

Philadelphia Recruiting & Professional Development Survey

Presented

By Eva Wisnik

March 2018



Our goal is to help
you achieve your

goals

Wisnik Career Enterprises, Inc.
www.wisnik.com

212.370.1010 • 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. Wisnik has placed more than 500 Recruiting and PD 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 36 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.

Wisnik Recruiting & PD Industry Findings

Who Responded?

Total of 47 legal professionals

Title:

- Director: 10
- Manager: 11
- Sr. Coord/Specialist/
Administrator: 7
- Coordinator: 13
- Assistant: 3
- Other: 3

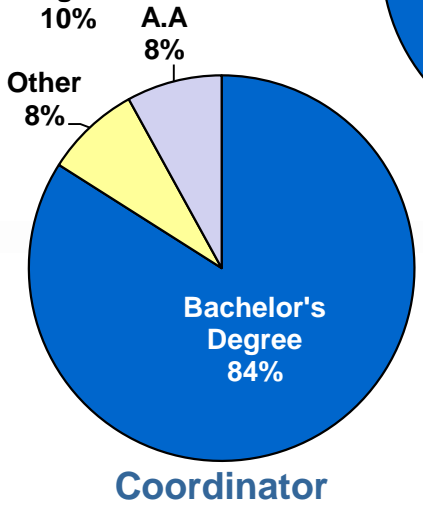
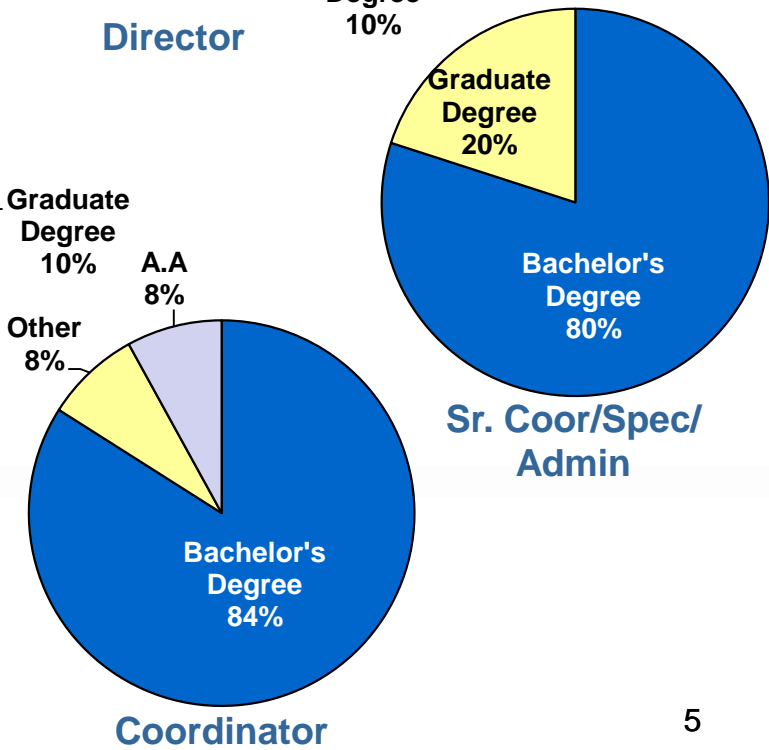
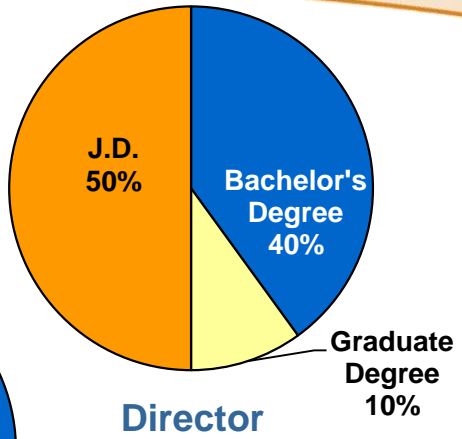
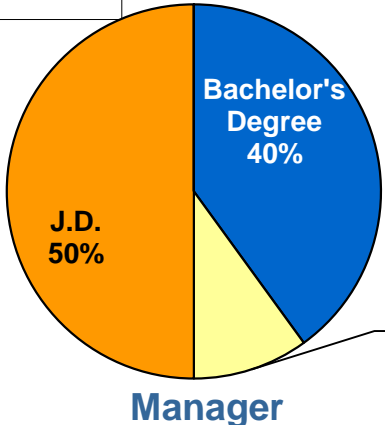
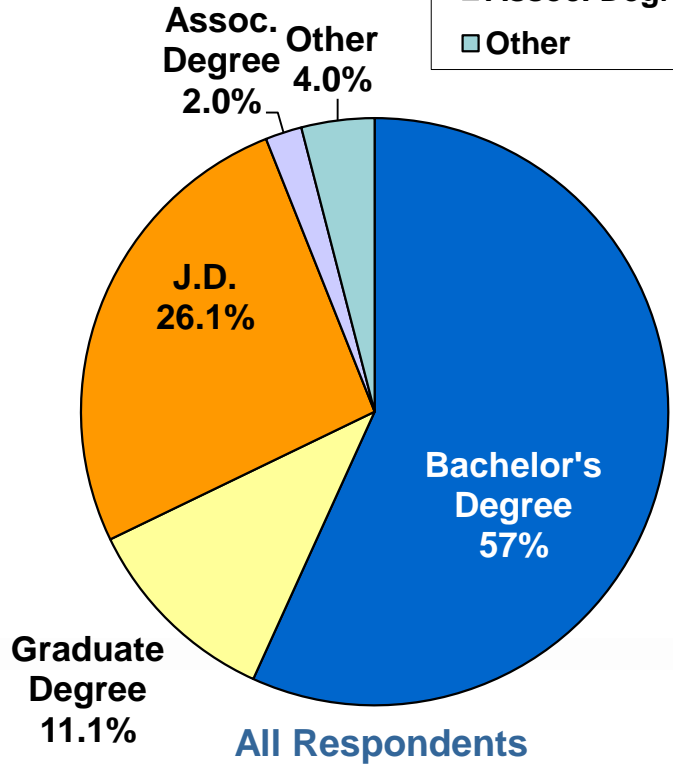
Department:

- Recruiting: 15
- PD: 10
- Combined: Recruiting
& PD and/or HR: 21
- Other: 1

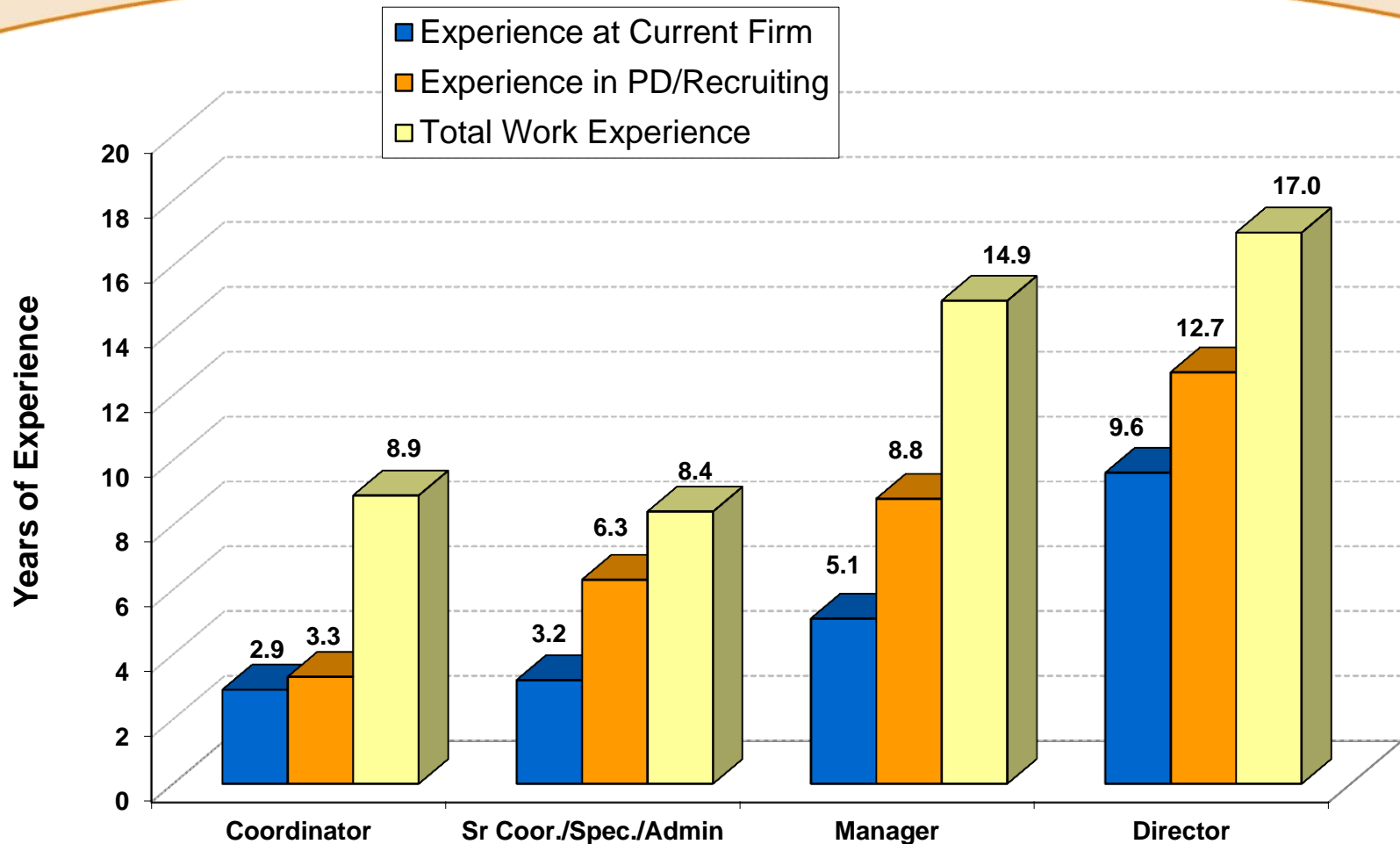
Office Size:

