey Respondents' Role Overview

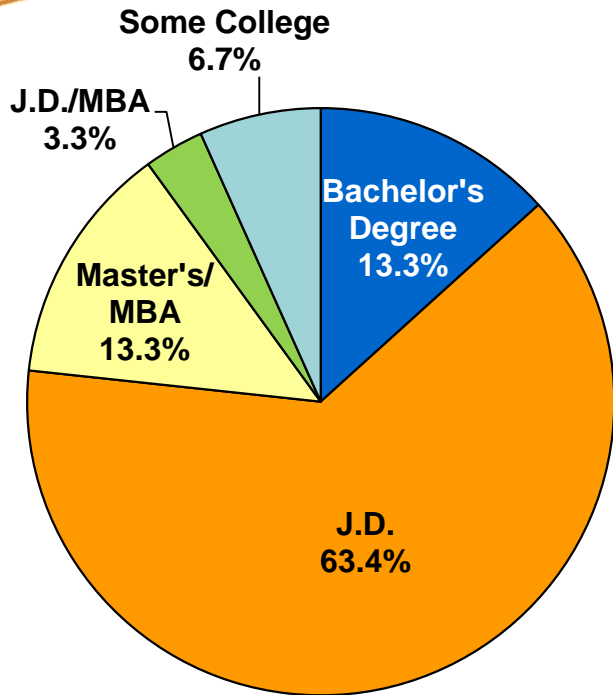
Is your school a state or private institution?



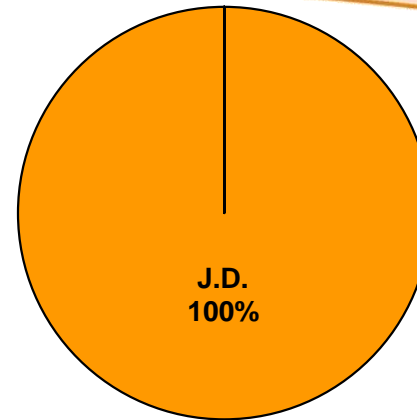
Do you work full or part-time?



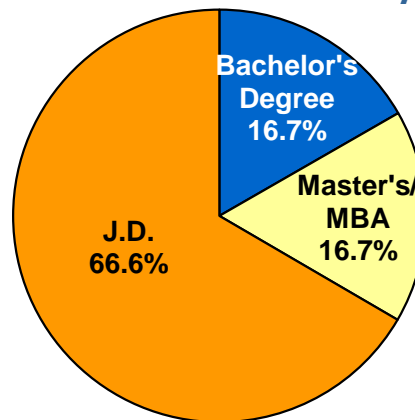
# Highest Level of Education Attained, by Title



