



2018 NYCRA Industry Survey



Wisnik Career Enterprises, Inc.
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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 NYCRA members,

We are excited to release the findings from the 2018 NYCRA Salary and Responsibility Survey! This is WCE's 10th survey for NYCRA. The results that follow were generated from 155 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 20 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 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 40 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

155 Respondents to the 2018 NYCRA Survey



Position

- Director: 25
- Manager: 53
- Senior Coordinator/
Specialist: 17
- Coordinator: 35
- Assistant: 25



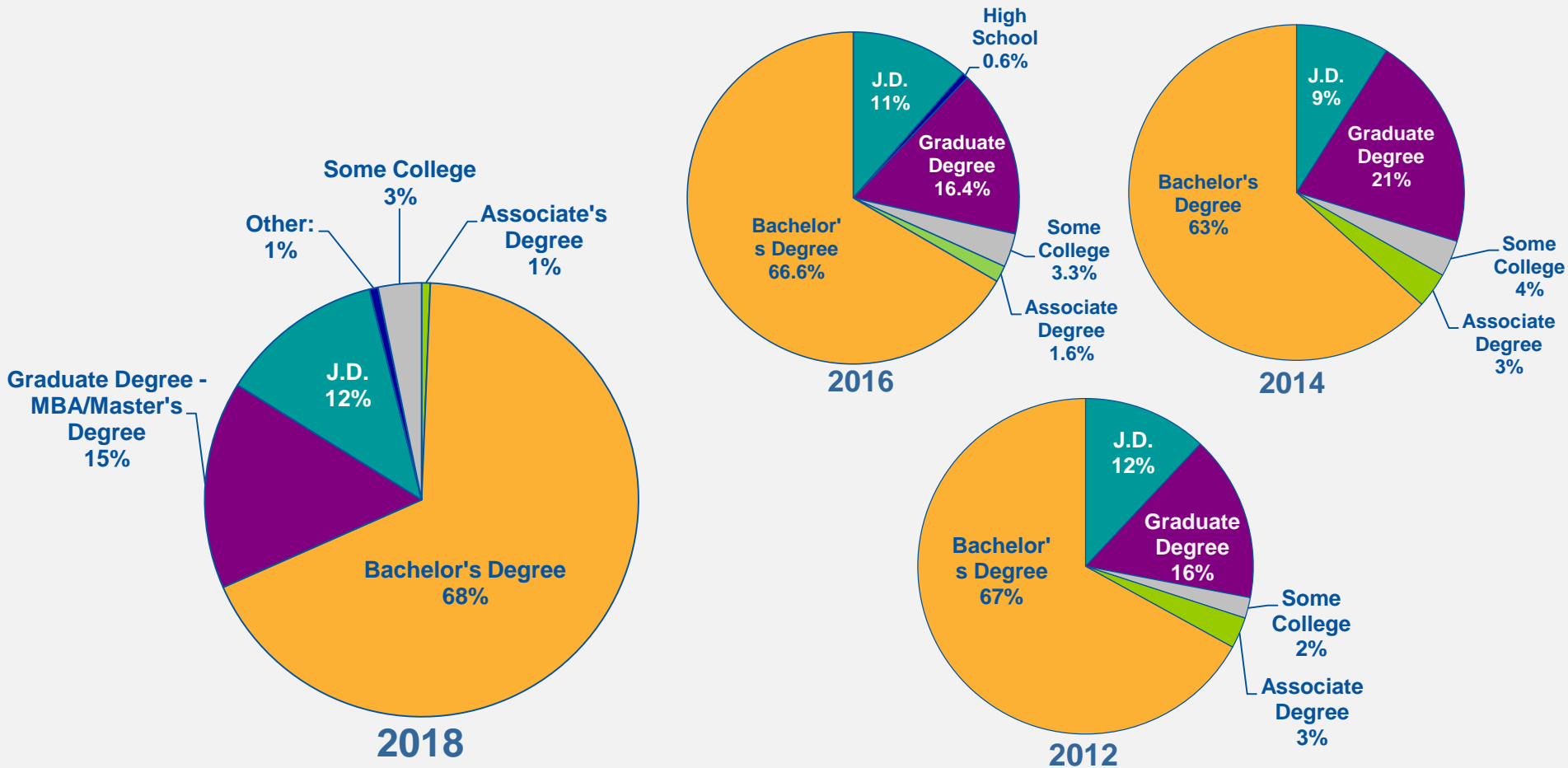
Firm Size

- 1–250: 6
- 251–500: 24
- 501–750: 32
- 751–1000: 30
- 1000+: 59

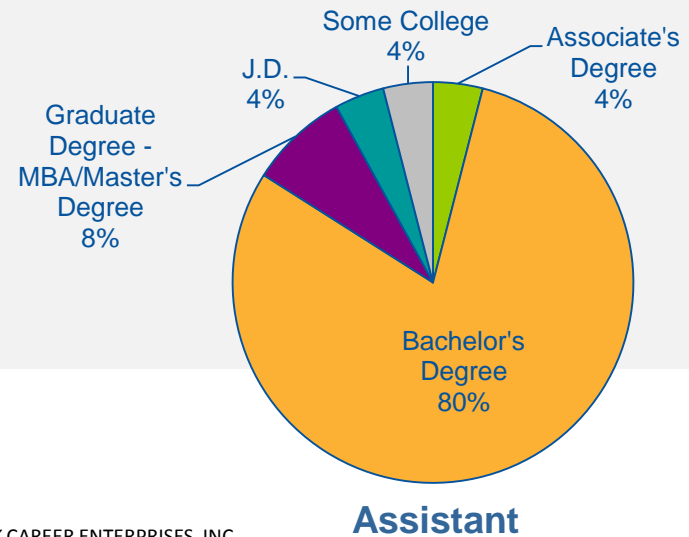
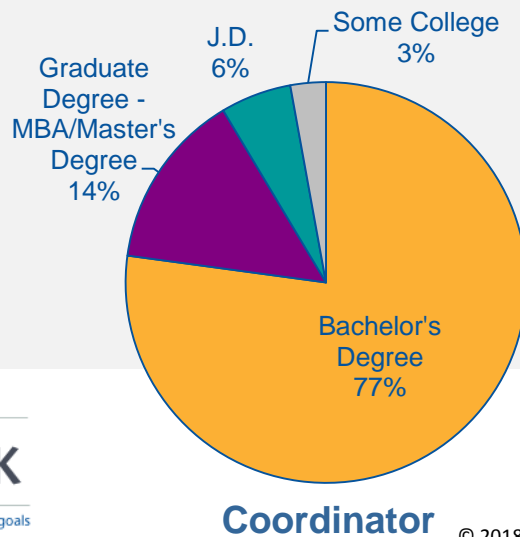
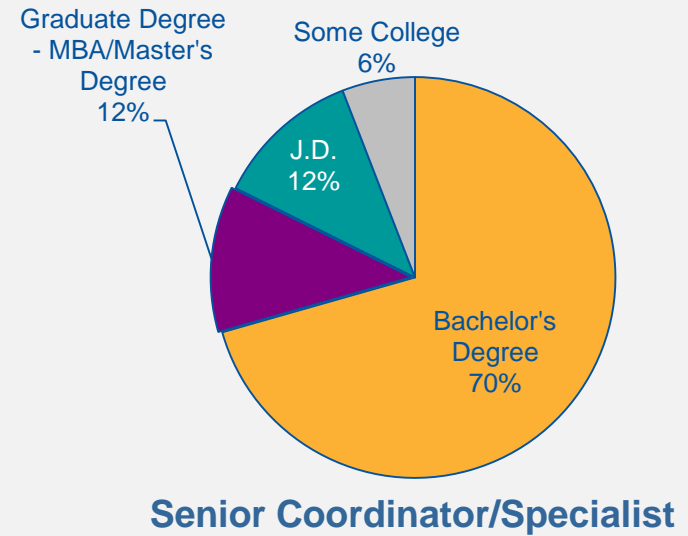
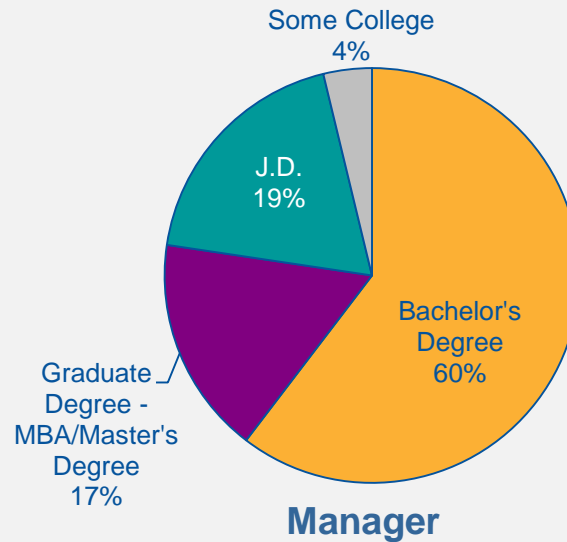
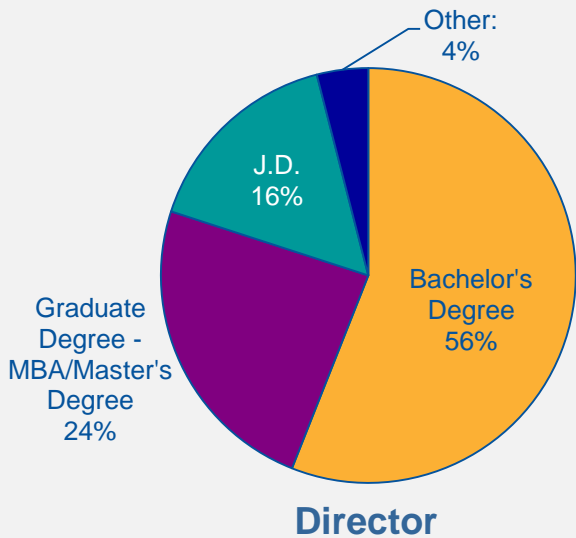
Profile of a NYCRA Professional