- 1-75: 3
- 76-125: 15
- 126-175: 4
- 176-225: 13
- 226-300: 10
- 301+: 2

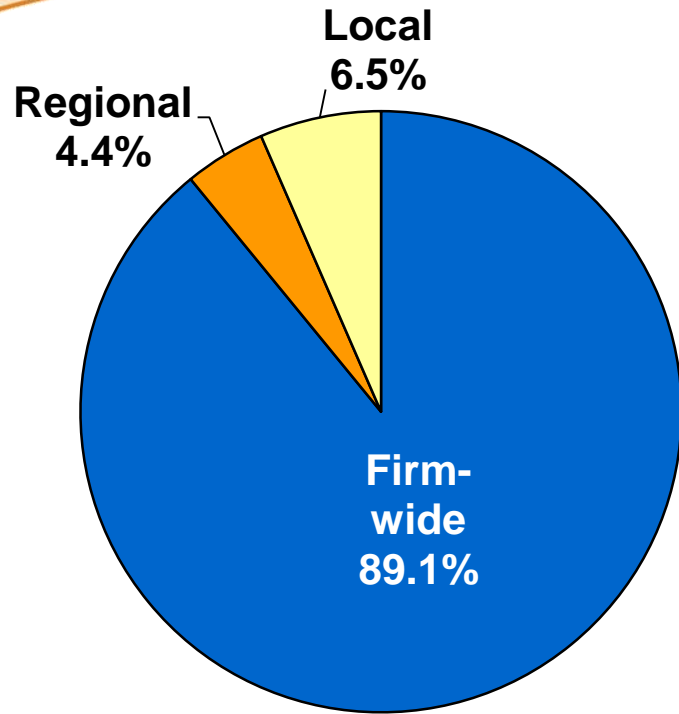
Respondents' Highest Level of Education by Title



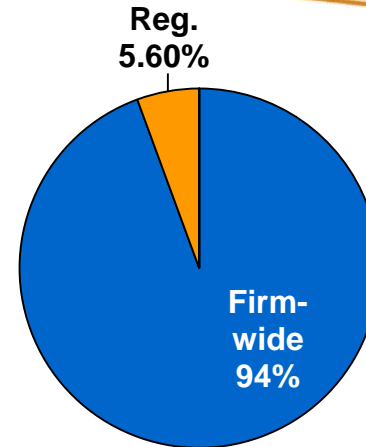
Average Years of Experience



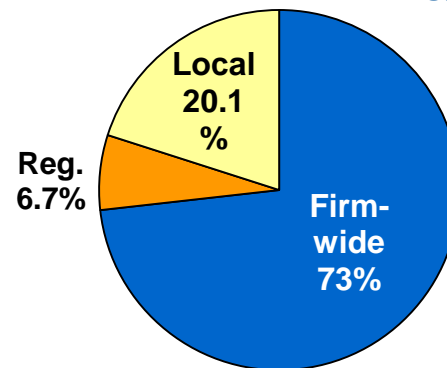
Is Your Position: Firm-Wide, Regional, or Local?



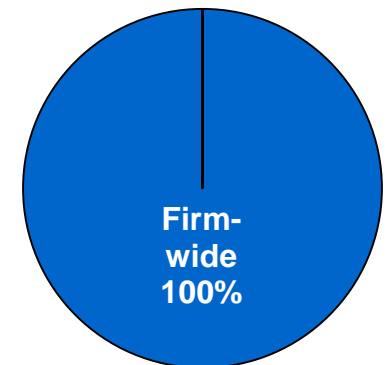
All Respondents



Combined Rec.
& PD Dept.



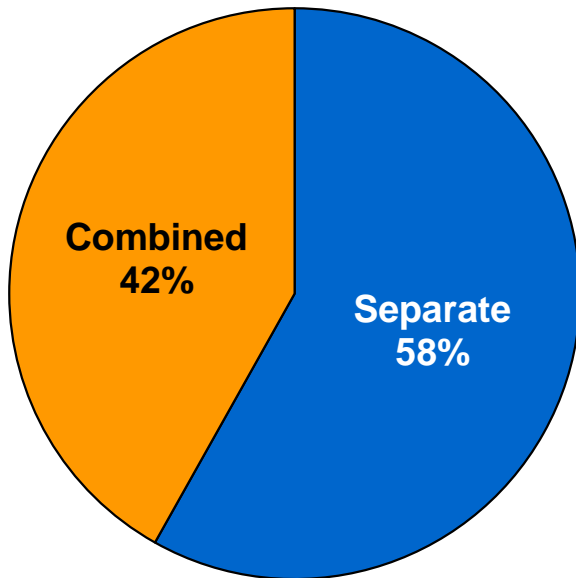
Recruiting Dept.



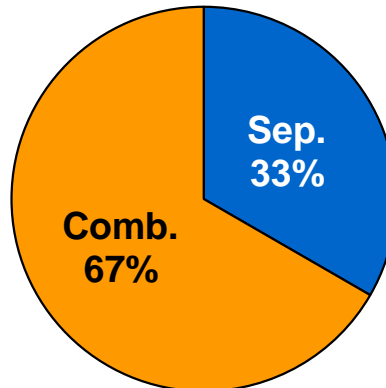
PD Dept.

Department Structure

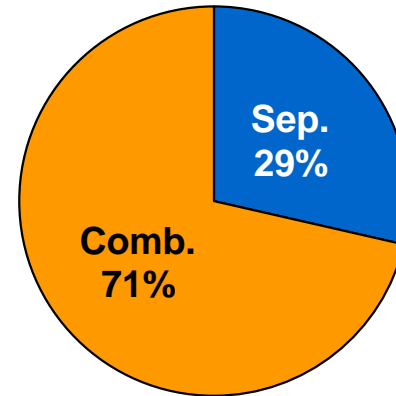
By Firm Size: Are Recruiting & PD Separate or Combined Departments?



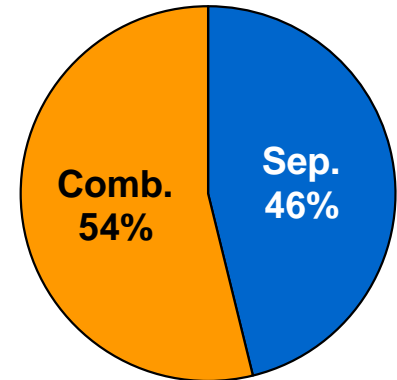
All Respondents



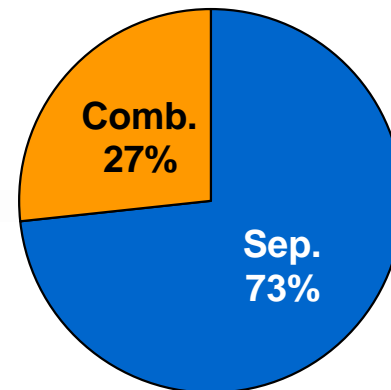
1-250



251-500



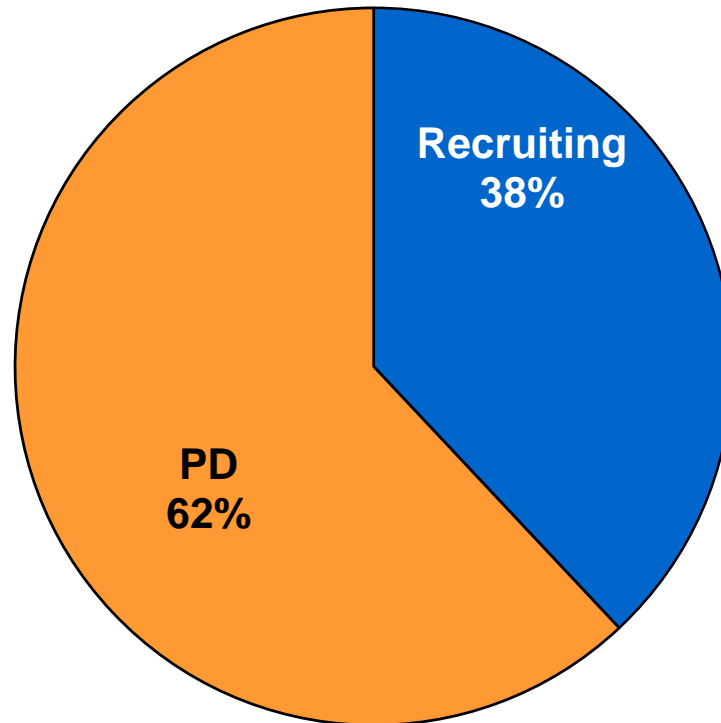
501-750



750+

Combined Rec/PD Dept: Time (%) Spent on Recruiting & PD

*How do members of Combined Recruiting
& PD Departments split their time?*



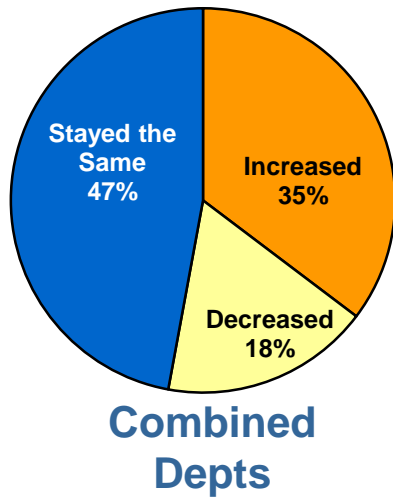
Reporting Structure: Who Do the Departments Report To?

Most Common Responses

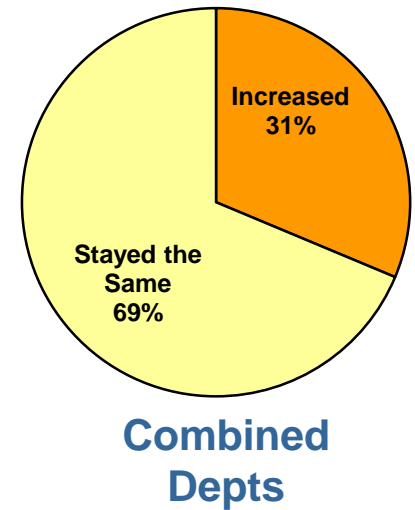
<u>Recruiting</u>	<u>Combined</u>	<u>PD</u>
Chief of Recruiting (5) COO (3) Chief Talent Officer (3)	COO (6) Executive Director (4) Chief of Recruiting (4)	Chief Talent Officer (4) COO (3)

In the Past Year, Has Your Department...