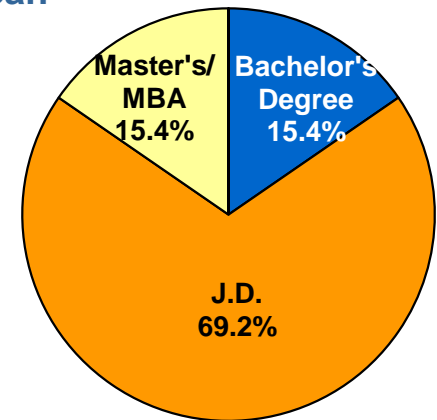
**All Career Services Respondents**



**Assistant/  
Associate Dean**

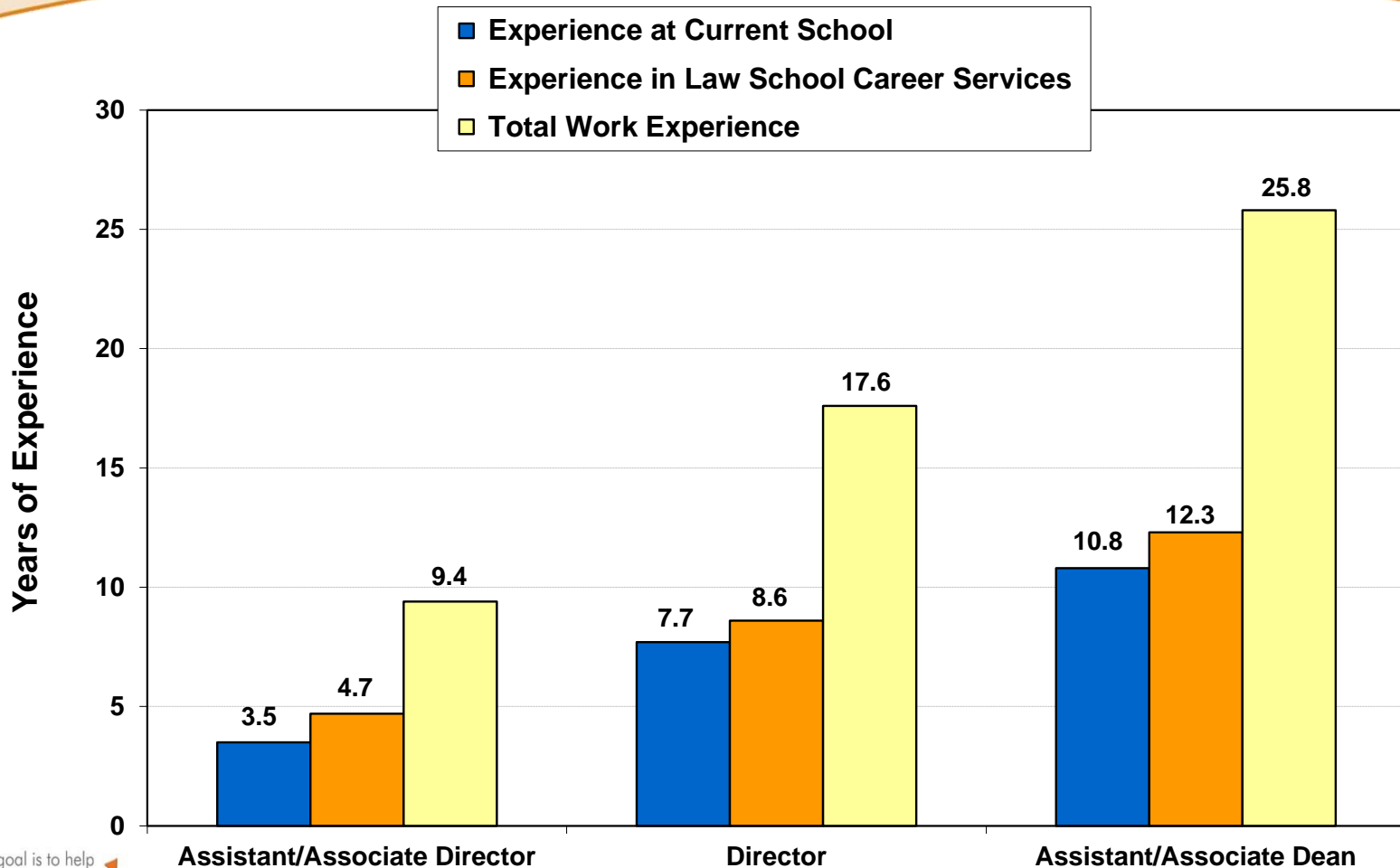


**Director**



**Assistant/  
Associate Director**

# Career Services: Average Years of Experience

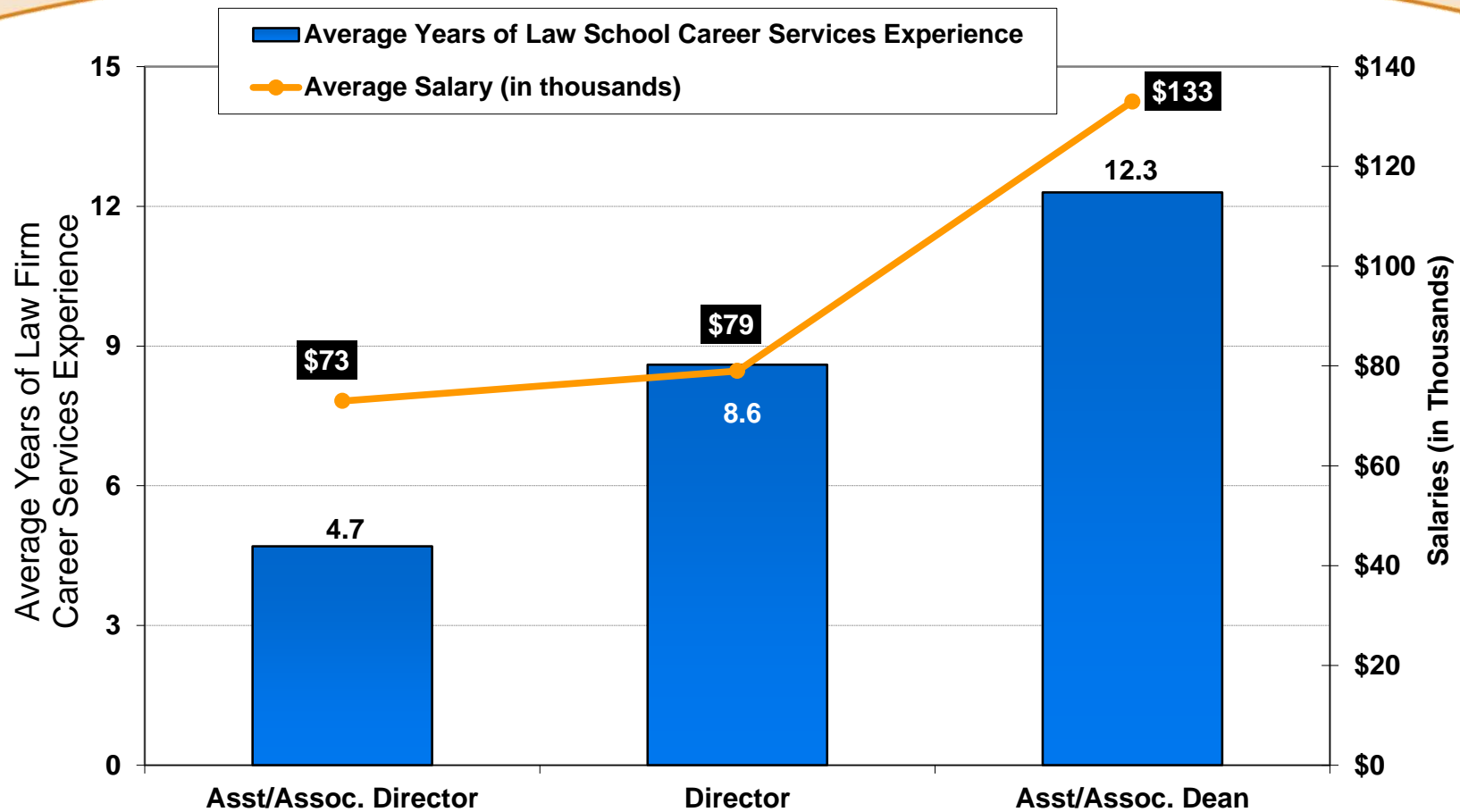


# Career Services: Average Salaries

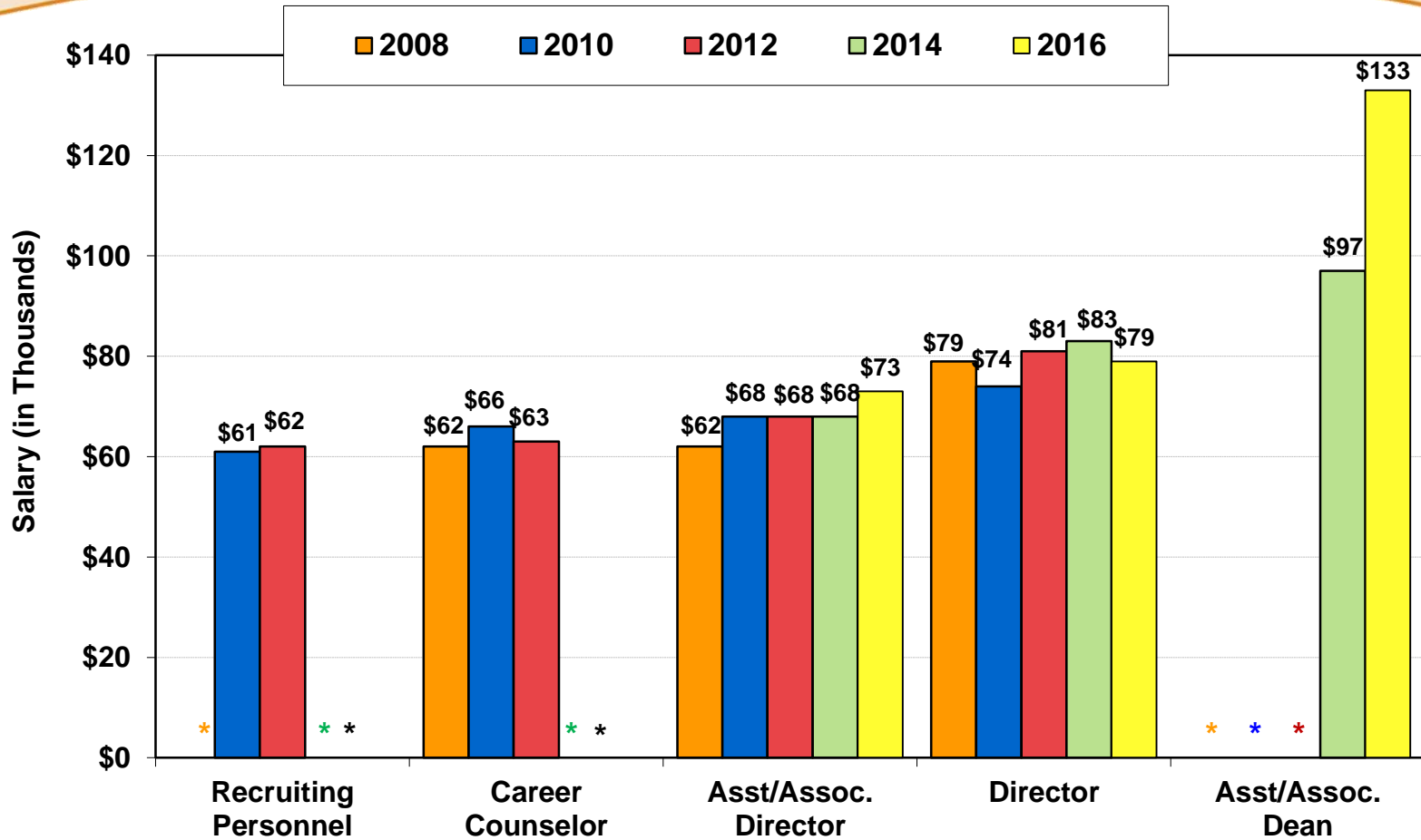
| <u>Title (# responses)</u>                | <u>Avg. Salary</u> | <u>Median</u> | <u>25% - 75% Salary Range</u> | <u>Raise</u> |
|---|--------------------|---------------|-------------------------------|--------------|
| <b>Assistant/Associate Dean (5):</b>      | \$133,338          | \$137,500     | \$114K - \$156K               | *            |
| <b>Director (6):</b>                      | \$78,833           | \$78,000      | \$73K - \$83K                 | *            |
| <b>Assistant/Associate Director (12):</b> | \$73,333           | \$74,000      | \$69K - \$80K                 | 2.7%         |