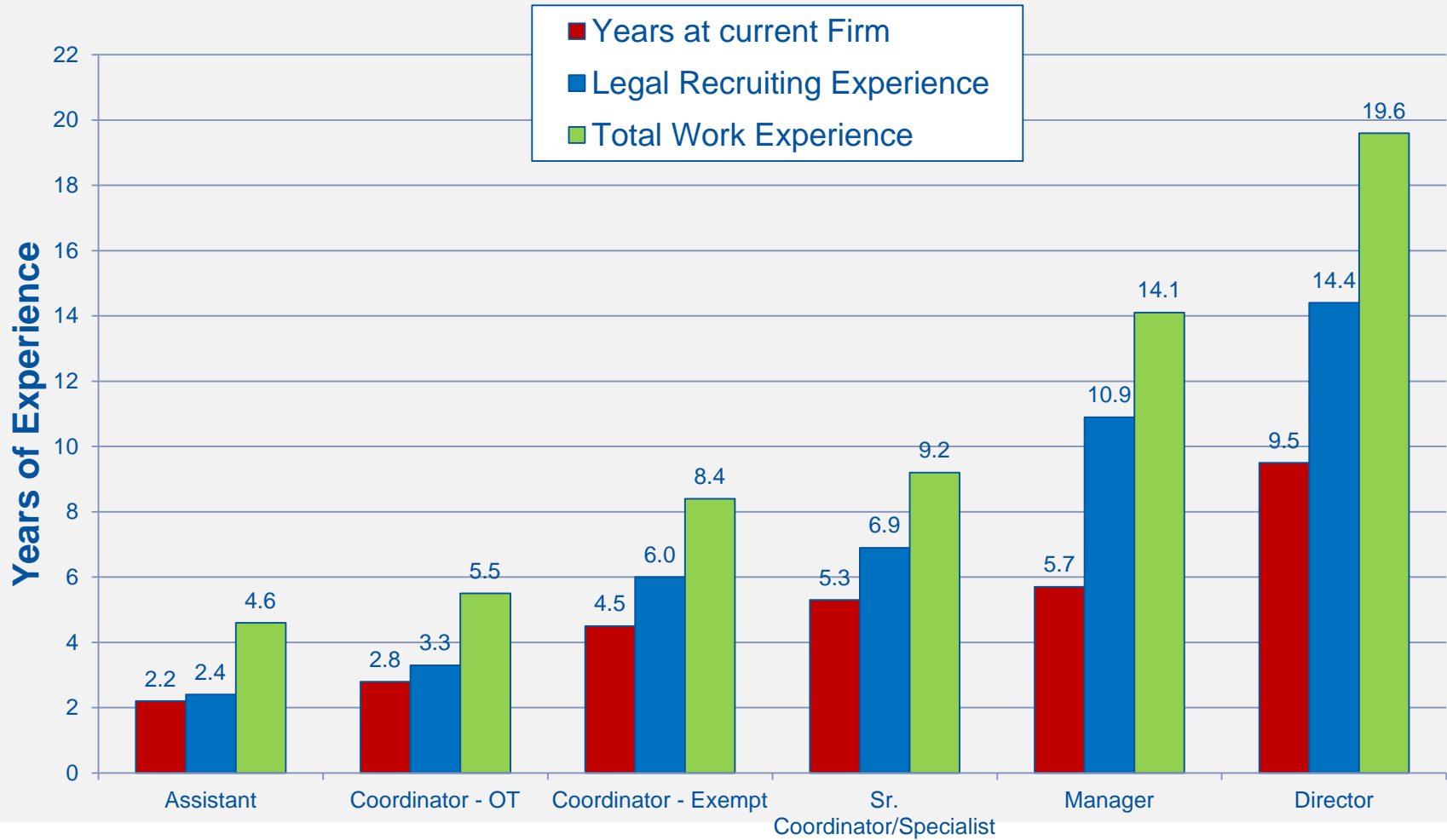
Highest Degree of Education



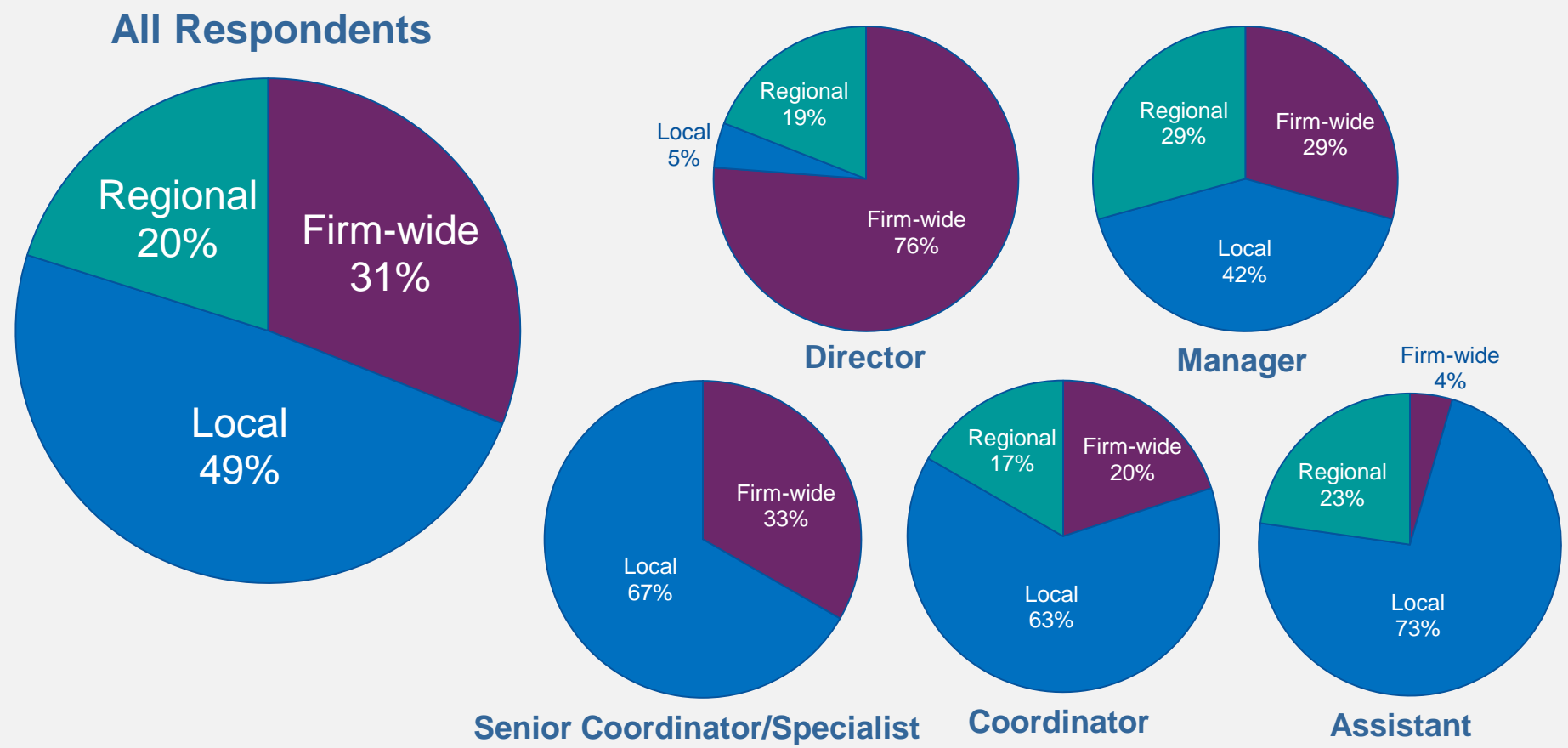
Highest Degree of Education by Job Title



Average Years of Experience



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



Salary Trends



Average Salaries by Title

<u>Title (# responses)</u>	<u>Avg. Salary</u>	<u>Median</u>	<u>25% - 75% Range</u>	<u>Avg. Bonus</u>	<u>Avg. Raise</u>
Director (25):	\$234,000	\$207,500	\$190K - \$295K	\$43,638	4.7%
Manager (53):	\$136,130	\$135,000	\$116K - \$159K	\$11,935	8.2%
Sr. Coord./Spec. (17):	\$88,237	\$89,775	\$83k - \$94k	\$5,167	7.1%
Coordinator – Exempt (10):	\$80,490	\$78,500	\$72K - \$89K	\$6,351	4%
Coordinator – OT eligible* (21):	\$66,480	\$68,500	\$60K - \$70K	\$3,772	7.6%
Assistant – OT eligible* (25):	\$52,420	\$53,000	\$48K - \$56K	\$2,613	3.7%

Percent Change from 2016:

Directors: 1.9% increase

Managers: 7.6% increase

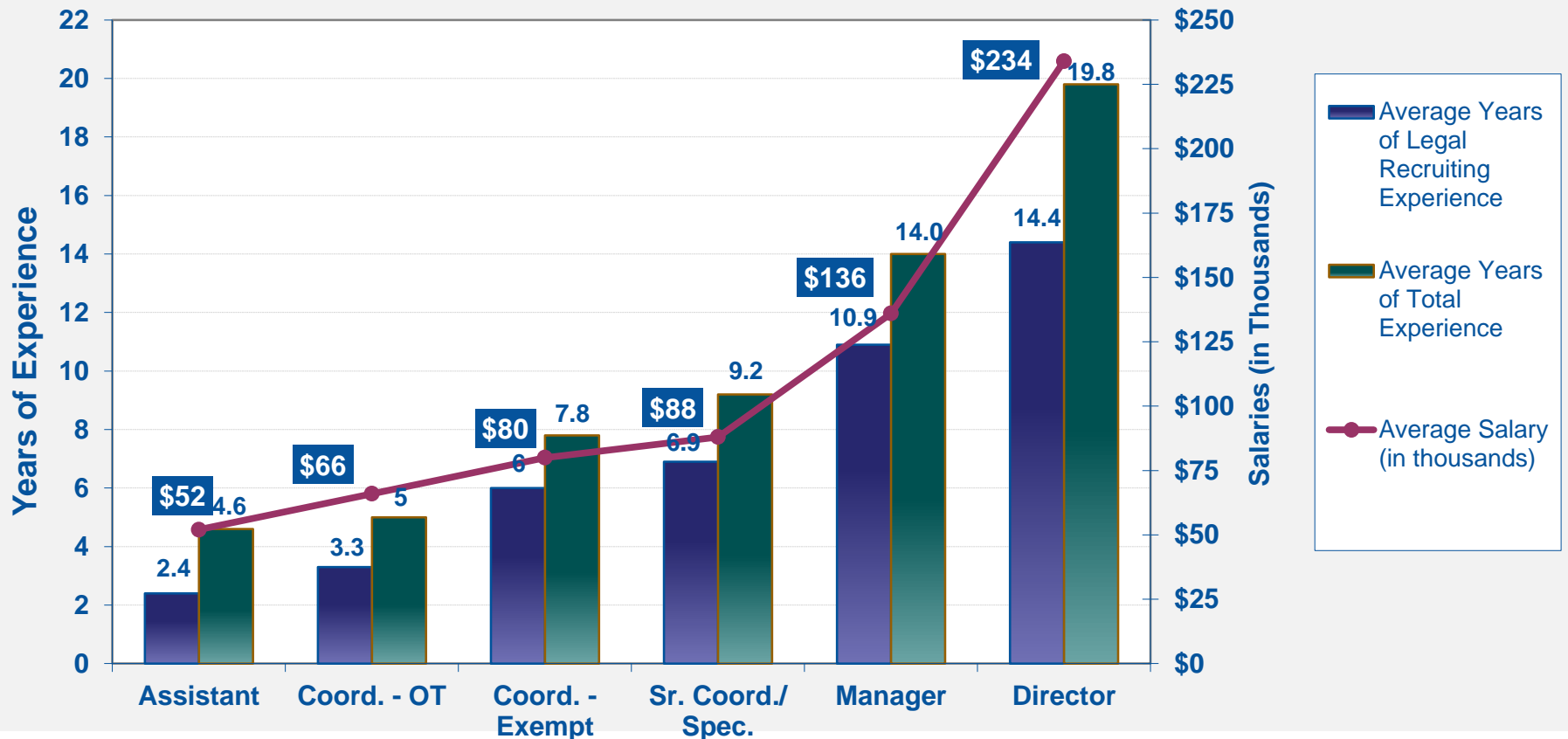
Sr. Coord./Spec.: 1.1% decrease

Coordinators (Exempt): 2.3% increase

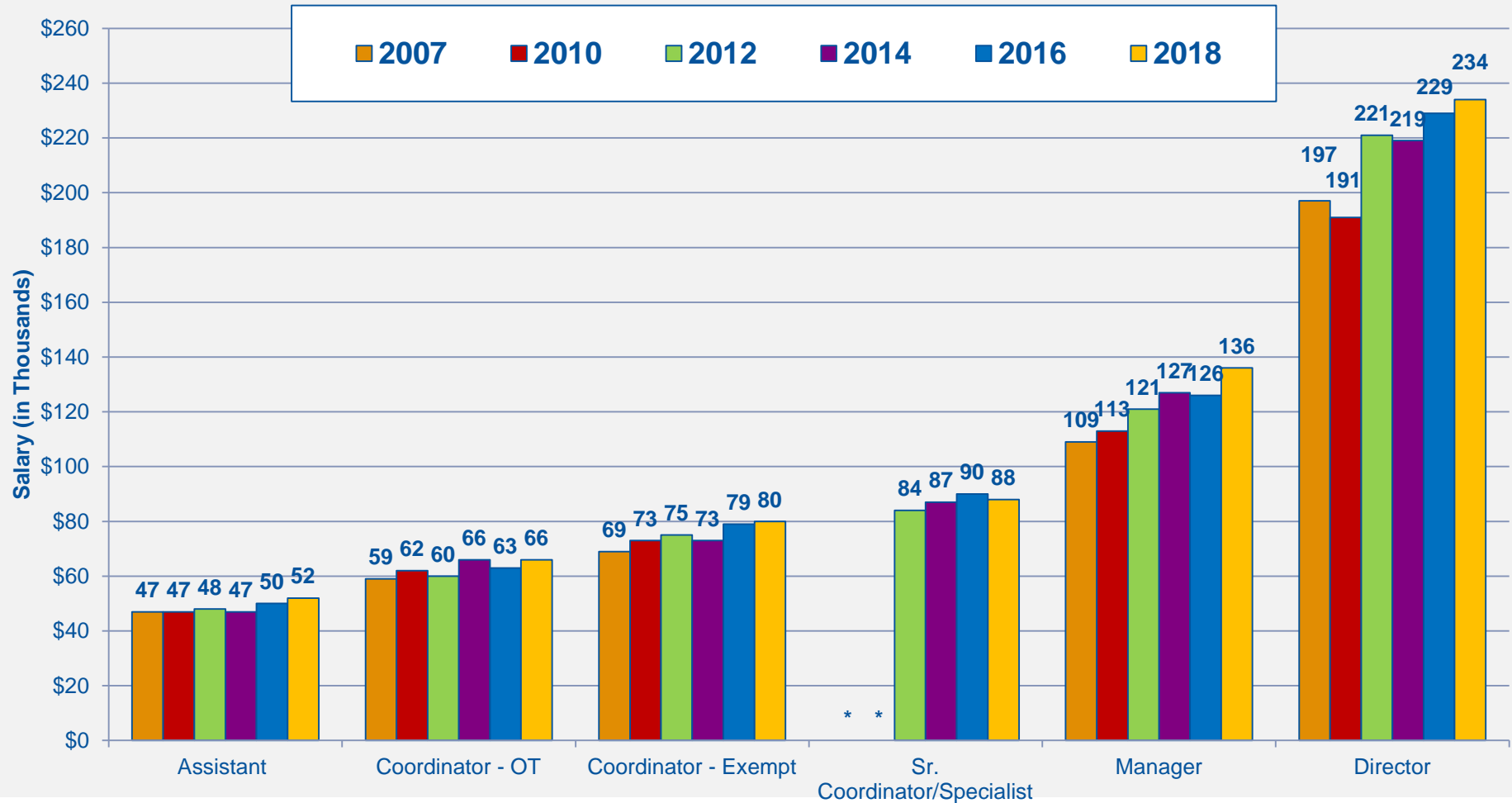
Coordinators (OT eligible): 5.8% increase

Assistants (OT eligible): 5.3% increase

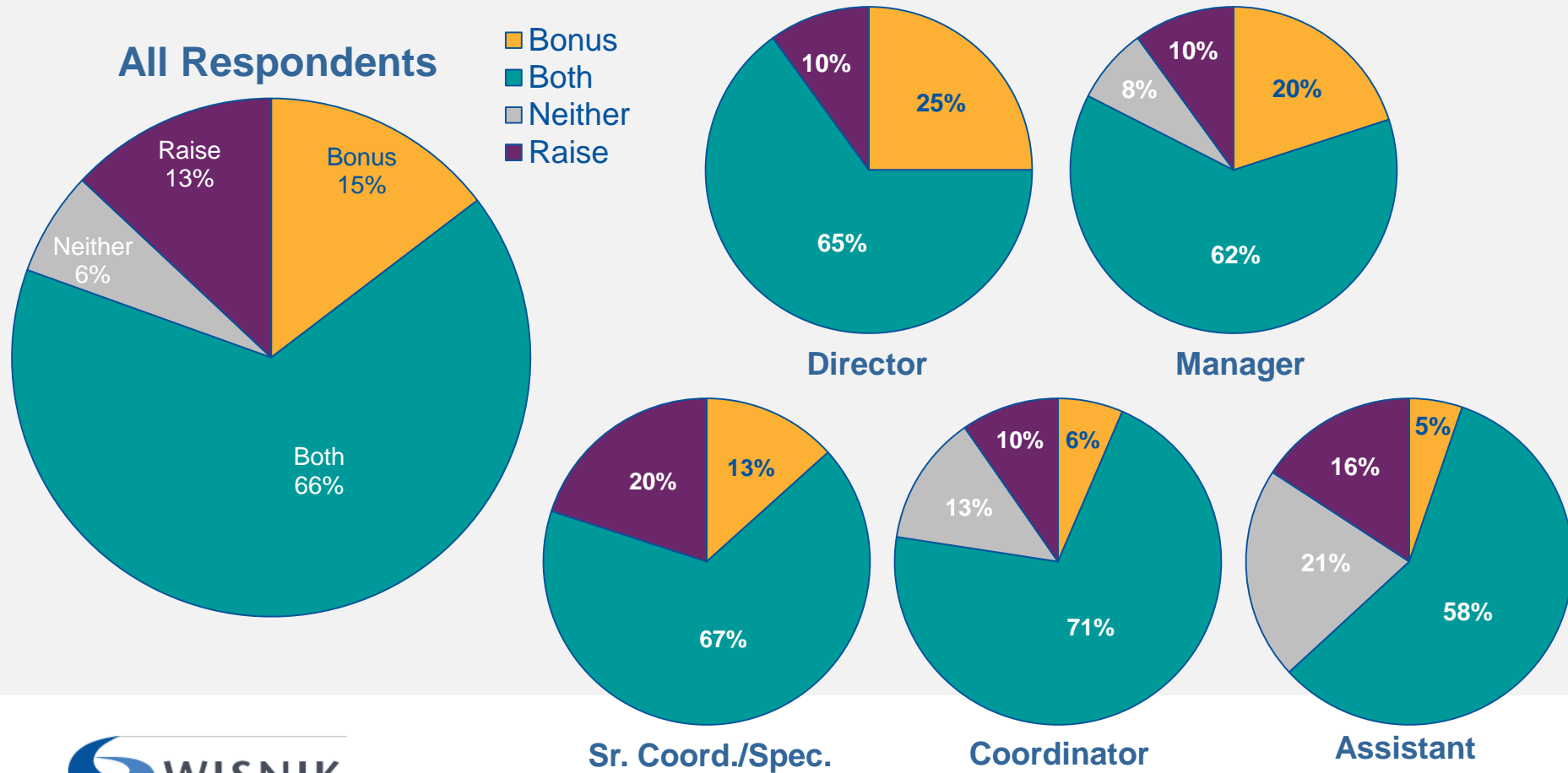
Average Salary vs. Years of Experience



Salary Trends: 2007-2016

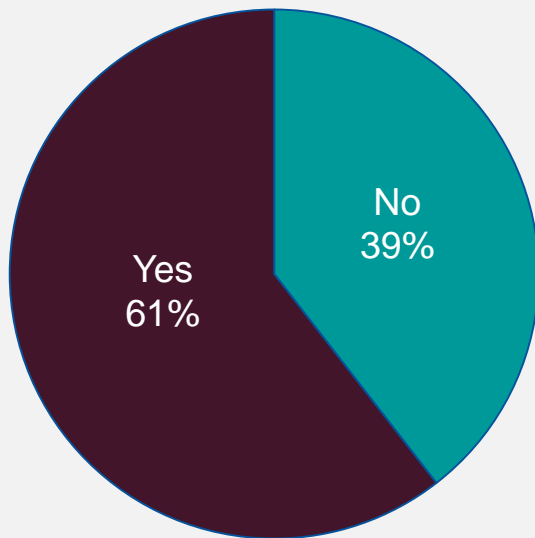


Did You Receive a Bonus and/or a Raise Last Year?