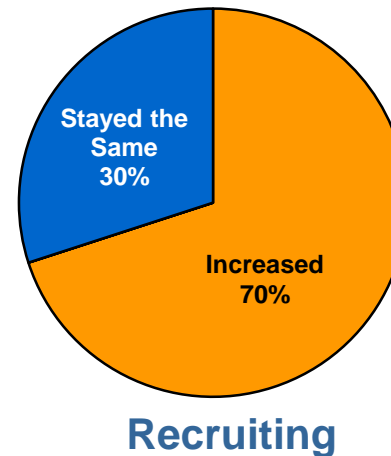
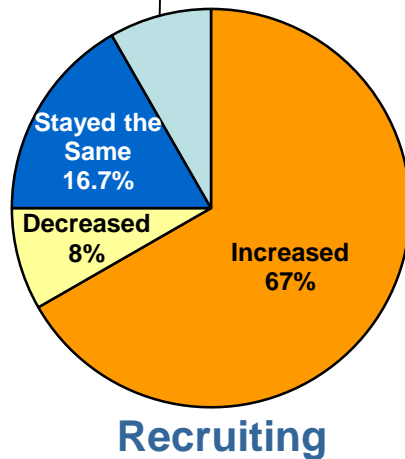
**Changed
Size?**



**Budget
Changed?**

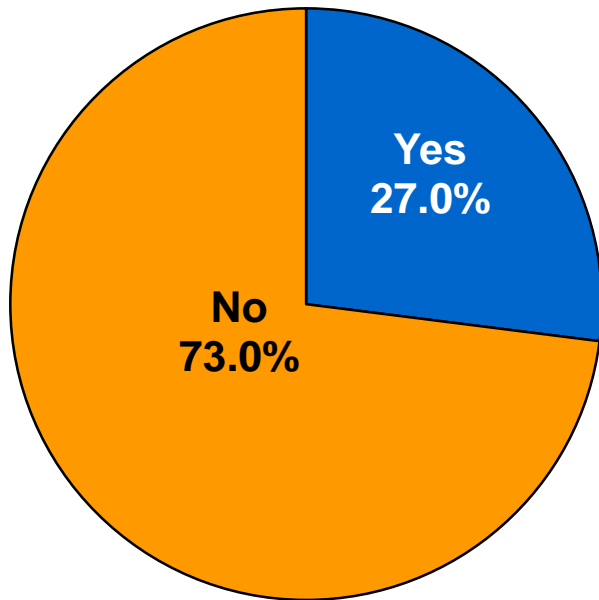


Comb. w/
PD
8.3%

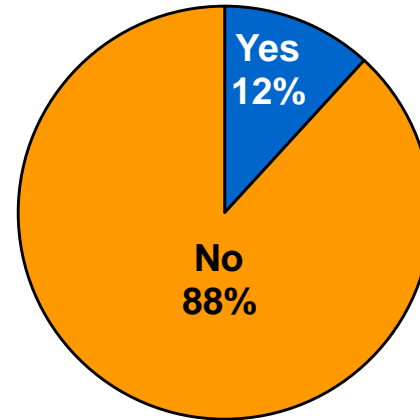


* Insufficient data for
PD Dept. analysis

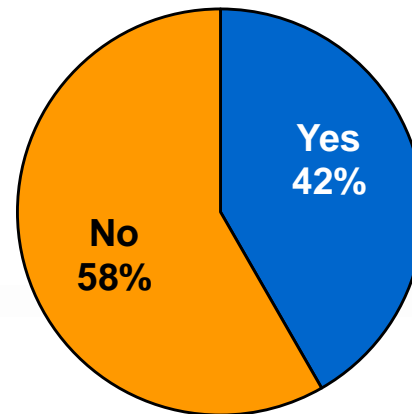
Is Your Department Adequately Staffed?



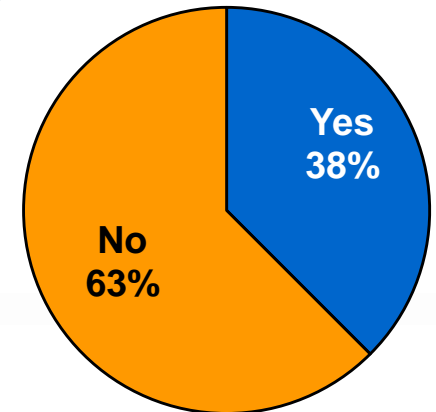
All Respondents



Combined Depts



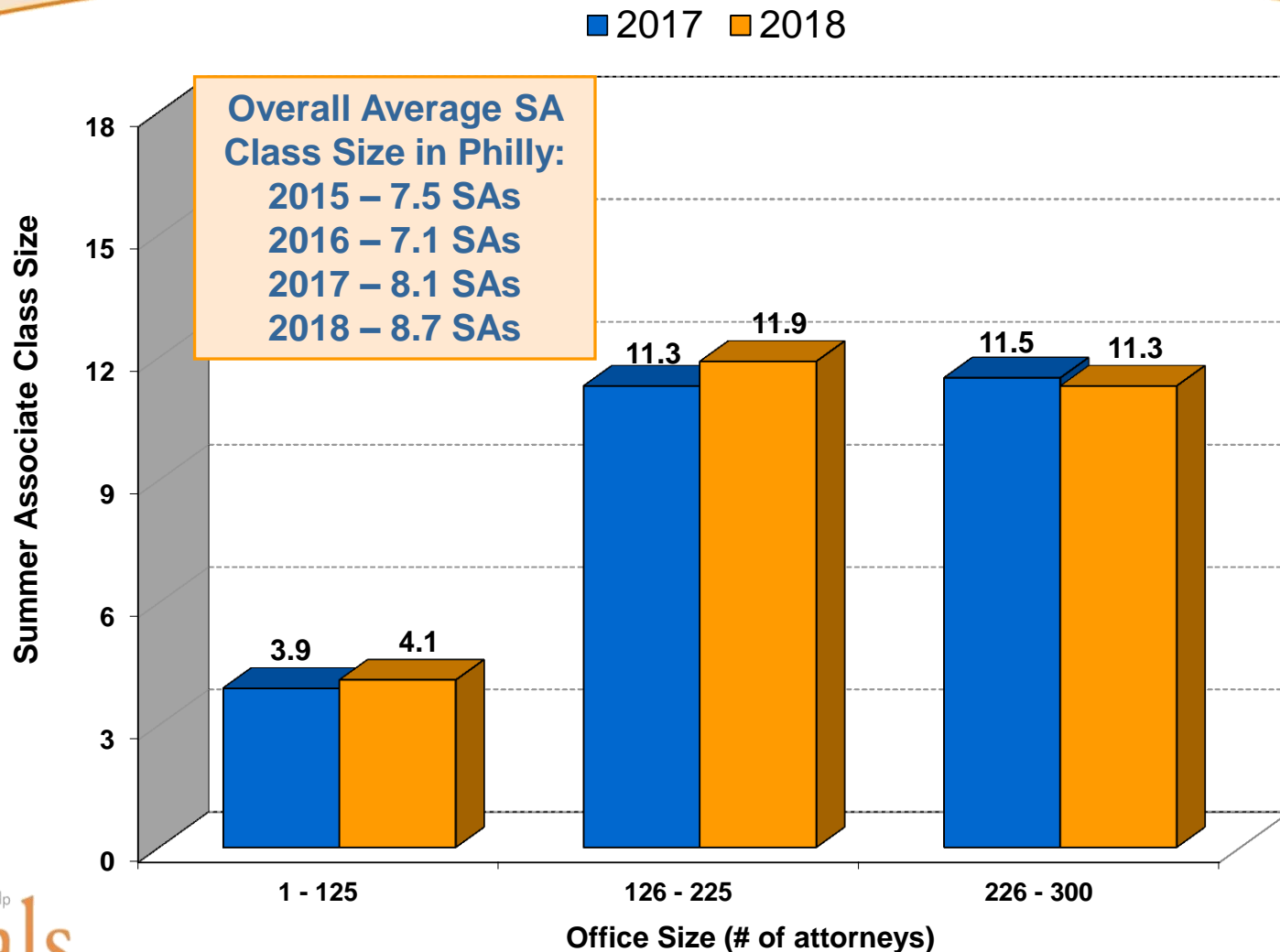
Recruiting



PD

In 2016, 31.3% of respondents felt their departments were adequately staffed, and in 2014, 35.6% did.

Summer Associates by Office Size



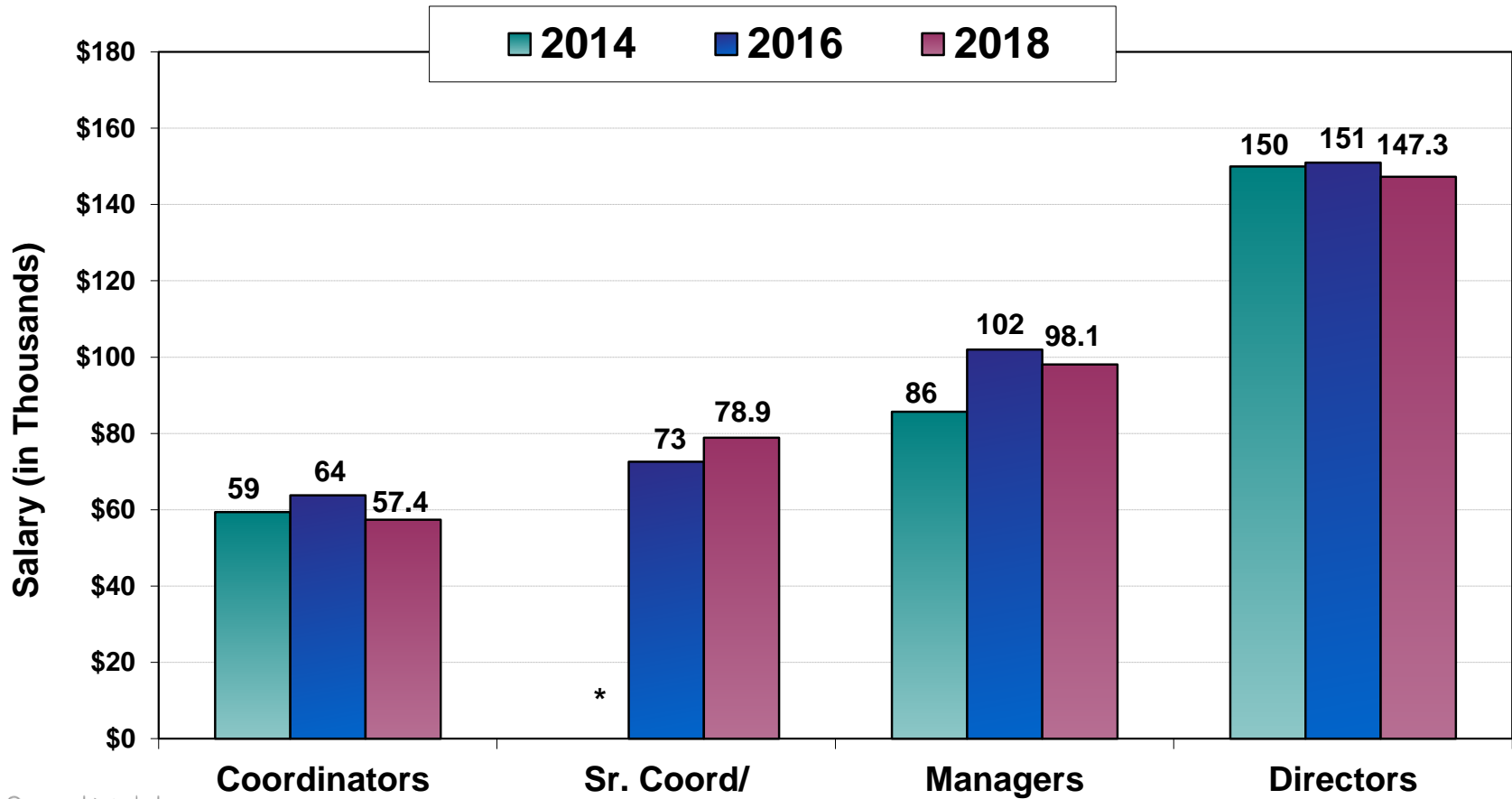
Salary

Overall Philly Average Salaries: By Title

<u>Title</u> (# responses)	<u>Ave. Salary</u>	<u>Median</u>	<u>Bonus</u>	<u>Raise</u>
Directors (9):	\$147,250	\$145,000	\$12,803	4.7%
Managers (11):	\$98,135	\$100,000	\$4,242	4.8%
Sr. Coord./Spec./ Analyst (5):	\$78,850	\$78,750	\$3,167	9.05%
Coordinators (10):	\$57,426	\$57,750	\$1,134	4.6%