\* Insufficient number of respondents for Career Counselors, Managers, Recruiting & Administrative Personnel, Bonus data, and some Raise data

# Career Services: Average Salary vs. Years of Experience

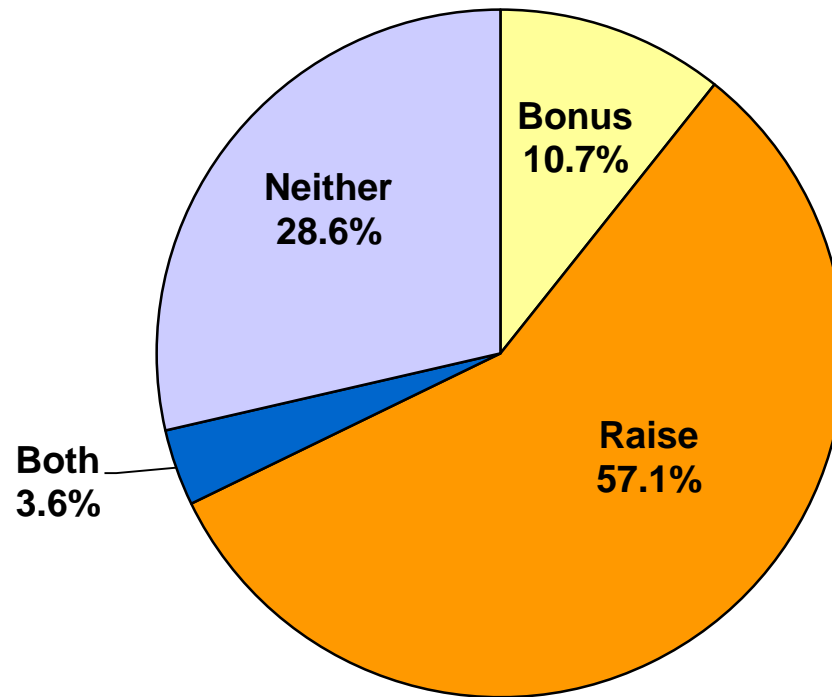


# Average Salaries for Career Services: 2008, 2010, 2012, 2014, 2016



\* Insufficient data

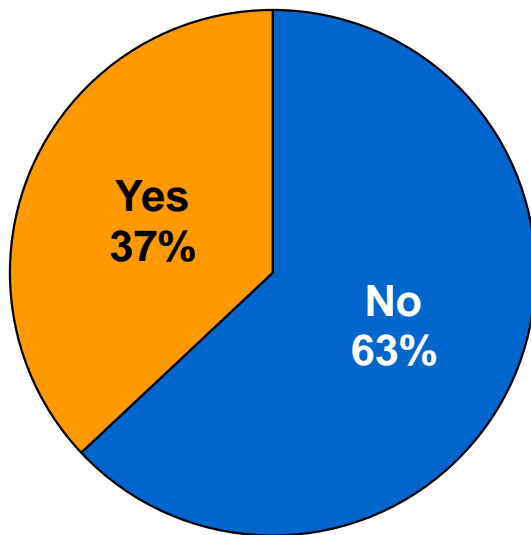
# In 2015, Did You Receive a Bonus and/or a Raise?



**All Career Services  
Respondents**

# Compensation & Benefits

Do you believe you are fairly compensated?



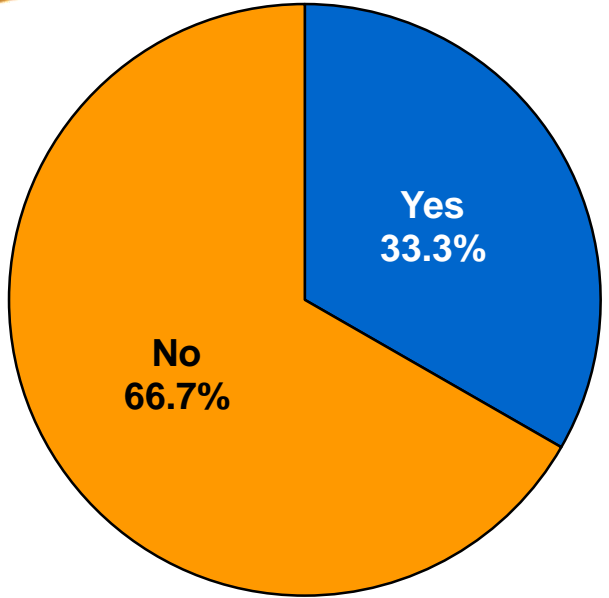
*In 2014, 48% felt fairly compensated*

What benefits do you receive?