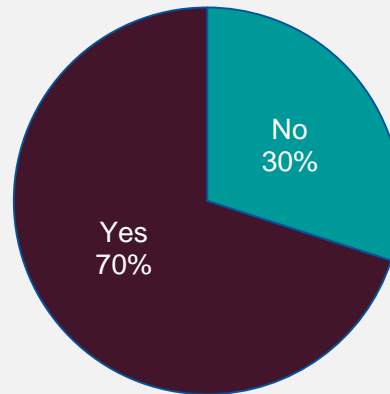


Are You Satisfied With Your Current Compensation?

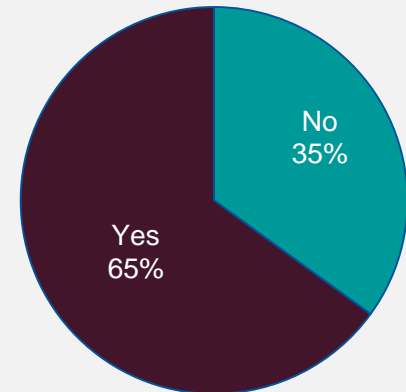
All Respondents



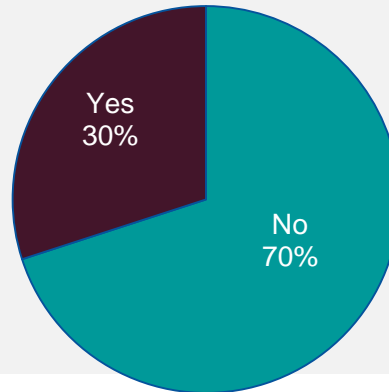
In 2016, 60% were also satisfied with current compensation



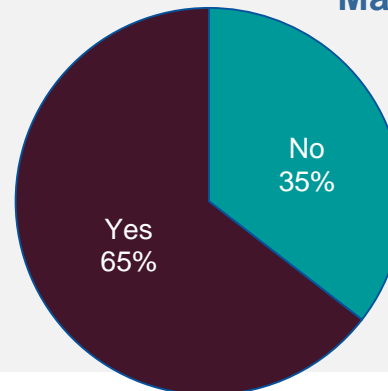
Director



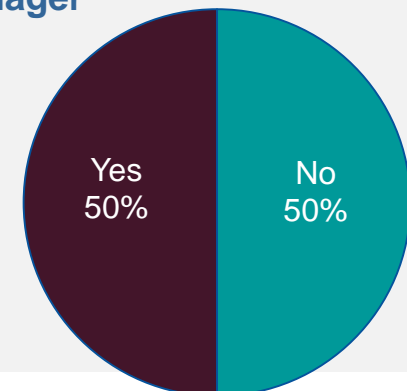
Manager



Sr. Coord./Specialist



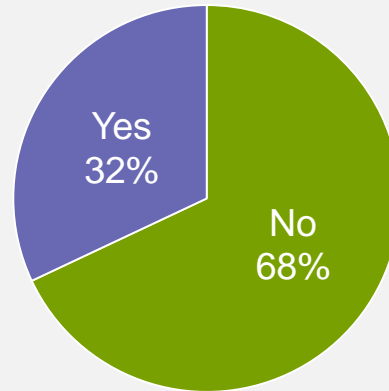
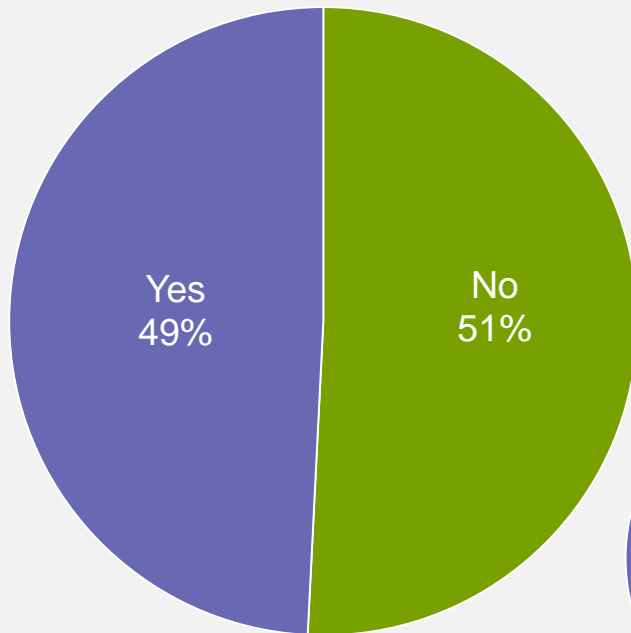
Coordinator



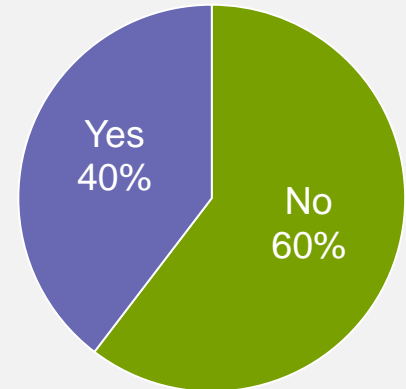
Assistant

Have You Been Promoted with a Title Change at Your Current Firm in the Past 2 Years?

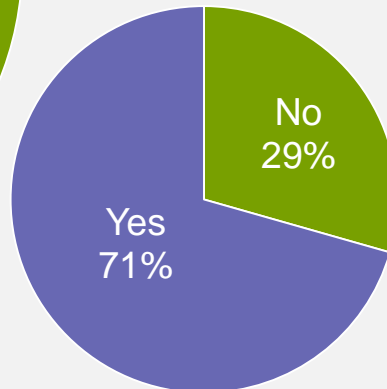
All Respondents



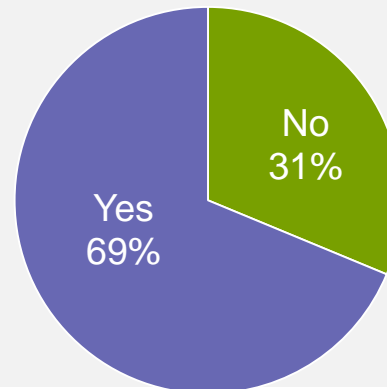
Director



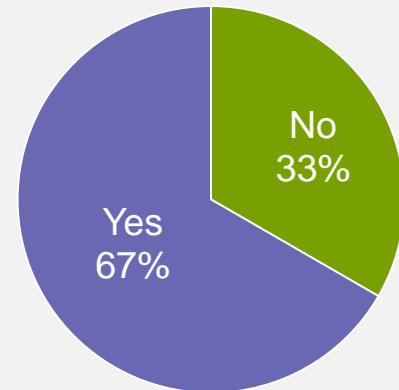
Manager



Sr. Coord./Specialist



Coordinator (Exempt)



Coordinator (OT)

Benefits Received by 2018 NYCRA Participants

- 52% of respondents receive a Flexible Spending Account
- 46% of you receive Health Club memberships or discounts
- 32% are provided with a PDA, smartphone, or cell phone
- 40% receive a partial reimbursement for their data plan
- 41% of respondents receive a laptop computer
- 35% of you receive transit discounts
- 29% can occasionally work from home
- 25% have a firm-provided back-up Day Care option
- 77% are eligible for a 401K; 26% receive a contribution by the firm regardless of their own contribution and/or have a 401K matching plan

Benefits Received: Average Days Paid Time Off (PTO)

Paid Time Off:

Includes Vacation, Sick and Personal Days

<u>Title (# responses)</u>	<u>Average</u>	<u>Avg. PTO Used</u>	<u>Receive Unlimited Sick days?</u>
Director (25):	27.6 days	21 days	43%
Manager (53):	24.5 days	18.1 days	34%
Sr. Coord./Specialist (17):	25.3 days	20.8 days	13%
Coordinators (35):	25.3 days	19.8 days	8%
Assistants (25):	18.5 days	12.7 days	0%

Industry Findings



2018 NYCRA Findings: Interesting Results

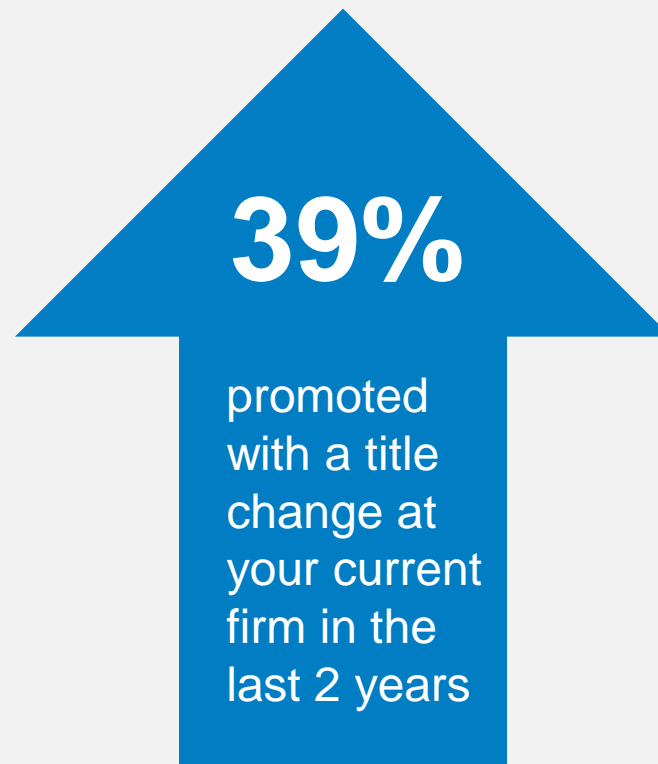
27.7% of you have a graduate degree (JD or Masters)