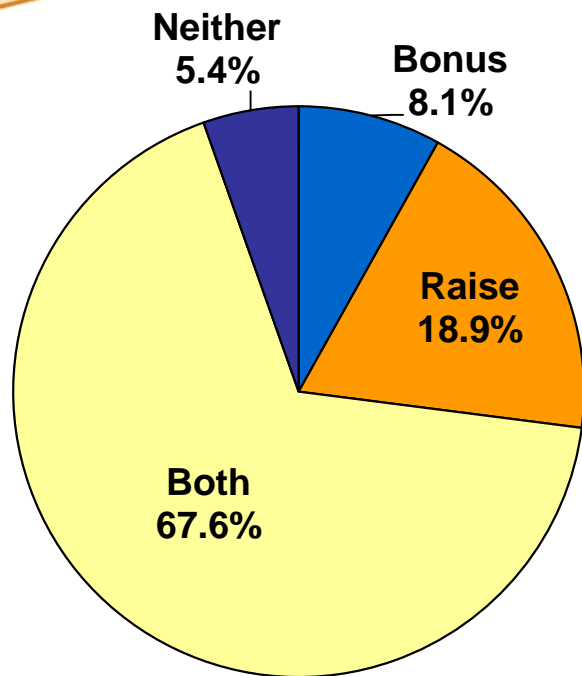
* Insufficient data to analyze
Assistant average salary

Salary Trends: 2012-2016

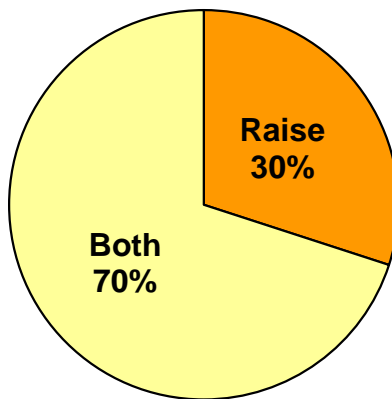


* Insufficient data

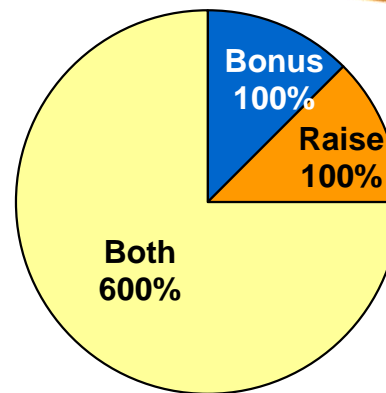
Did you receive a Bonus, Raise, or Both last year?



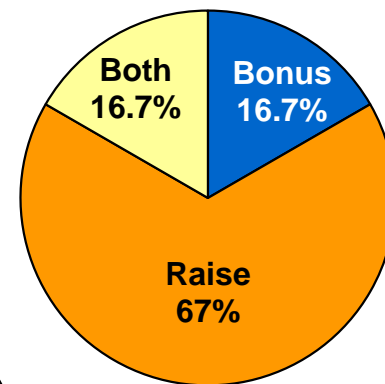
All Respondents



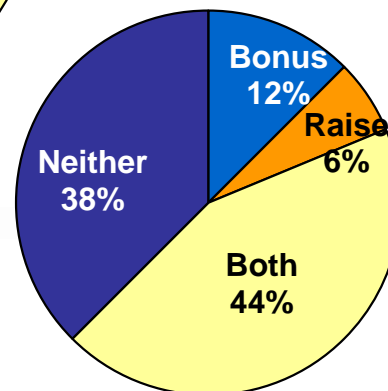
Managers



Directors

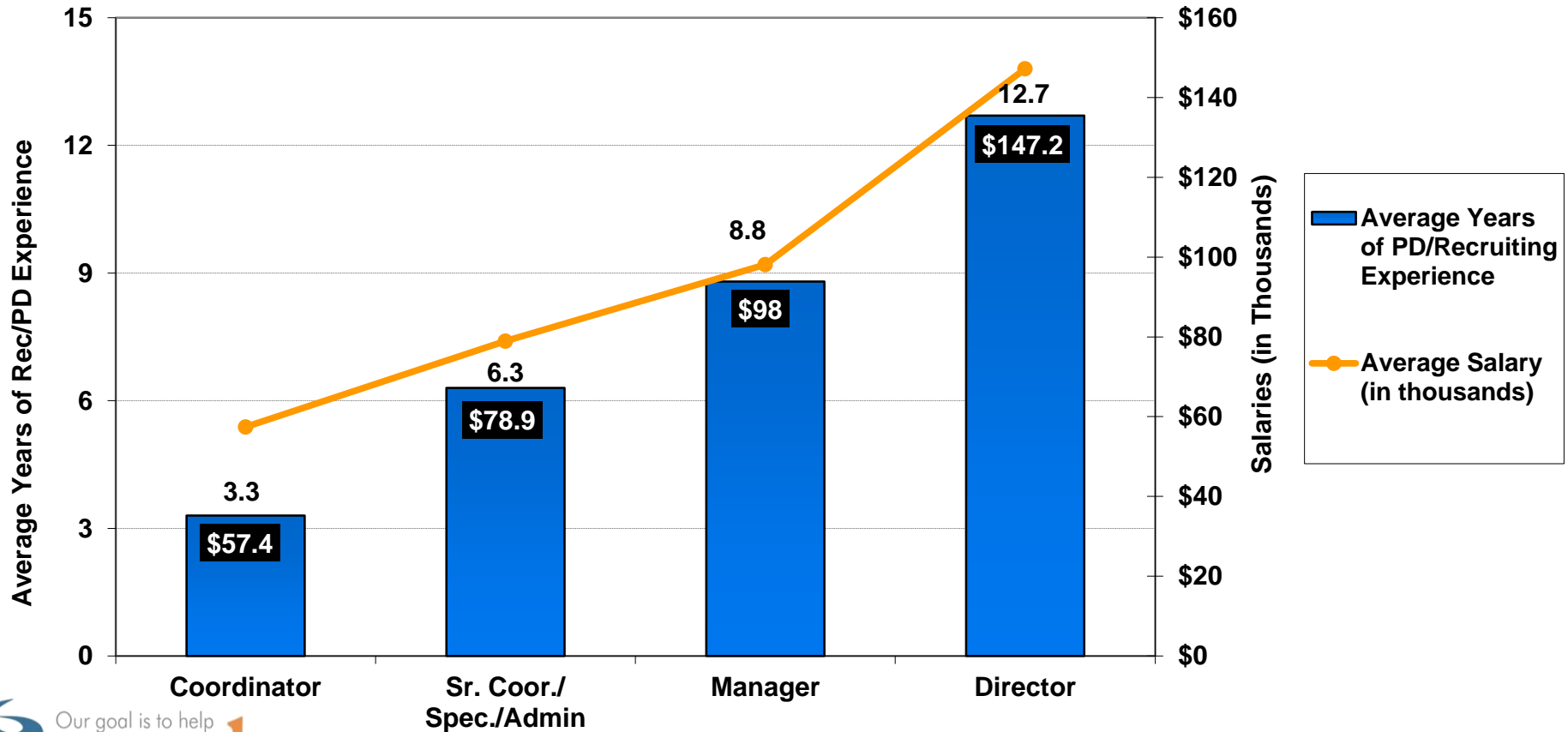


Sr. Coord./
Spec./Admin

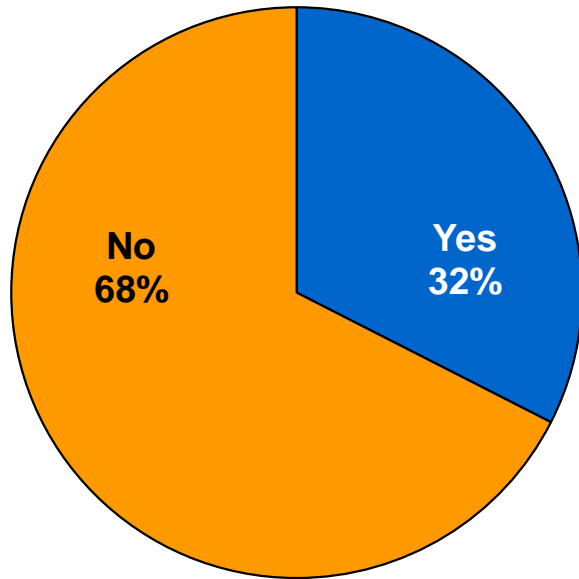


Coordinators

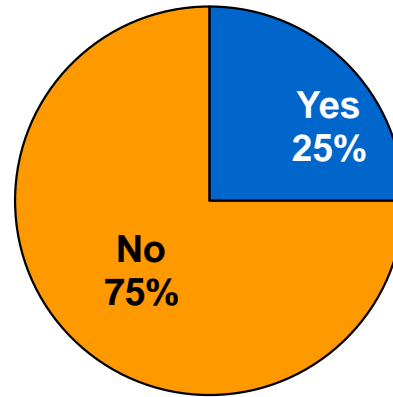
Average Salary vs. Years of Recruiting/PD Experience



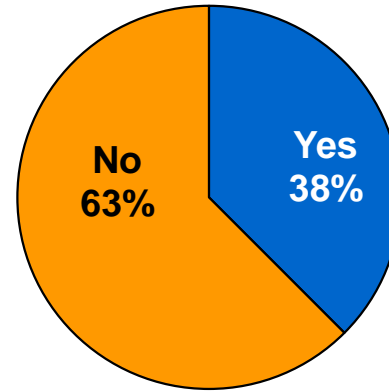
Have You Been Promoted with a Title Change in the Last 2 Years?