- Average PTO – 23 days
- 100% of schools offer 403(b) plans
  - 48% offer matching
  - 30% contribute regardless of employee contribution
  - 22% offer both matching and contributions
- Tuition reimbursement – 74%
- Flexible spending – 78%
- Periodically work from home – 67%
- Mileage reimbursement – 44%
- Health club membership/discounts – 41%
- Flex Days – 41%
- Transportation discount – 37%
- Laptop – 22%

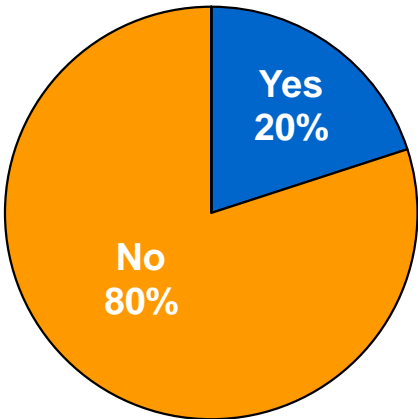


# Have You Had a Promotion with a Title Change at Your Current Organization?

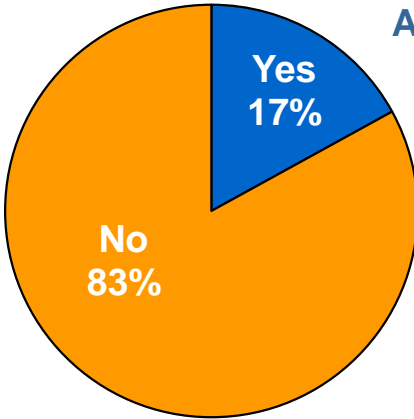


All Career Services Respondents

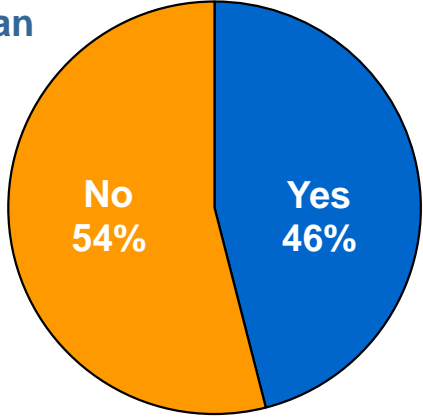
*In 2014, 39% had a promotion with title change*



Assistant/  
Associate Dean

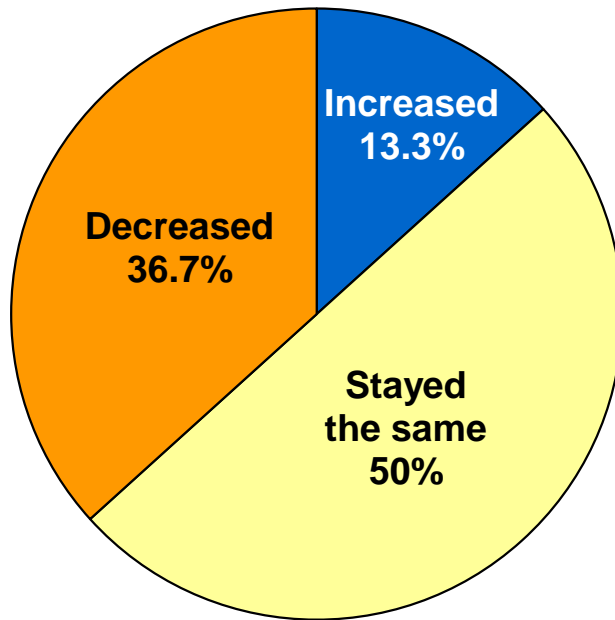


Director

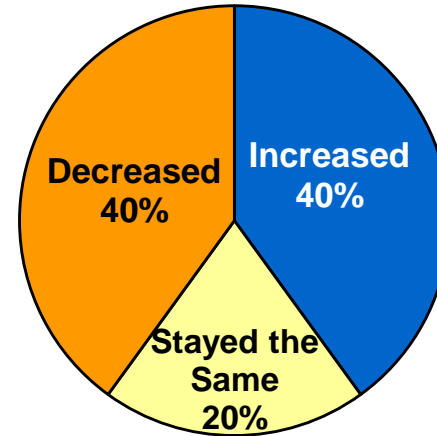


Assistant/  
Associate Director

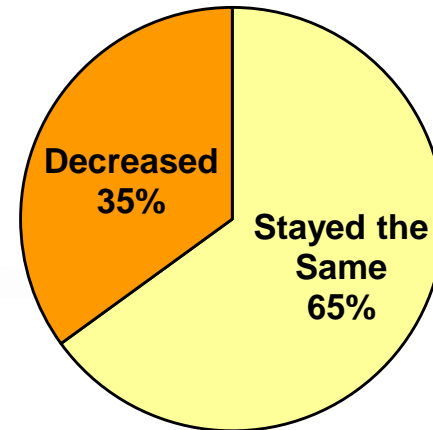
# In the Past 2 years, Has Your Department Size...



**All Career Services Respondents**



**State Schools**



**Private Schools**

# Department Size

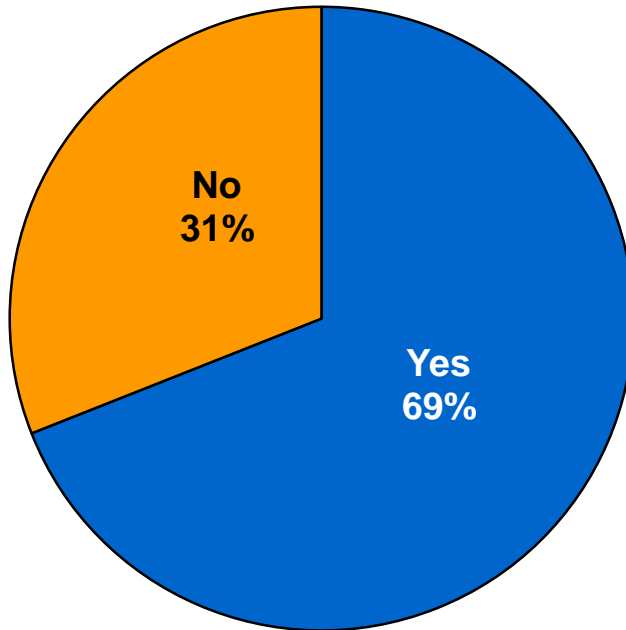
**Overall Average Department Size: 12.5**

## Department Numbers - By Position

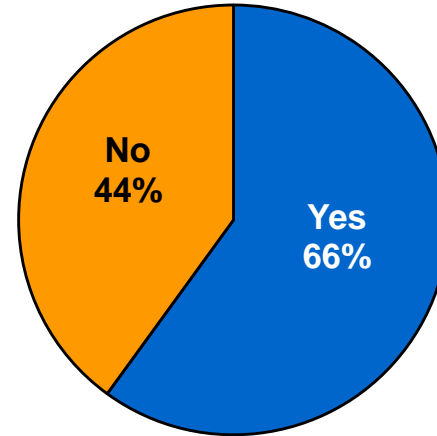
- **Assistant/Associate Deans: 1.1**
- **Career Counselors\*:**
  - **General JD Counseling: 4.2**
  - **Alumni: 1.1**
  - **Clerkships: 1**
  - **Diversity & Inclusion: .7**
- **Recruiting Personnel: 1.2**
- **Administrative Staff: 3.4**
- **Employer Outreach: 1.4**

\* Some career counselors cover multiple areas

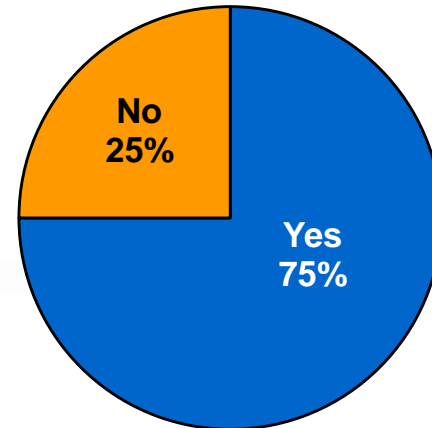
# Is Your Office Appropriately Staffed?