Average PTO is 24 days, with about 21 days actually used

20% receive unlimited sick days

70.6% of your firms sponsored your attendance at the NALP Annual Education conference, either annually or on rotation

93% of you received a bonus, a raise, or both in 2018

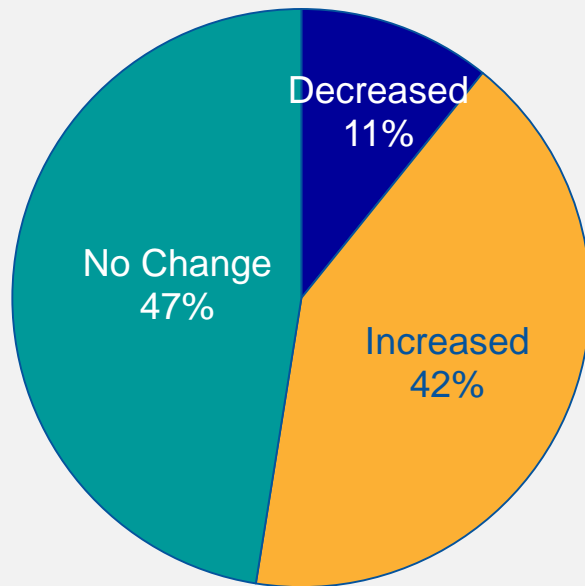


29% joined legal recruiting in the last 3 years
51% joined your current firm in the past 3 years
84% plan to be in legal recruiting in 3 years

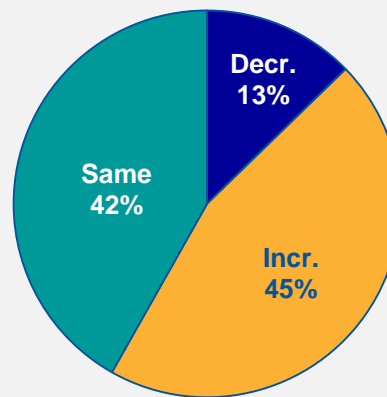
By Firm Size, Has Your Department Increased in Size in the Past 2 Years?

All Respondents

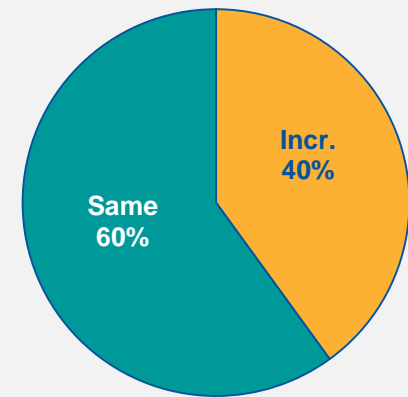
■ Decreased
■ Increased
■ No Change



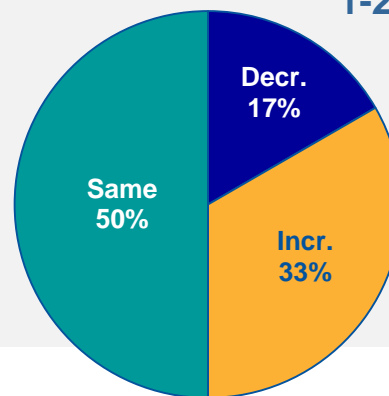
In 2016, 9% said their departments had decreased in size and 44% had increased.