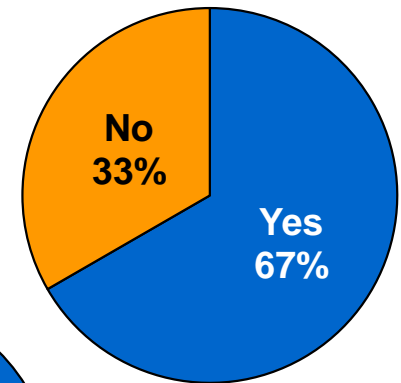
All Respondents



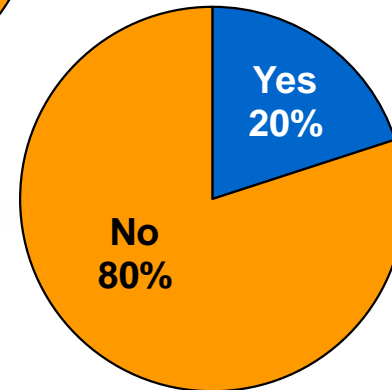
Managers



Directors

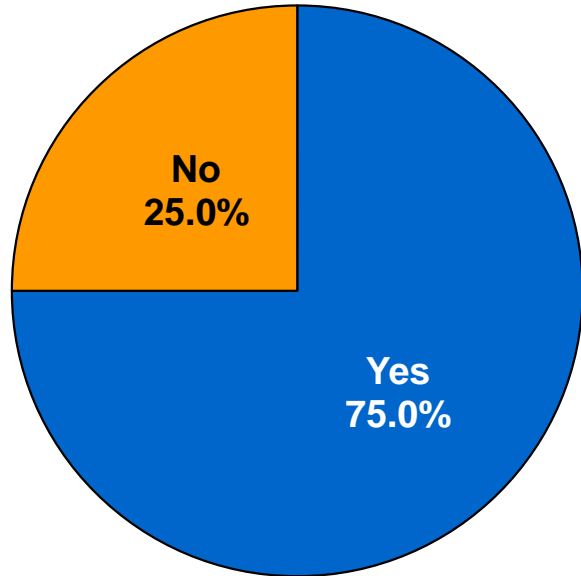


Sr Coord./
Spec./Admin

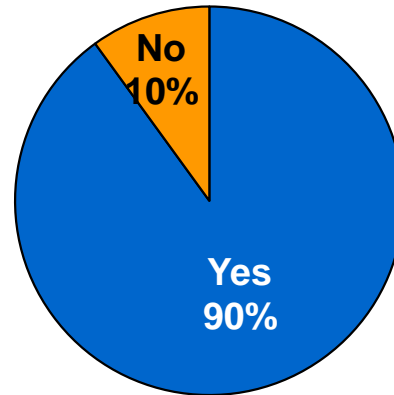


Coordinators

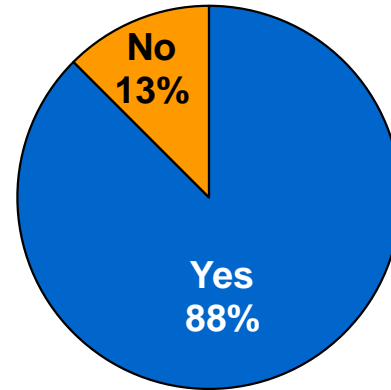
Are You Satisfied With Your Current Compensation?



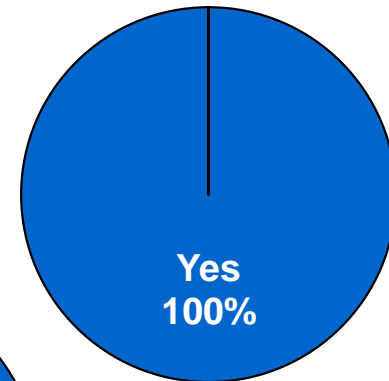
All Respondents



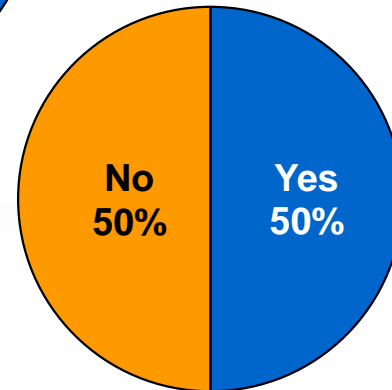
Managers



Directors



**Sr. Coord./
Spec./Admin**

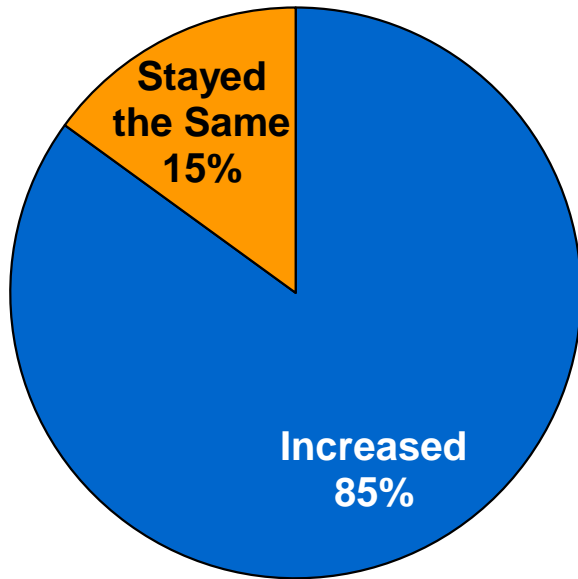


Coordinators

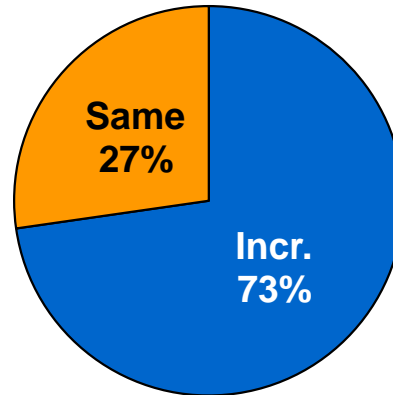
In 2016, only 59.6% of respondents were satisfied with their current compensation. The most significant change is at the Sr. Coord./Spec./Admin. level; only 50% were satisfied in 2016.

Recruiting Responsibilities

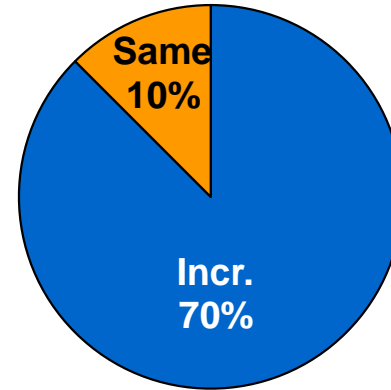
In the Past 12 Months, Have Your Recruiting Responsibilities:



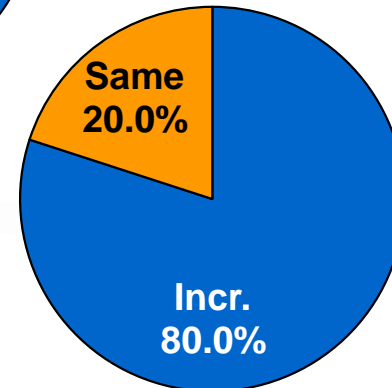
All Respondents



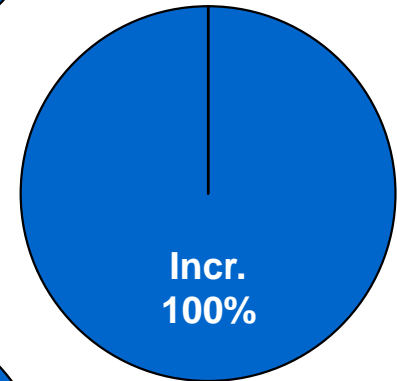
Managers



Directors

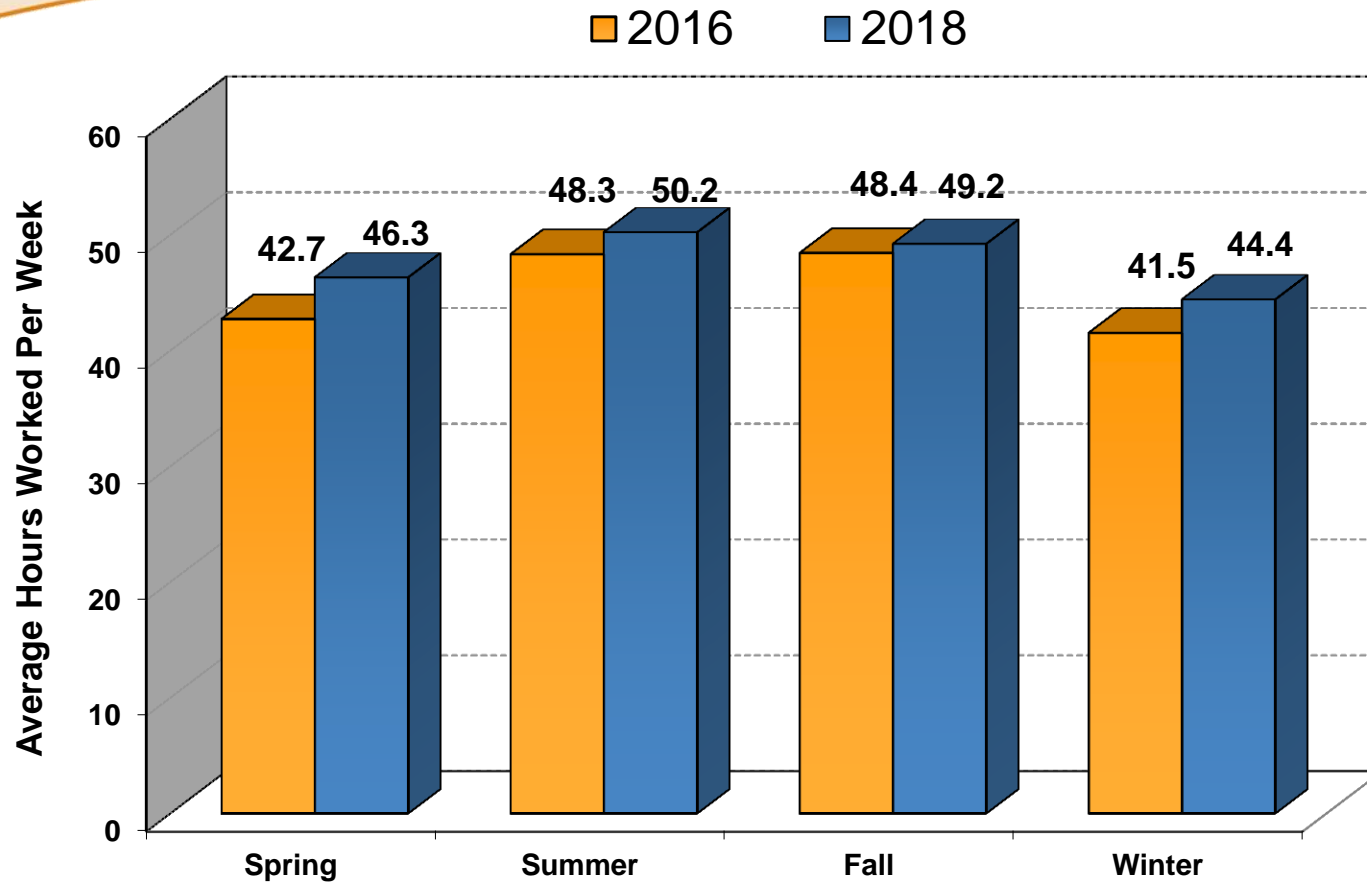


Coordinators



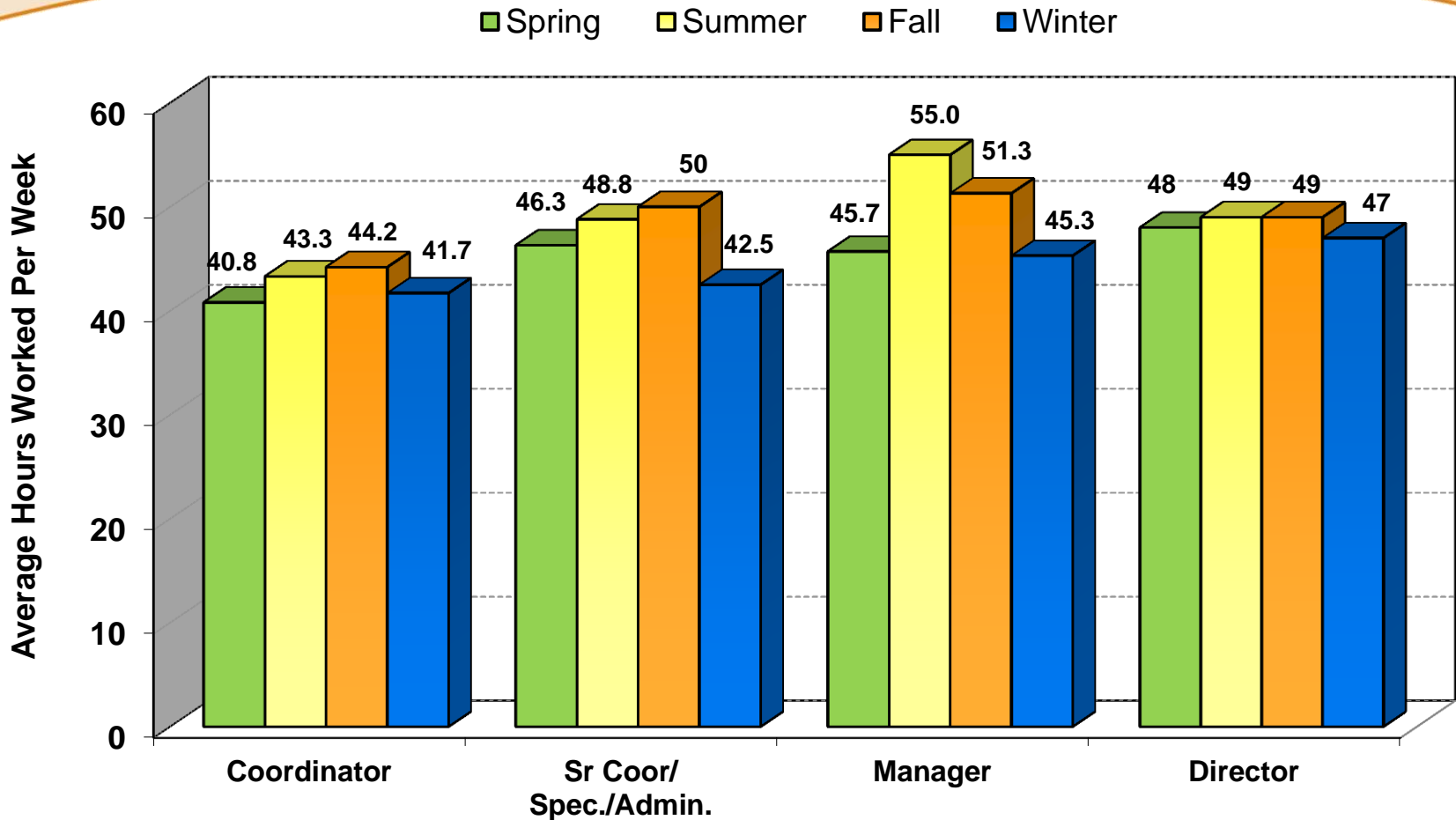
Sr Coord./
Spec./Admin

Philly: Average Hours Worked Per Recruiting Season



In 2018, respondents worked an average of 47.5 hours, up from 45.2 in 2016.

Philly: Average Hours Worked Per Recruiting Season By Title

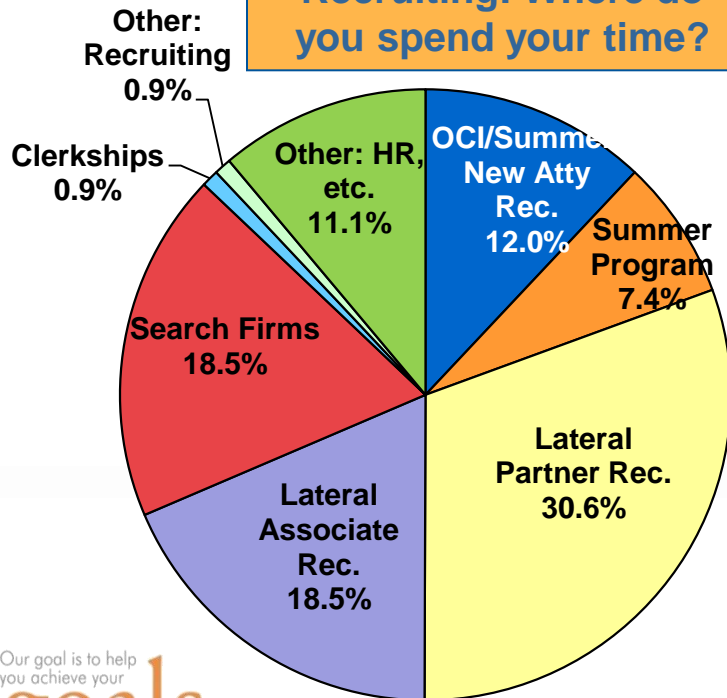


* Data analyzed from Recruiting Depts. and respondents in Combined Rec/PD Depts who provided seasonal data

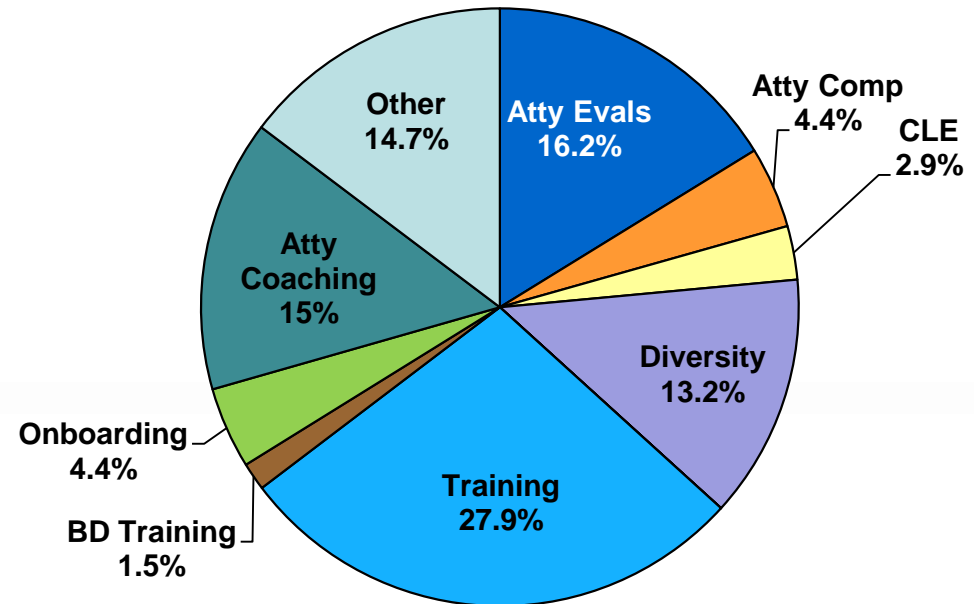
Directors: Recruiting & PD Responsibilities

- 87.5% hold a seat on the Hiring/Recruiting Committee
- On average, supervise 4.1 people
- 100% have Firm-wide responsibilities
- 100% say they will be in this field in 3 years

Recruiting: Where do you spend your time?



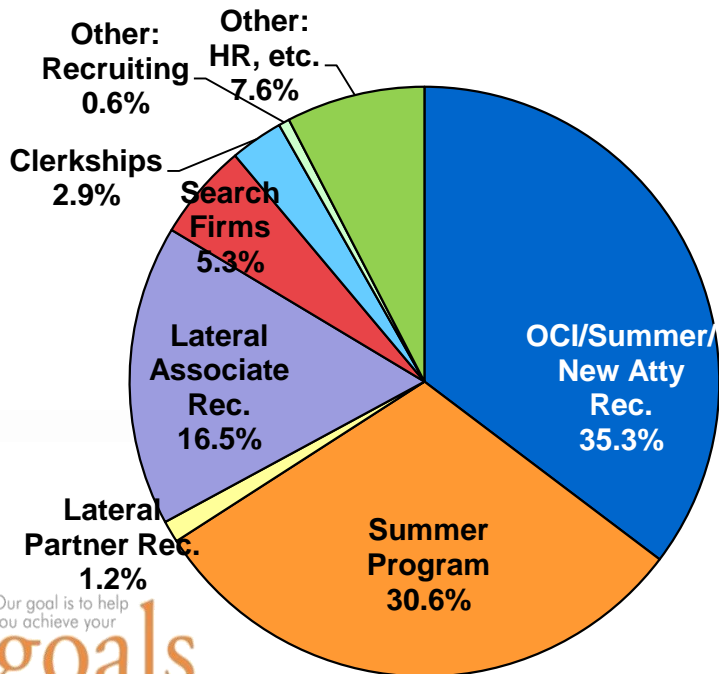
PD: Where do you spend your time?