**All Career Services Respondents**

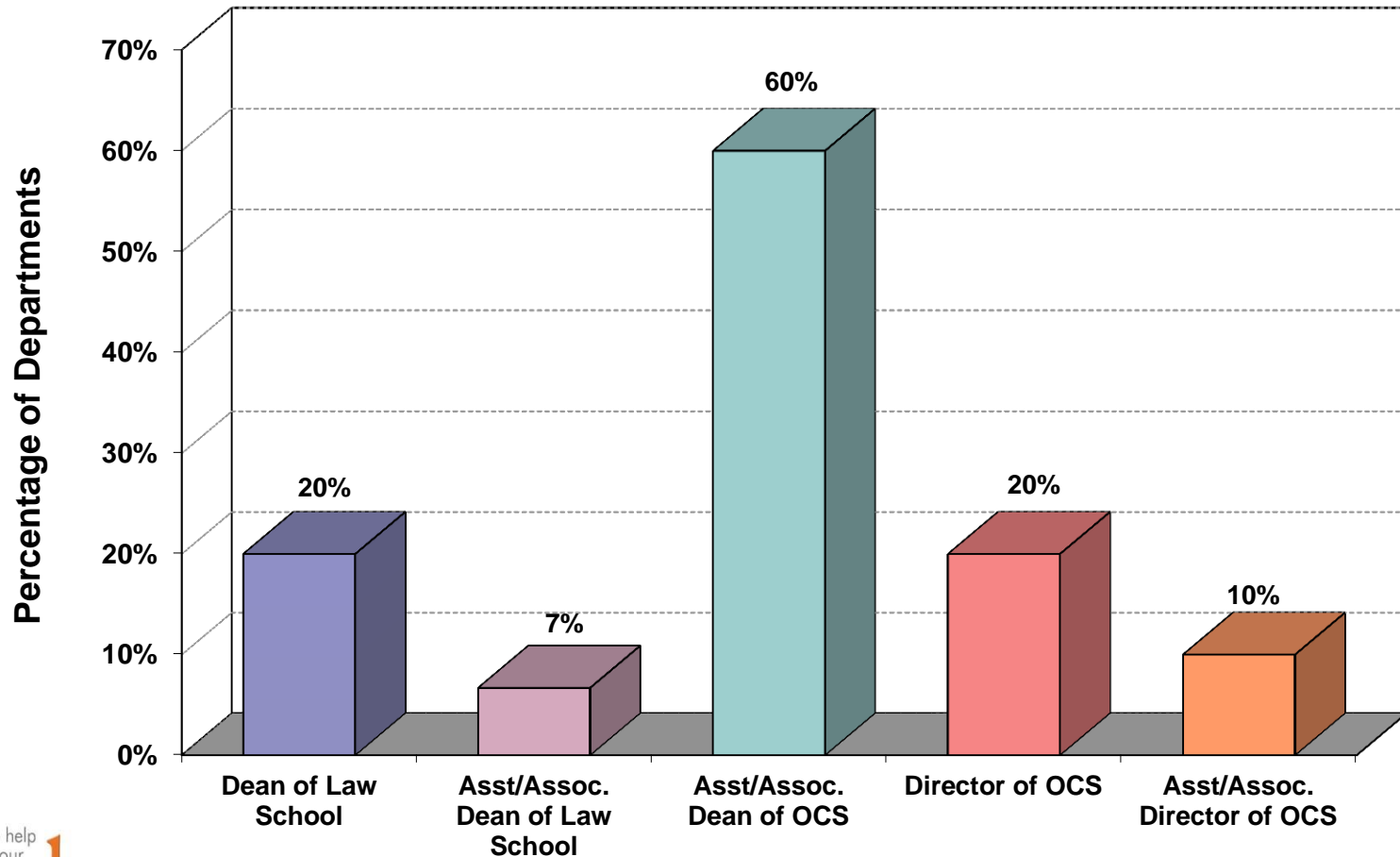


**State Schools**

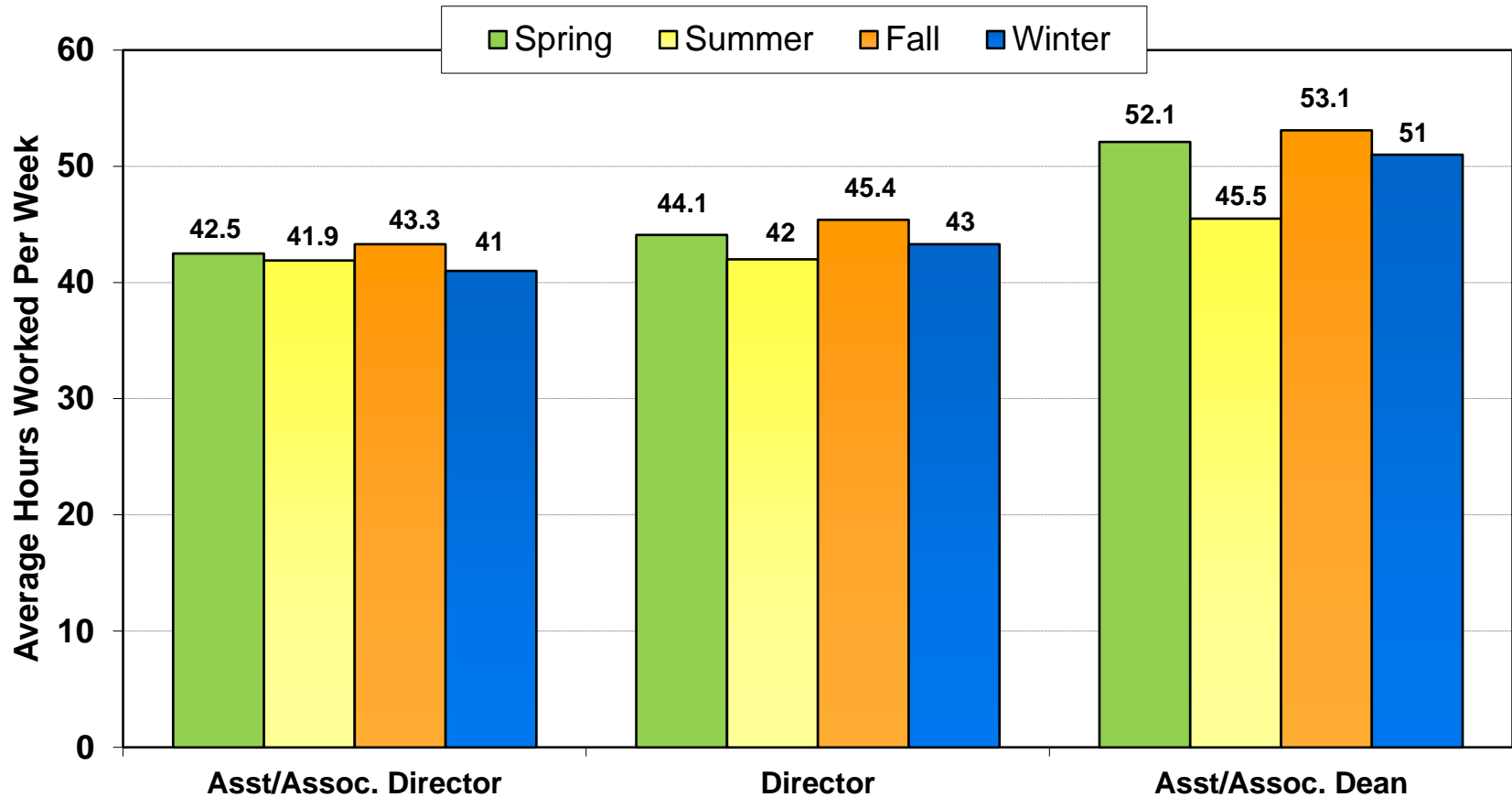


**Private Schools**

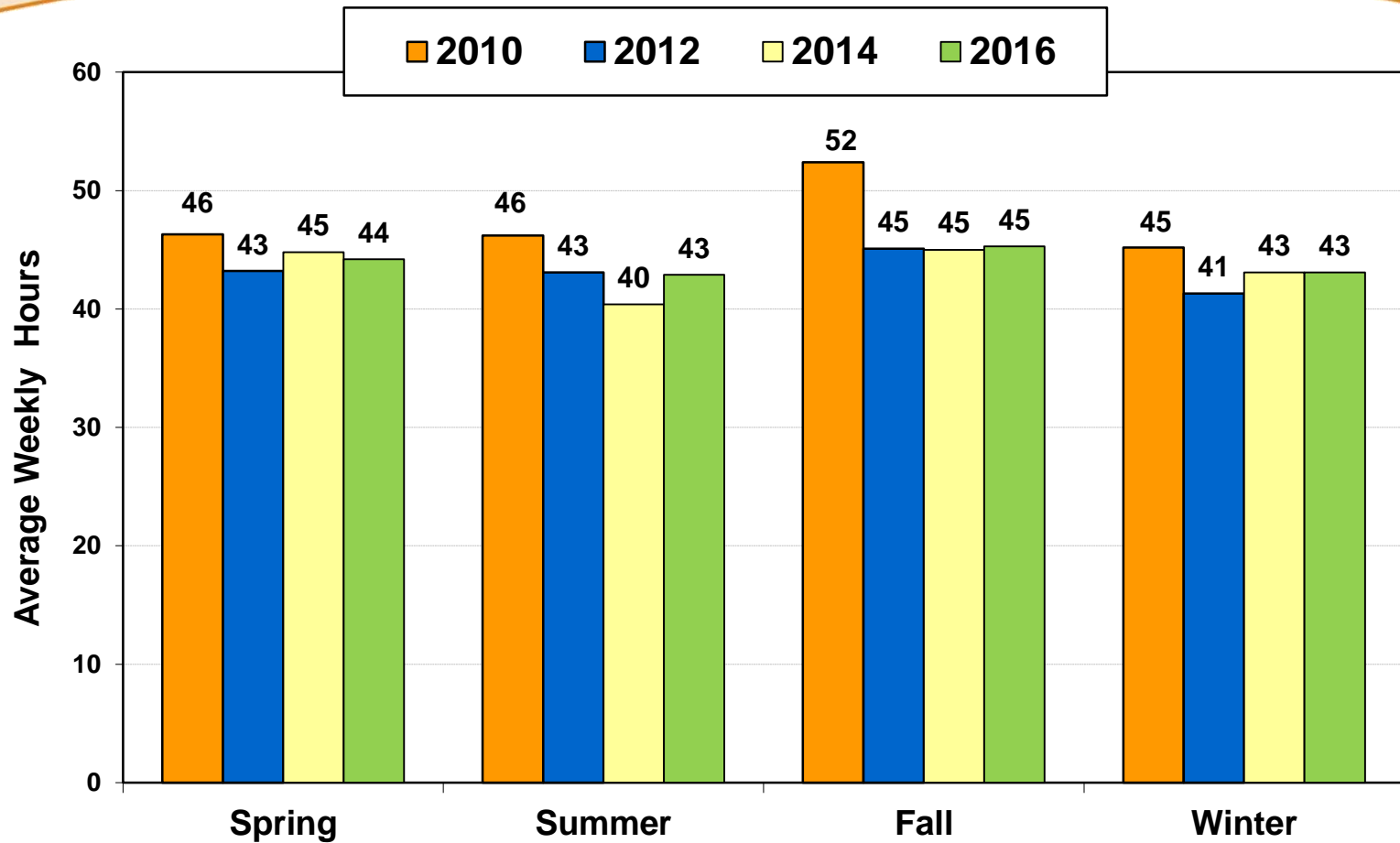
# Who Does Your Department Report To?



# Average Weekly Hours Worked Each Season, By Title



# Law Schools Average Weekly Hours per Season: 2010, 2012, 2014 & 2016



# In the Past 18 Months, Has Your School Experienced:

**Approximately 47% of you indicated your school experienced “cuts” in the past 18 months**

- **The most common cut was a decrease in staff**
- **Several respondents experienced:**
  - **Salary freezes**
  - **No bonus**
- **The majority of the reported cuts were from private schools**



# 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

Remember, in today's market, no one gets get a raise or bonus for “Doing Their Job”

# Addendum: Salary & Responsibility Breakdown

# Law Firms: Average Salary, Bonus, & Raise by Firm Size

**All Assistants = 10**  
**Avg. Salary = \$45,980**  
**Avg. Bonus: \$1,464**      **Avg. Raise: 3.2%**  
**Avg. OT 2015: \$3,209**      **Avg. OT 2014: \***  
**Average Years of Legal Recruiting Exp. = 1.3**

| <u>Firm Size:</u>    | <u>251 – 1000</u> | <u>1001+</u> |
|----------------------|-------------------|--------------|
| <b>Avg. Salary:</b>  | \$45,700          | \$46,260     |
| <b>Avg. Bonus:</b>   | \$1,287           | *            |
| <b>Avg. Raise:</b>   | *                 | *            |
| <b>Avg. 2015 OT:</b> | \$2,041           | \$4,669      |