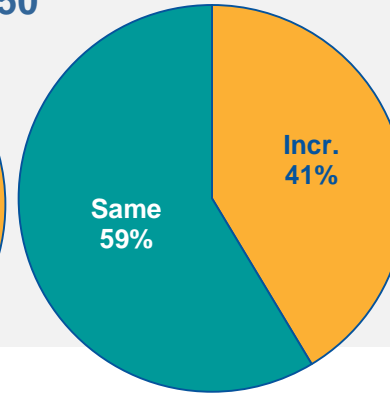
1-250



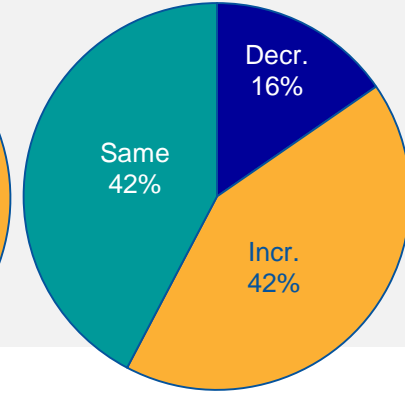
251-500



501-750



751-1000

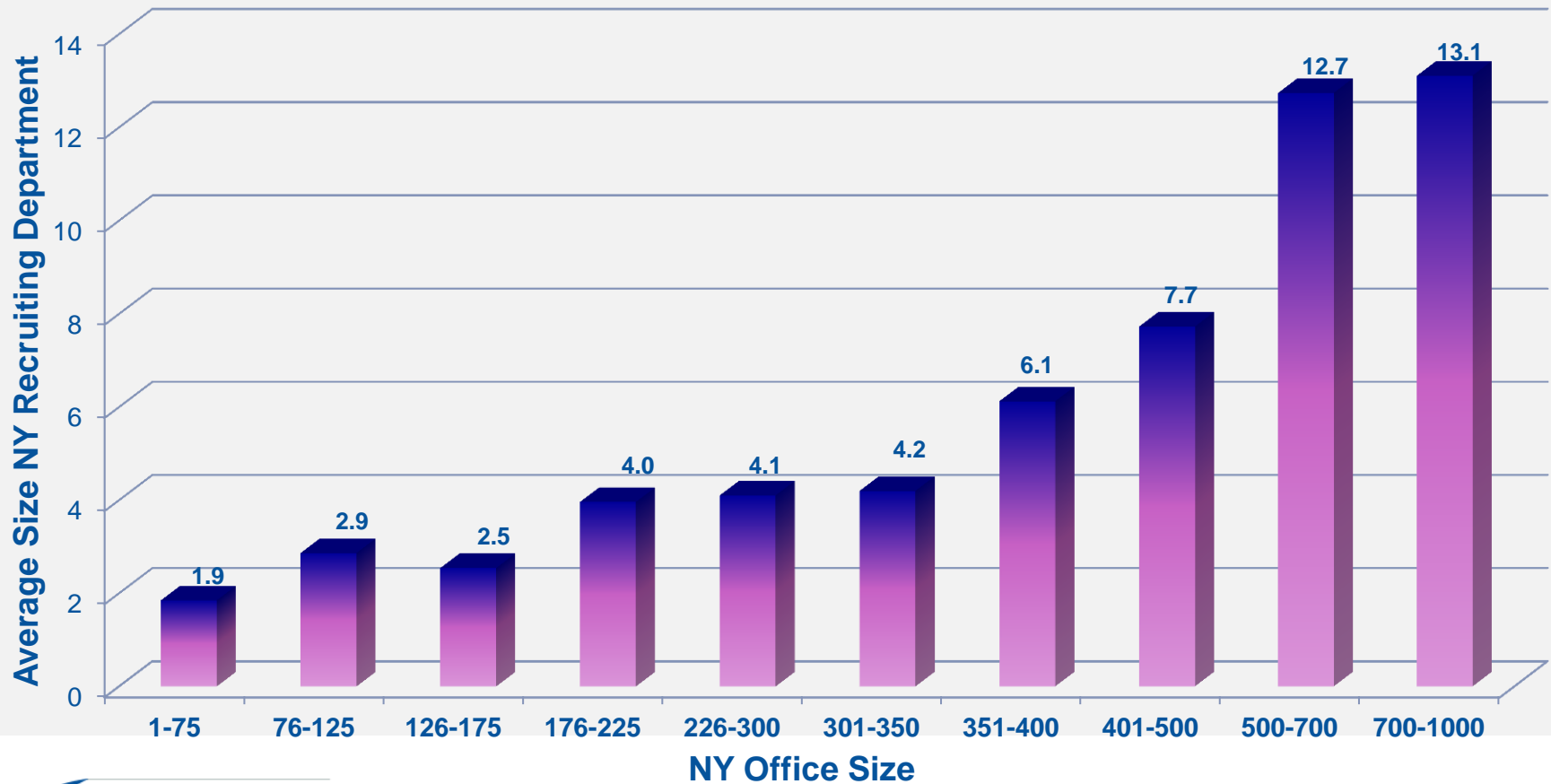


1000+

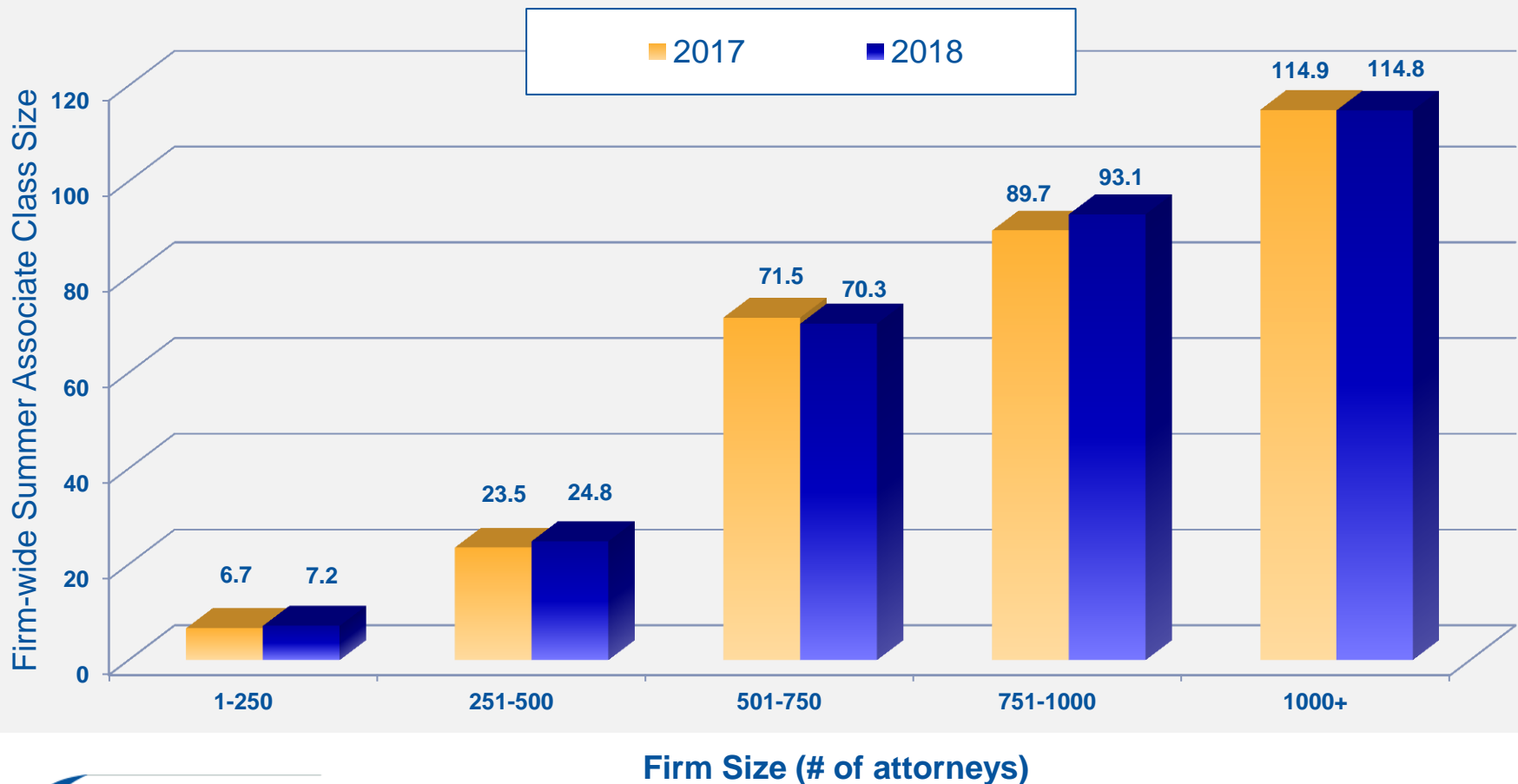
Size of Firm vs. Size of Firm-Wide Recruiting Department



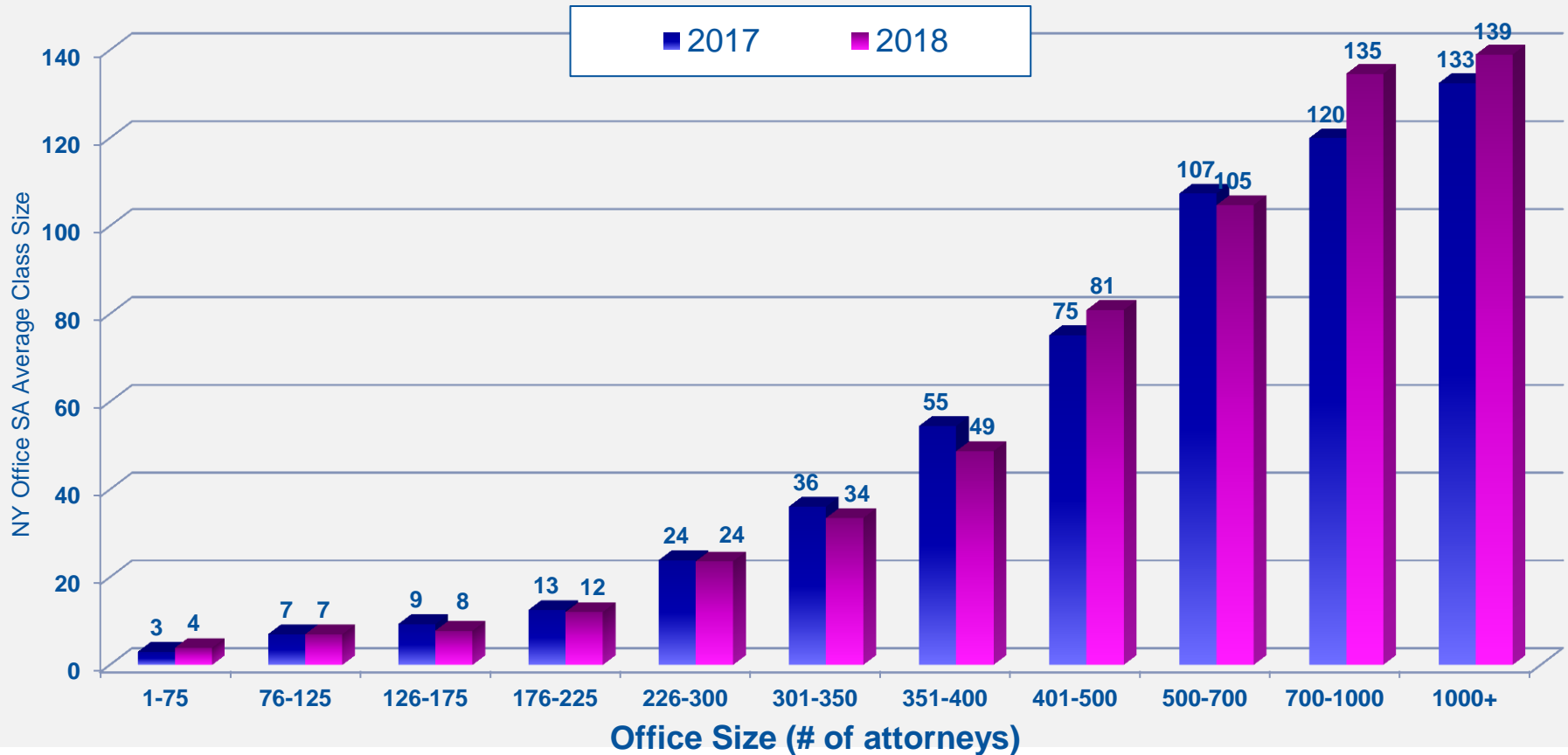
NY Office Size vs. Size of NY Recruiting Department



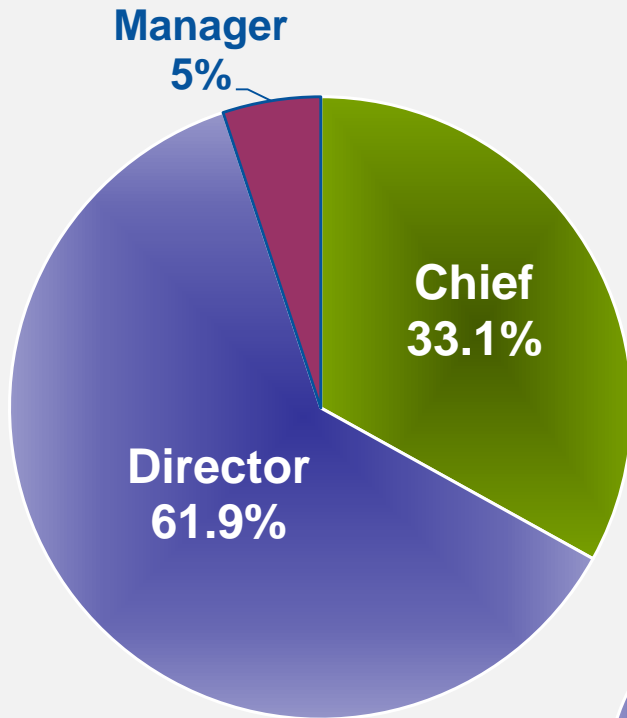
Summer Associates Firm-wide by Firm Size



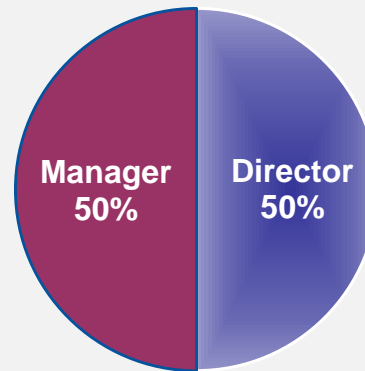
Summer Associates by New York Office Size



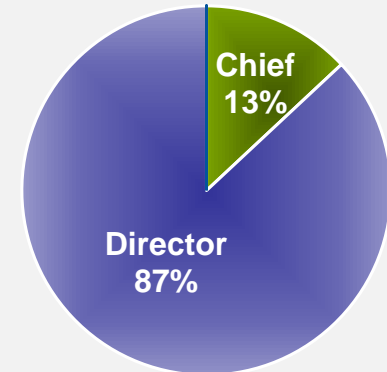
By Firm Size, Who is the Head of Your Department?