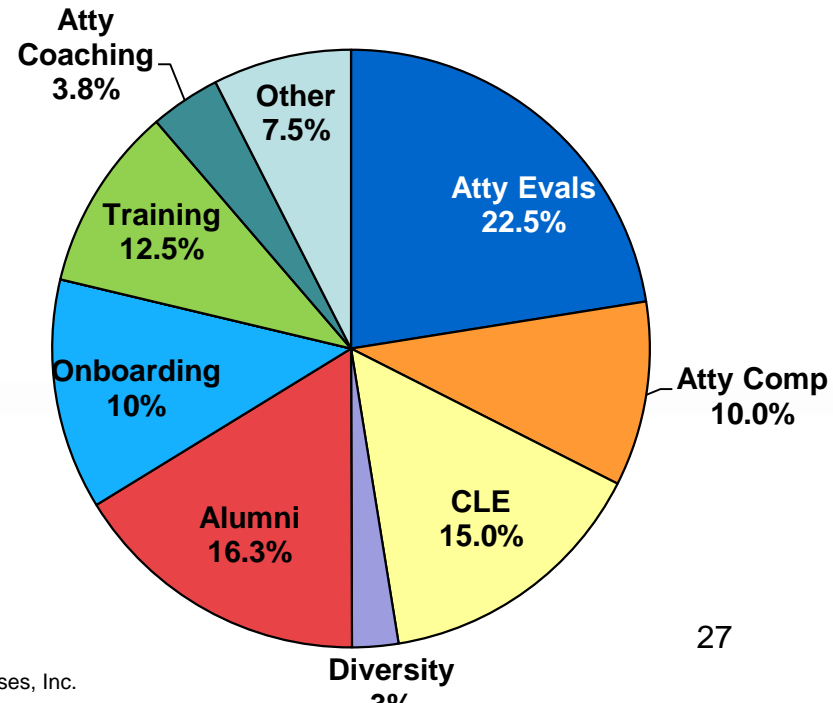
Managers: Recruiting & PD Responsibilities

- 66.7% hold a seat on the Hiring/Recruiting Committee
- On average, supervise 2.1 people
- 91% have Firm-wide responsibilities; 9% have Local office (only) responsibilities
- 84.6% say they will be in this field in 3 years

Recruiting: Where do you spend your time?

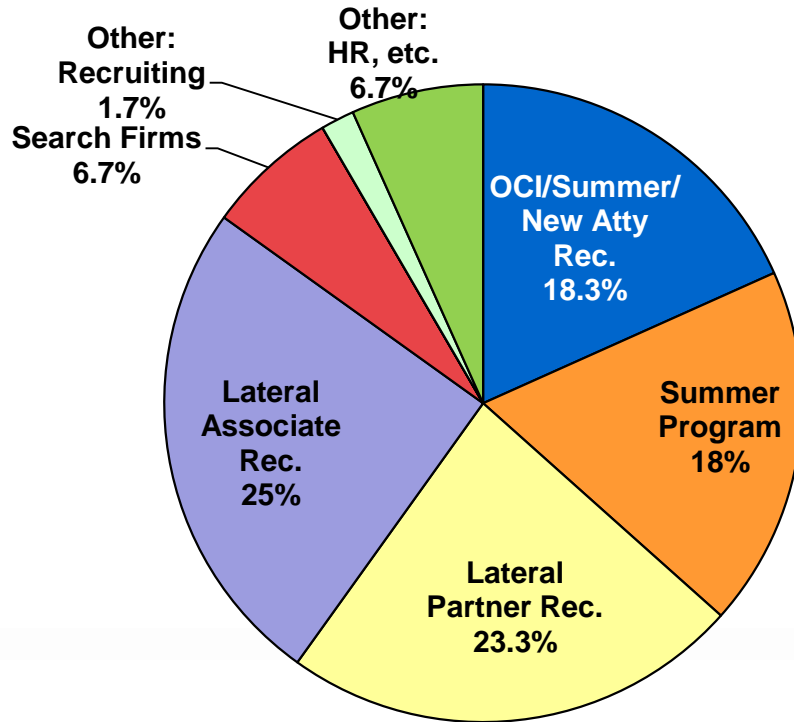


PD: Where do you spend your time?



Sr Coor./Spec./Administrators: Recruiting & PD Responsibilities

Where do you spend your time?



Sr. Coor./Spec./ Admin level statistics

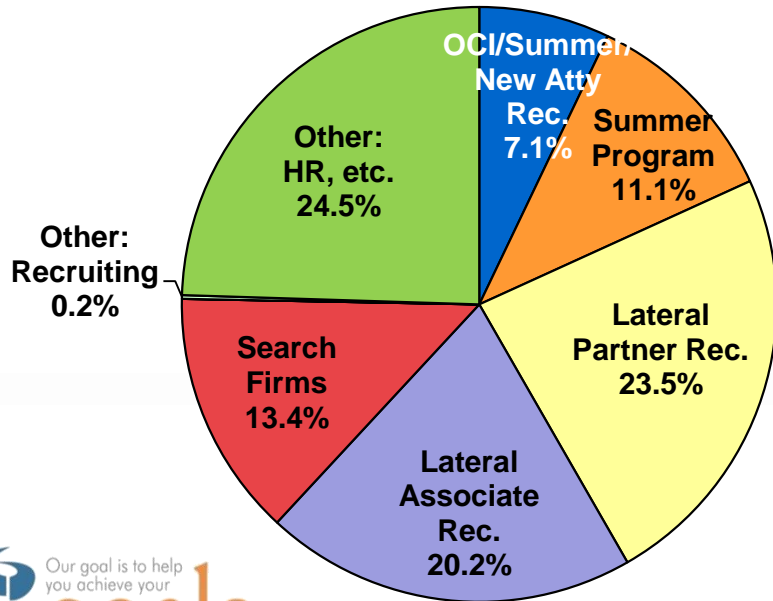
- 100% say their responsibilities increased over the last 12 months
- 100% have Firm-wide responsibilities
- 83% say they will be in this field in 3 years

* Insufficient data for breakdown of PD responsibilities

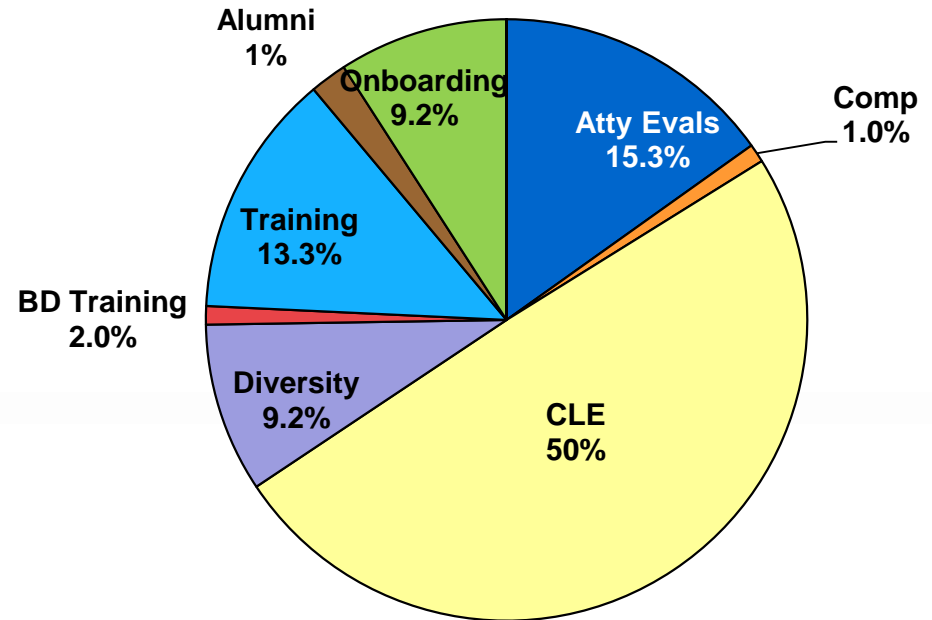
Coordinators: Recruiting & PD Responsibilities

- 20% attend the Hiring/Recruiting Committee Meetings
- 84% have Firm-wide responsibilities; 8% have Regional responsibilities; 8% have Local office (only) responsibilities
- 67% say they will be in this field in 3 years

Recruiting: Where do you spend your time?



PD: Where do you spend your time?



If You Had The Resources: What Would You Have Your Dept. Focus On?

- New training initiatives, including practice area specific training, leadership and mindfulness/wellness
- Updating/using new technology systems to track candidates
- Attorney coaching & career counseling
- Women's initiatives
- Social media
- Actively sourcing candidates

Salary Breakdown

Philly Average Salary, Bonus, & Raise by Department and Firm Size

All Directors = 8
Average Salary = \$147,250
Bonus = \$12,803
Raise = 4.7%

<u>Department:</u>	<u>Combo. Rec/PD</u>	<u>Recruiting</u>	<u>Firm Size:</u>	<u>250-500</u>	<u>751-100</u>
Avg. Salary:	\$107,296	\$139,333	Avg. Salary:	\$165,000	\$150,300
Avg. Bonus:	\$4,833	\$9,833	Avg. Bonus:	\$9,750	\$10,700
Avg. Raise:	3%	*	Avg. Raise:	4%	5.4%

* Insufficient data to provide separate PD Dept Director salary data, as well as Firm Size 1-125 and Firm Size 501-750.