\* Insufficient number of responses

# Law Firms: Average Salary, Bonus, & Raise by Firm Size

**All OT Eligible Coordinators = 13**

**Avg. Salary = \$60,838**

**Avg. Bonus: \$2,122      Avg. Raise: 5.4%**

**Avg. OT in 2015: \$8,277      Avg. OT in 2014: \$6,803**

**Average Years of Legal Recruiting Exp. = 3.2**

| <u>Firm Size:</u>    | <u>501 - 750</u> | <u>1000+</u> |
|----------------------|------------------|--------------|
| <b>Avg. Salary:</b>  | \$58,983         | \$60,250     |
| <b>Avg. Bonus:</b>   | *                | *            |
| <b>Avg. Raise:</b>   | 5.8%             | *            |
| <b>Avg. 2015 OT:</b> | \$4,338          | *            |

\* Insufficient number of responses for Firm Sizes 1-500, 751-1000, and some Bonus, Raise, and OT data

# Law Firms: Average Salary, Bonus, & Raise by Firm Size

**All Exempt Coordinators = 7**

**Avg. Salary = \$66,631**

**Avg. Bonus: \$5,795      Avg. Raise: 4.8%**

**Average Years of Legal Recruiting Exp. = 4.1**

**Firm Size:            501+**

**Avg. Salary:            \$67,737**

**Avg. Bonus:            \$6,619**

**Avg. Raise:            5.5%**

**\* Insufficient number of responses  
for Firm Sizes 1-500**

# Law Firms: Average Salary, Bonus, & Raise by Firm Size

**All Sr. Coord./Specialists = 12**  
**Avg. Salary = \$80,042**  
**Avg. Bonus: \$3,325      Avg. Raise: 5.6%**  
**Average Years of Legal Recruiting Exp. = 6.5**

| <u>Firm Size:</u>   | <u>1 - 500</u> | <u>501+</u> |
|---------------------|----------------|-------------|
| <b>Avg. Salary:</b> | \$82,567       | \$77,517    |
| <b>Avg. Bonus:</b>  | \$3,750        | \$3,082     |
| <b>Avg. Raise:</b>  | 6.8%           | 4.9%        |

# Law Firms: Average Salary, Bonus, & Raise by Firm Size

**All Managers = 33**  
**Avg. Salary = \$116,283**  
**Avg. Bonus: \$6,739    Avg. Raise: 4.6%**  
**Average Years of Legal Recruiting Exp. = 12**

| <b>Firm Size:</b>   | <b>251 - 500</b> | <b>501 - 750</b> | <b>751 - 1000</b> | <b>1001+</b> |
|---------------------|------------------|------------------|-------------------|--------------|
| <b>Avg. Salary:</b> | \$123,120        | \$104,100*       | \$118,743         | \$115,741    |
| <b>Avg. Bonus:</b>  | \$5,916          | \$4,820          | \$8,817           | \$7,493      |
| <b>Avg. Raise:</b>  | 3.8%             | 3%               | 5%                | 5.8%         |

\* Managers in Firm Size 501-750 are slightly more junior, with an average of 9.2 years legal recruiting experience



# Law Firms: Average Salary, Bonus, & Raise by Firm Size

**All Chiefs/Directors = 11**  
**Avg. Salary = \$189,455**  
**Avg. Bonus: \$15,833      Avg. Raise: 5.7%**  
**Average Years of Legal Recruiting Exp. = 16.1**

| <u>Firm Size:</u>   | <u>1 - 500</u> | <u>501 - 1000</u> |
|---------------------|----------------|-------------------|
| <b>Avg. Salary:</b> | \$185,600      | \$179,250         |
| <b>Avg. Bonus:</b>  | \$18,250       | \$14,375          |
| <b>Avg. Raise:</b>  | *              | *                 |

\* Insufficient number of responses for Firm Size 1001+ and Raise data

# Law Firms: Top PD Responsibilities

53% of you have PD responsibilities in addition to Recruiting. PD utilizes about 31% of your time.

## Assistant – PD Responsibilities

- Assist with attorney PD (i.e. CLE) – 62.5%
- Support in-house programming – 50%
- Assist with attorney training – 37.5%
- Support on-boarding training/orientation – 37.5%

## Coordinator – PD Responsibilities

- Assist with on-boarding training/orientation – 91%
- Help coordinate mentoring program – 72.7%
- Coordinate attorney PD (i.e. CLE) – 54.5%
- Coordinate in-house programming – 54.5%
- Assist with associate evaluations – 45.5%

## Sr. Coord./Spec. – PD Responsibilities

- Help manage in-house training – 81.8%
- Coordinate training and orientation – 81.8%
- Coordinate associate evaluation process – 72.7%

## Manager – PD Responsibilities

- Manage mentoring program – 75%
- Supervise on-boarding and orientation – 75%
- Manage all attorney training/programming – 58.3%
- Oversee Legal Personnel functions – 50%
- Manage associate evaluation process – 50%

## Chief/Director – PD Responsibilities

- Oversee mentoring program – 77.8%
- Oversee attorney training and on-boarding – 66.7%
- Develop and monitor budget – 55.6%

# Law Firms - Top Responsibilities: Assistant

## General Responsibilities

- Administrative duties – 75%
- Support lateral associate recruiting – 75%
- Help with attorney orientation – 50%
- Assist with diversity initiatives – 50%

## Summer Associate Program

- Database entry – 100%
- Assist in drafting SA offer/decline letters – 91.7%
- Assist with social events, SA lunches and firm parties – 83.3%
- Help coordinate SA training and orientation – 58.3%

## Law Student Recruiting

- Database entry – 83.3%
- Coordinate with schools to schedule interview dates – 58.3%
- Help plan OCI calendar – 58.3%
- Help arrange travel and interview schedules for candidate and assist with follow-up correspondence – 50%
- Take notes in Recruiting Committee meetings – 50%

# Law Firms - Top Responsibilities: Coordinator

## General Responsibilities

- Assist with lateral associate recruiting – 68.4%
- Help coordinate attorney orientation – 63.2%
- Support attorney integration activities – 57.9%
- Perform other HR/Marketing/Administrative duties – 47.4%

## Summer Associate Program

- Help coordinate SA training and orientation – 73.7%
- Plan social events, SA lunches, and firm parties – 68.4%
- Monitor SA work projects and assignments – 68.4%
- Assist with SA evaluation process – 63.2%

## Law Student Recruiting

- Conduct candidate correspondence and follow-up – 57.9%
- Database entry – 57.9%
- Arrange travel and interview schedules for candidates – 57.9%
- Attend Recruiting Committee meetings – 52.6%
- Help plan OCI calendar and events – 52.6%