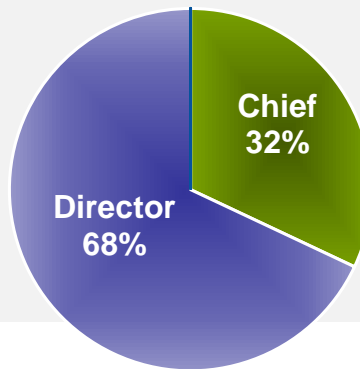
All Respondents



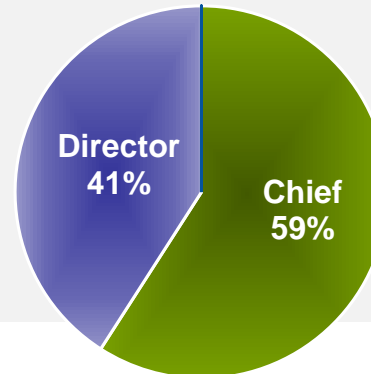
1 - 250



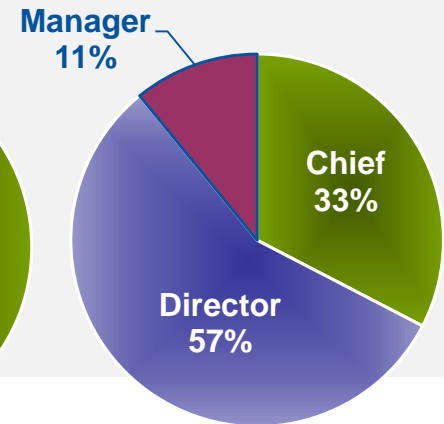
251 - 500



501 - 750

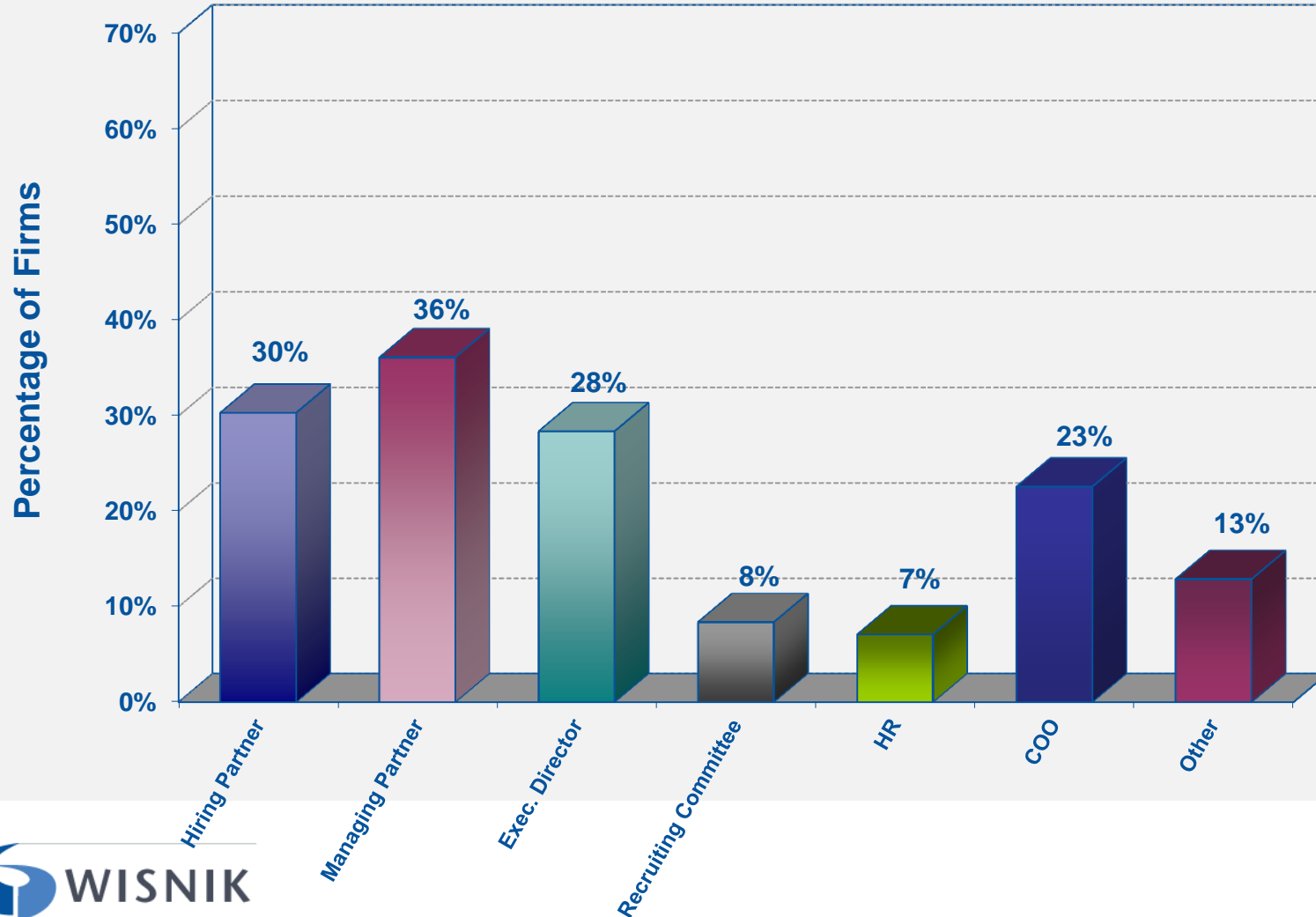


751 - 1000



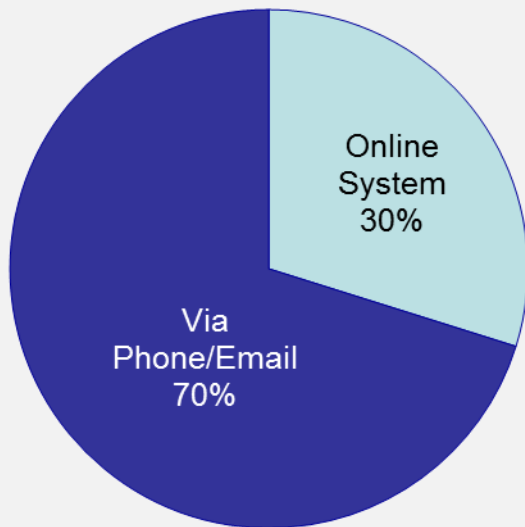
1001+

Reporting Structure: Who Does Recruiting Department Report To?

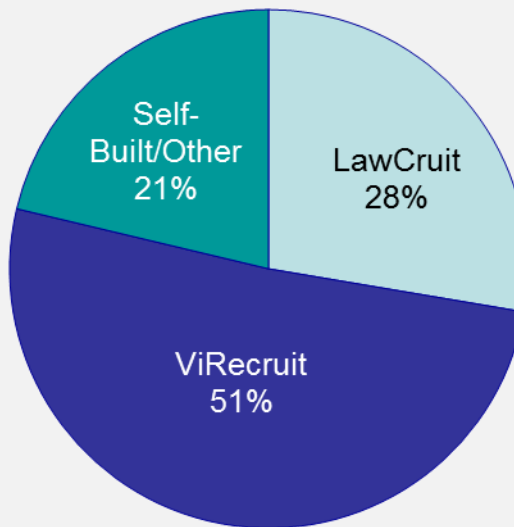


Callback Interviews

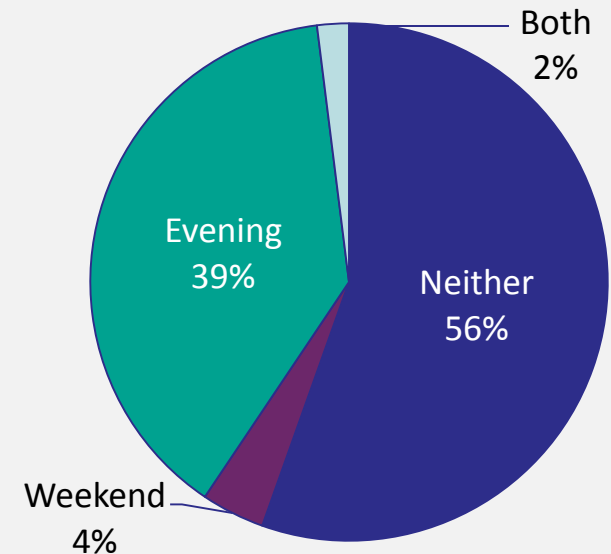
How does your firm primarily schedule callback interviews?



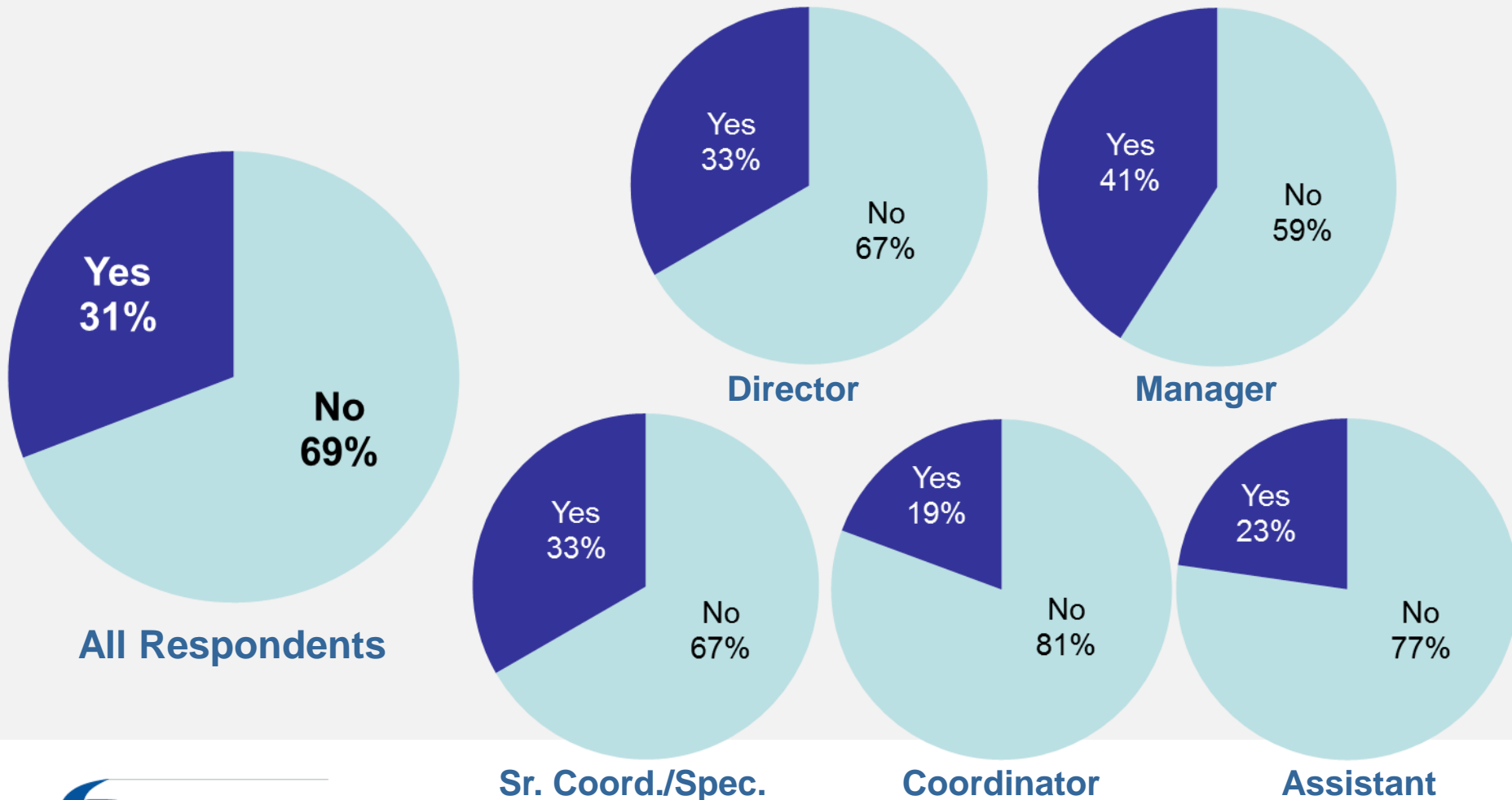
If you use an online system, which one do you use?