Philly Average Salary, Bonus, & Raise by Department and Firm Size

All Managers = 11
Average Salary = \$98,135
Bonus = \$4,242
Raise = 4.8%

<u>Department:</u>	<u>Combo. Rec/PD</u>	<u>Recruiting</u>	<u>Firm Size:</u>	<u>501-750</u>	<u>750-1000</u>
Avg. Salary:	\$107,296	\$118,333	Avg. Salary:	\$100,420	\$127,750
Avg. Bonus:	\$4,833	*	Avg. Bonus:	\$2,050	\$5,500
Avg. Raise:	3%	*	Avg. Raise:	3.3%	*

* Insufficient data to provide PD Dept Manager salary data, as well as for Firm Sizes 1-500 and Raise data for Firm Size 750+

Philly Average Salary, Bonus, & Raise by Firm Size

All Sr. Coord./Spec./Admins = 5
Average Salary = \$78,855
Bonus = \$3,167 Raise = 9.5%

Firm Size: 750-1000

Avg. Salary: 78,937

Avg. Bonus: *

Avg. Raise: *

* Insufficient data to provide breakdown of salary data by Department Structure, as well as for Firm Sizes 1-500 and 1000+, and Bonus data for Firm Size 500-1000

Philly Average Salary, Bonus, & Raise by Department and Firm Size

All Coordinators = 10
Average Salary = \$57,426
Bonus = \$1,134 Raise = 8%
Average OT in 2017 = \$3,124

Department: Recruiting

Avg. Salary: \$57,000

Avg. Bonus: *

Avg. Raise: *

Firm Size: 501-750

Avg. Salary: \$55,296

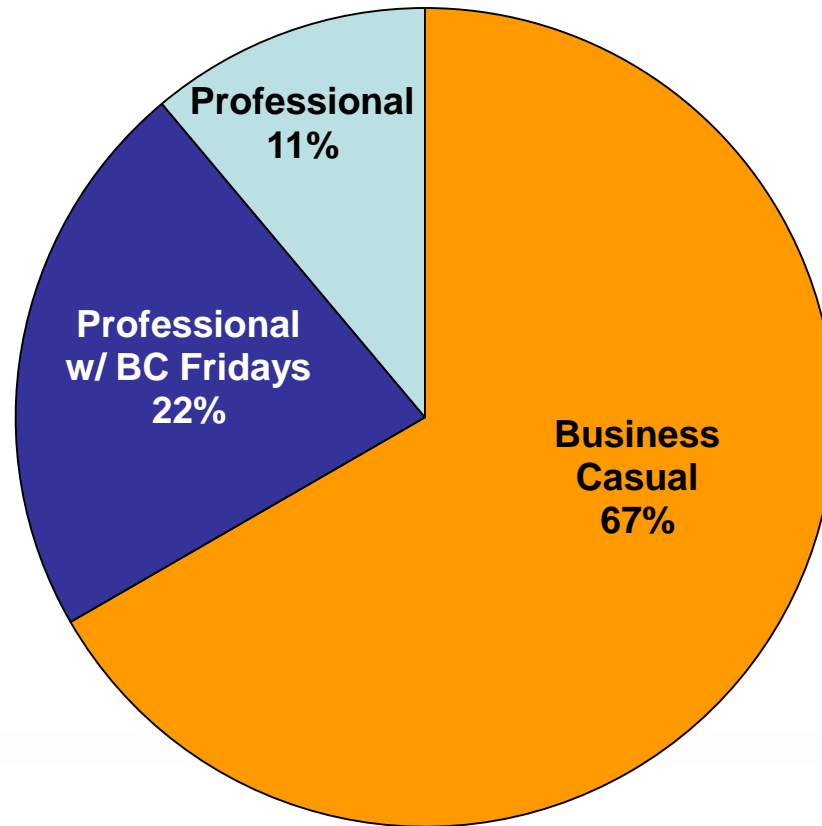
Avg. Bonus: \$1,700

Avg. Raise: *

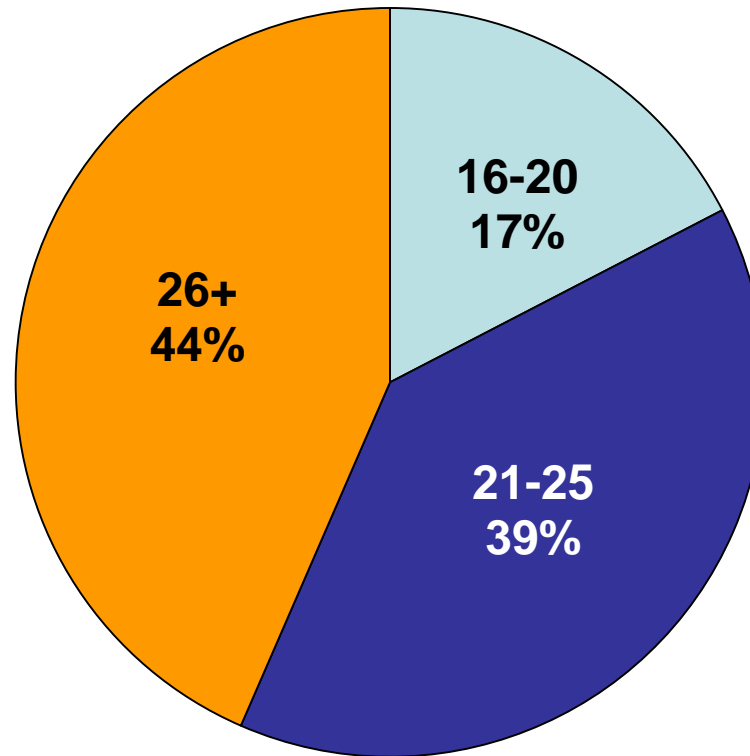
* Insufficient data to provide Combined Dept. or PD Coordinator salary data, as well as Firm Size 350-500 and 750+, and Raise and Bonus data for Firm Size 1-350

Your Questions

Dress Code

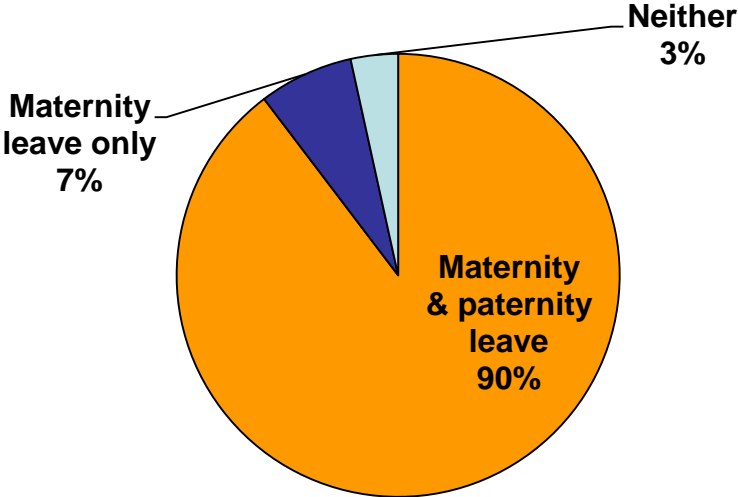


How many PTO days does your Firm offer professional staff?

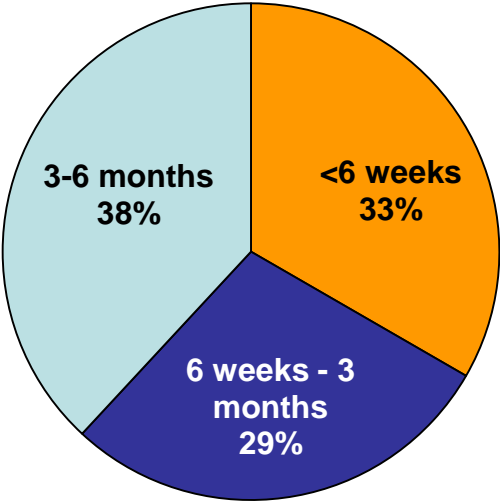


Parental Leave

Does your firm offer staff parental leave?

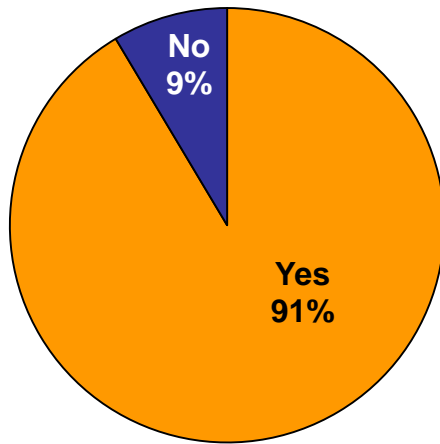


If so, for how long?

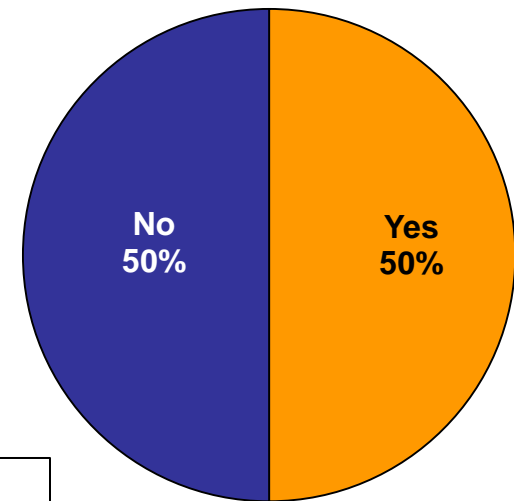


Does your firm offer 401k contributions?

Does your Firm offer 401k contributions?



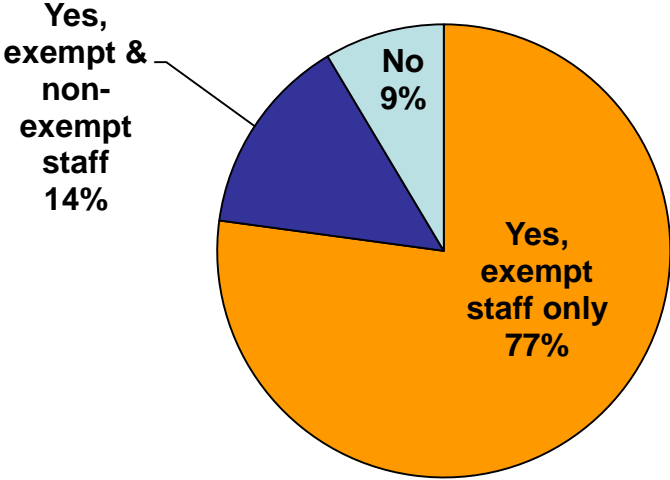
If so, is it a match?



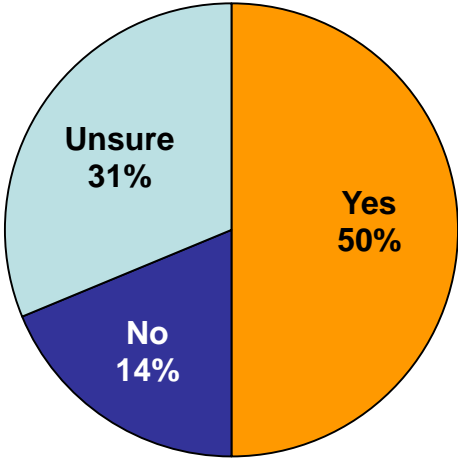
61.5% of firms require staff to be at the Firm for a year to receive a contribution.

Remote Work

Can staff at your Firm work remotely?



If so, is working remotely frowned upon?



Philadelphia Recruiting & Professional Development Survey

Presented

By Eva Wisnik

March 2018



Our goal is to help
you achieve your

goals

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www.wisnik.com
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