## Partner Recruiting

- Assist with lateral partner on-boarding and integration – 36.8%
- Help prepare candidate information packets for Executive Committee – 21.1%

# Law Firms - Top Responsibilities: Senior Coordinator/Specialist

## General Responsibilities

- Lead diversity initiatives – 64.7%
- Manage non-partner lateral associate recruiting – 64.7%
- Coordinate attorney orientation – 52.9%
- Facilitate attorney integration – 52.9%

## Summer Associate Program

- Plan social events, section parties, SA lunches and firm parties – 70.6%
- Coordinate SA training and orientation – 70.6%
- Help manage SA evaluation process – 70.6%
- Participate in Recruiting Committee meeting – 64.7%

## Law Student Recruiting

- Follow-up with candidates – 82.4%
- Participate in Recruiting Committee meetings – 70.6%
- Plan OCI and follow-up events – 70.6%
- Help manage candidate scheduling – 64.7%

## Partner Recruiting

- Support lateral partner on-boarding and integration – 17.6%
- Help facilitate the decision-making process – 17.6%

# Law Firms - Top Responsibilities: Manager

## General Responsibilities

- Non-partner lateral associate recruiting – 85.7%
- Manage recruiting staff – 85.7%
- Budget planning – 68.6%
- Oversee diversity programs – 60%
- Manage attorney orientation – 57.1%

## Law Student Recruiting

- Plan OCI calendar – 82.9%
- Participate in Recruiting Committee meetings – 80%
- Plan OCI receptions – 74.3%
- Oversee candidate correspondence – 71.1%
- Coordinate with law schools – 68.6%

## Summer Associate Program

- Manage SA training and orientation – 74.3%
- Monitor SA work projects, assignments, and evaluations – 74.3%
- Oversee summer program events – 74.3%
- Participate in Recruiting Committee meetings – 74.3%
- Manage budget preparation – 74.3%

## Partner Recruiting

- Help facilitate decision-making meetings – 42.9%
- Support lateral partner on-boarding and integration process – 40%
- Interview and assess partner-level candidates – 34.3%

# Law Firms - Top Responsibilities: Chief/Director

## General Responsibilities

- **Oversee diversity initiatives – 91.7%**
- **Budget planning and managing recruitment staff – 83.3%**
- **Manage attorney orientation and integration – 75%**
- **Non-partner lateral associate recruiting – 75%**
- **Oversee evaluations process and exit interviews for attorneys – 58.3%**

## Summer Associate Program

- **Facilitate recruiting committee meetings – 75%**
- **Monitor SA work projects and assignments – 66.7%**
- **Oversee SA training and evaluations – 58.3%**

## Law Student Recruiting

- **Facilitate recruiting committee meetings – 66.7%**
- **Follow-up with candidates – 50%**
- **Oversee OCI calendar planning – 41.7%**
- **Oversee OCI events and prepare budget – 33%**

## Partner Recruiting

- **Facilitate decision-making process – 50%**
- **Facilitate lateral partner on-boarding – 25%**
- **Interview/assess partner candidates – 25%**

# Law Schools: Overall Department Responsibilities

| <b>Responsibilities</b>                            | <b>Responsibility of Career Services</b> | <b>Responsibility of Another Department in the Law School</b> |
|--|--|---|
| <b>Alumni Counseling</b>                           | <b>96.7%</b>                             | <b>3.3%</b>   |
| <b>Student Professional Development</b>            | <b>96.7%</b>                             | <b>10%</b>  |
| <b>On-campus Recruiting</b>                        | <b>96.7%</b>                             | <b>10%</b>  |
| <b>Program Development</b>                         | <b>96.7%</b>                             | <b>10%</b>  |
| <b>Employer Relations</b>                          | <b>96.7%</b>                             | <b>3.3%</b>   |
| <b>Judicial Clerkship Counseling</b>               | <b>96.7%</b>                             | <b>3.3%</b>   |
| <b>Private Sector Counseling</b>                   | <b>93.3%</b>                             | <b>-</b>  |
| <b>Managing Staff</b>                              | <b>86.7%</b>                             | <b>10%</b>  |
| <b>Public Interest Counseling</b>                  | <b>73.7%</b>                             | <b>26.7%</b>  |
| <b>Diversity Initiatives</b>                       | <b>73.3%</b>                             | <b>33.3%</b>  |
| <b>Government Counseling</b>                       | <b>76.7%</b>                             | <b>26.7%</b>  |
| <b>Other responsibilities (HR/marketing/admin)</b> | <b>60%</b>                               | <b>56.7%</b>  |
| <b>LL.M. Counseling</b>                            | <b>50%</b>                               | <b>50%</b>  |
| <b>Alumni Relations/Development</b>                | <b>43.3%</b>                             | <b>93.3%</b>  |
| <b>Accepted/Admitted Student Recruiting</b>        | <b>33.3%</b>                             | <b>73.3%</b>  |



# Law Schools - Top Responsibilities: Assistant/Associate Director

100% say their responsibilities  
have increased in the past year

| Responsibilities                 | Your Responsibilities |
|----------------------------------|-----------------------|
| Private Sector Counseling        | 69.2%                 |
| Program Development              | 61.5%                 |
| Employer Relations               | 46.2%                 |
| Government Counseling            | 38.5%                 |
| Diversity Initiatives            | 38.5%                 |
| Managing Staff                   | 38.5%                 |
| Judicial Clerkship Counseling    | 30.8%                 |
| Public Interest Counseling       | 23.1%                 |
| Student Professional Development | 23.1%                 |

# Law Schools - Top Responsibilities: Director

**33% say their responsibilities have increased in the past year**

| Responsibilities                 | Your Responsibilities |
|----------------------------------|-----------------------|
| Private Sector Counseling        | 100%                  |
| Program Development              | 100%                  |
| Employer Relations               | 83.3%                 |
| Student Professional Development | 66.7%                 |
| Alumni Counseling                | 50%                   |
| Managing Staff                   | 50%                   |
| On-campus Recruiting             | 50%                   |
| Alumni Relations/Development     | 33.3%                 |

# Law Schools - Top Responsibilities: Assistant/Associate Dean

60% say their responsibilities have increased in the past year

| Responsibilities                     | Your Responsibilities |
|--------------------------------------|-----------------------|
| Employer Relations                   | 100%                  |
| Student Professional Development     | 100%                  |
| Program Development                  | 80%                   |
| Managing Staff                       | 80%                   |
| Accepted/Admitted Student Recruiting | 80%                   |
| Private Sector Counseling            | 80%                   |
| Alumni Counseling                    | 60%                   |
| Alumni Relations/Development         | 60%                   |
| Public Interest Counseling           | 40%                   |

# WALRAA Industry Survey for Law Firms, Government Agencies and Law School Career Services

Presented

By Eva Wisnik

Fall 2016



Our goal is to help  
you achieve your

goals

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