Does your firm host evening or weekend callback interviews?



Are You Involved with Lateral Partner Recruiting?



Addendum: Salary & Responsibility Breakdown



Average Salary, Bonus, & Raise by Firm Size

All Assistants = 25

Avg. Salary = \$52,420

Avg. Bonus: \$2,614 Avg. Raise: 3.6%

2016 OT: \$4,020

2017 OT: \$8473

Avg. Years of Legal Recruiting Experience: 2.4

Avg. Tenure at Current Firm: 2.2 years

<u>Firm Size:</u>	<u>251 - 500</u>	<u>751 - 1000</u>	<u>1001+</u>
Avg. Salary:	\$47,500	\$54,000	\$53,393
Avg. Bonus:	*	\$4,550	\$1,725
Avg. Raise:	*	1.05%	3.5%

Average Salary, Bonus, & Raise by Firm Size

All OT Coordinators = 21

Avg. Salary = \$66,481

Avg. Bonus: \$3,722 Avg. Raise: 8%

2016 OT: \$10,213 2015 OT: \$13,997

Avg. Years of Legal Recruiting Experience: 3.2

Avg. Tenure at Current Firm: 2.8 Years

<u>Firm Size:</u>	<u>251 - 500</u>	<u>751 - 1000</u>	<u>1001+</u>
Avg. Salary:	\$72,750	\$62,667	\$66,591
Avg. Bonus:	\$10,000	\$1,000	\$3,083
Avg. Raise:	3.5%	10%	11.4%

Average Salary, Bonus, & Raise by Firm Size

All Exempt Coordinators = 19

Avg. Salary = \$74,053

Avg. Bonus: \$5,396 Avg. Raise: 4%

Avg. Years of Legal Recruiting Experience: 4.7

Avg. Tenure at Current Firm: 3.4 years

<u>Firm Size:</u>	<u>251 - 500</u>	<u>1001+</u>
Avg. Salary:	\$83,700	\$84,940
Avg. Bonus:	\$6,333	\$10,479
Avg. Raise:	3.3%	3.3*

Average Salary, Bonus, & Raise by Firm Size

All Sr. Coord./Specialists = 16

Avg. Salary = \$88,237

Avg. Bonus: \$4,198 Avg. Raise: 7.1%

Avg. Years of Legal Recruiting Experience: 6.9

Avg. Tenure at Current Firm: 5.3 years

<u>Firm Size:</u>	<u>751 - 1000</u>	<u>1000+</u>
Avg. Salary:	\$93,350	\$88,869
Avg. Bonus:	\$3,750	\$5,700
Avg. Raise:	3.5%	7.6%

Average Salary, Bonus, & Raise by Firm Size

All Managers = 53

Avg. Salary = \$136,130

Avg. Bonus: \$11,935 Avg. Raise: 7.1%

Avg. Years of Legal Recruiting Experience: 10.9

Avg. Tenure at Current Firm: 5.6 years

<u>Firm Size:</u>	<u>251 - 500</u>	<u>501 - 750</u>	<u>751 - 1000</u>	<u>1001+</u>
Avg. Salary:	\$144,400	\$134,320	\$127,611	\$139,605
Avg. Bonus:	\$8,250	\$12,422	\$9,167	\$14,000
Avg. Raise:	9.5%	6.6%	14.1%	4.0%

Average Salary, Bonus, & Raise by Firm Size

All Directors = 25

Avg. Salary = \$234,009

Avg. Bonus: \$43,638 Avg. Raise: 2.2%

Avg. Years of Legal Recruiting Experience: 14.4

Avg. Tenure at Current Firm: 9.5 years

<u>Firm Size:</u>	<u>251 - 500</u>	<u>751 - 1000</u>
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Avg. Salary:	\$213,300	\$301,667
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Avg. Bonus:	\$47,800	\$27,500
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Avg. Raise:	2.4%	0.07%
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Assistant: Top Responsibilities

General Responsibilities

- Support OCI process, start to finish – 76%
- Administrative duties/data entry – 68%
- Assist with lateral associate recruiting efforts – 52%

Summer Associate (SA) Program

- Assist with social events, SA lunches and firm parties – 72%
- Support SA evaluation process – 68%
- Help coordinate SA training and orientation – 56%

Law Student Recruiting

- Help arrange candidate travel and interview schedules for callback interviews – 56%
- Assist with OCI receptions – 56%
- Assist with candidate correspondence and process travel reimbursements – 76%
- Help set up attorney interview schedules – 64%

Other: Partner, PD

- Have Partner recruiting responsibilities – 23%
 - Of those with Partner responsibilities, about 23% of time focuses on this area
- Have PD Responsibilities – 36%
 - Of those with PD responsibilities, about 4% of time is spent on PD

Coordinator: Top Responsibilities

General Responsibilities

- Help coordinate all aspects of OCI – 91%
- Update & maintain LawCruit/candidate database – 71%
- Support lateral associate recruiting – 69%
- Support attorney orientation programs – 46%

Law Student Recruiting

- Conduct candidate correspondence – 83%
- Arrange candidate travel and interview schedules for callbacks – 89%
- Help plan OCI calendar and receptions – 71%
- Prepare materials for Recruiting Committee meetings – 63%

Summer Associate (SA) Program

- Plan social events, SA lunches, and firm parties – 89%
- Help coordinate SA training and orientation – 80%
- Monitor SA work projects and assignments and help manage evaluation process – 80%

Other: Partner, PD

- Have Partner recruiting responsibilities – 19%
 - Of those with Partner responsibilities, about 28% of time focuses on this area
- Have PD Responsibilities – 57%
 - Of those with PD responsibilities, about 22% of time is spent on PD

Senior Coordinator/Specialist: Top Responsibilities

General Responsibilities

- Help manage OCI – 65%
- Coordinate lateral associate recruiting – 47%
- Facilitate attorney orientation programs – 53%
- Oversee LawCruit/candidate database – 53%

Law Student Recruiting

- Help plan OCI calendar – 41%
- Manage candidate correspondence and follow-up – 59%
- Coordinate candidate callback interviews & create callback interview schedules – 59%
- Organize attorney interview schedules – 53%

Summer Associate (SA) Program

- Plan social events, section parties, SA lunches and firm parties – 76%
- Monitor SA work projects and assignments – 47%
- Coordinate SA training and orientation – 59%
- Prepare SA materials for Recruiting Committee Meetings – 59%

Other: Partner, PD

- Have Partner recruiting responsibilities – 33%
 - Of those with Partner responsibilities, about 57% of time focuses on this area
- Have PD Responsibilities – 70%
 - Of those with PD responsibilities, about 40% of time is spent on PD

Manager: Top Responsibilities

General Responsibilities

- Manage OCI – 57%
- Manage recruiting staff – 68%
- Non-partner lateral associate recruiting – 53%
- Manage diversity initiatives – 51%
- Oversee and manage attorney orientation – 40%

Summer Associate (SA) Program

- Manage SA evaluation process – 47%
- Monitor SA work projects and assignments – 47%
- Manage social events, SA lunches and firm parties – 51%
- Coordinate SA training and orientation – 47%

Law Student Recruiting

- Participate in recruiting committee meetings – 49%
- Correspond with candidates – 47%
- Plan OCI calendar & coordinate with law schools – 51%
- Manage interview schedules for candidates – 34%

Other: Partner, PD

- Have Partner recruiting responsibilities – 41%
 - Of those with Partner responsibilities, about 51% of time focuses on this area
- Have PD Responsibilities – 34%
 - Of those with PD responsibilities, about 44% of time is spent on PD

Director: Top Responsibilities

General Responsibilities

- Manage recruiting staff – 14%
- Oversee OCI process – 56%
- Oversee lateral associate recruiting – 76%
- Manage diversity initiatives, attorney integration – 44%
- Oversee Staff/Contract Attorney hiring – 72%

Summer Associate (SA) Program

- Facilitate SA recruiting committee meetings – 56%
- Monitor SA work projects, assignments, and manage evaluations – 44%
- Oversee SA training & orientation – 52%

Law Student Recruiting

- Facilitate recruiting committee meetings – 64%
- Oversee OCI planning & calendar – 48%
- Conduct correspondence & follow-up with candidates – 36%
- Oversee OCI receptions – 40%

Other: Partner, PD

- Have Partner recruiting responsibilities – 33%
 - Of those with Partner responsibilities, about 57% of time focuses on this area
- Have PD Responsibilities – 32%
 - Of those with PD responsibilities, about 33% of time is spent on PD



2018 NYCRA Industry Survey



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