

## INSTRUCTIONS FOR LAW GRADUATES 2005 NALP EMPLOYMENT REPORT & SALARY SURVEY

NALP--The Association of Law Schools and Legal Employers, has produced a nationwide study of employment of new J.D. graduates of ABA-approved law schools annually since 1974. This study is known and respected nationwide as the **only** comprehensive report on the employment experiences of new law graduates. Your participation in this survey is thus critical to developing an accurate and timely picture of the law employment marketplace.

Your career services office provides information to NALP for each graduate. Please complete the survey even if you are not currently employed or not employed in the job of your choice. Your law school and NALP respect your expectations concerning confidentiality of these data. The responses provided on the enclosed survey will not be submitted directly to NALP. Data submitted to NALP will be recoded by your school and will not include any information identifying you as an individual. Moreover, you can be certain that NALP treats all information in a highly confidential manner. No information that could be associated with a specific individual or school is released--only aggregates and averages are published.

Here are some guidelines for completing the survey:

**A. Report your basic employment status to reflect the job you currently hold, even if you are seeking a different job.** Note that you have an opportunity later in the survey to indicate that you are seeking a different job. The unemployed categories apply only if you do not have a job of any type. If you are studying for the bar and do not have a job of any type, please report your status as "seeking work." The only case in which you should not report on the job you currently hold is if you have accepted an interim/temporary job before the start of a judicial clerkship, a position with the military JAG Corps, or other confirmed employment involving a delayed start date. In this case report the details of the pending job.

Jobs requiring bar admission include, in addition to attorney and corporate counsel positions, law clerks and judicial clerks. Examples of jobs for which a J.D. is preferred (and may even be required) include corporate contracts administrator, alternative dispute resolution specialist, government regulatory analyst, FBI special agent, jobs with legal publishers, and jobs in a law school career services office. The "other" professional category includes jobs which require professional skills or training, but for which a J.D. is neither preferred nor particularly applicable, such as accountant, teacher, business manager, nurse, etc.

A non-professional "other" job does not require any professional skills or training or is a job taken on a temporary basis and not viewed as part of a career path.

Indicate whether, for the job you currently hold, you were hired on a permanent or short-term/project basis. Note that a permanent job from the employer's perspective may be one that you consider short-term, while, for example, you continue to seek a different job. Indicate the type of job from the employer's perspective. An example of a short-term job is contract attorney; a job as an associate or a job held prior to or during law school, which you continue to hold, are examples of permanent jobs.

If you are pursuing an advanced degree full-time, indicate this under employment status. If, at the same time, you have paid employment or a fellowship, provide this information in the section on JOB-2 or second job.

**B. If you hold more than one job, please consider what you define as your primary or main employment (JOB-1) and your secondary work (JOB-2).** In addition to obvious situations of multiple paid jobs, other circumstances that should be recorded as JOB-1 and JOB-2 include: having paid employment in addition to running (or starting) your own solo law practice; owning/running a business while being employed by someone else; being employed in the civilian workforce and also a member of the military reserves.

**C. To assist you in properly reporting your employer type, please use the following definitions,** choosing just one type from these five choices. If you have two jobs, repeat the process for the second job.

**LAW FIRM**--This includes law firms specializing in public interest law and covers all law firm jobs, including associate, law clerk, paralegal, contract attorney, and clerical. Firm size refers to the total number of attorneys firmwide counting all senior and junior partners, of counsel, staff attorneys, senior and junior associates, and the like. Law office size is defined in the same manner and refers to the size of the office where you work. Use the solo practice category only if you have established your own solo practice.

**BUSINESS/INDUSTRY**--These employers are subdivided into nine categories and do not refer to practice areas within law firms. Choose the one category that best describes your employer. The "other" category encompasses a wide range of profit and not-for-profit organizations such as retail establishments, private hospitals, temp agencies (including those providing temporary attorneys) and corporations of all sizes not falling into one of the specific categories listed. If you are employed in business, you do not need to report the size of your office. If you have a job with a business that performs a function traditionally performed by government, such as child support enforcement, report the job in the "other" business category. If your job is with a law firm but is on a temporary basis through an agency, report your job in the "other" business category.

For jobs in business, please also indicate the type of job you hold, e.g. management, human resources, in-house legal.

**GOVERNMENT**--Report both the type of job and the level of government. Specific job types to be reported include judicial clerkship, a position with the military, prosecutor, and public defender. The military includes the Judge Advocate General's Corps (all branches), the Army Corps of Engineers, and any other civilian and uniformed positions. Prosecution encompasses representation or litigation on behalf of government in criminal or civil matters. These positions may be in the US Department of Justice, state attorney's general offices, or local district attorney's offices. The "other" category is to be used only for government positions not falling into one of the above four categories. Note that positions in public education, at any level, are to be reported as academic positions; jobs with political campaigns should be reported under business. Jobs with private employers but which involve provision of services sometimes performed by government, e.g. child support enforcement or public defenders (functions sometimes "contracted out"), should be reported using the appropriate private employer category rather than as government positions.

Local governments include county, municipal and city governments, as well as special-purpose entities such as local transit authorities and sanitation districts. Report non-court jobs with government in US Territories and the District of Columbia as state level jobs. Report judicial clerkships (or other court positions) with federal courts in these jurisdictions as federal level jobs. Report similar positions with lower courts (the equivalent of a state or local court in other jurisdictions) as state level jobs. Use the "other" government level category for jobs with tribal government, foreign governments, or the United Nations.

**PUBLIC INTEREST**--This category includes jobs funded by the Legal Services Corporation and other organizations offering civil legal services and jobs with private non-profit advocacy, religious, social service, fund-raising, community resource or cause-related organizations such as the Children's Defense Fund, United Way, and Red Cross Chapters. It also includes non-profit policy analysis and research organizations such as Brookings and the Heritage Foundation. If the public defender job you have obtained is with a non-profit private organization, please report it here in the "other" category. The public interest category does not include jobs with labor unions, trade associations, or public interest law firms.

**ACADEMIC**-Positions may be at any level, from elementary to higher education, and within either the private or public sector, e.g. private colleges, state universities, and local public education. If you are pursuing an advanced degree full-time, report this in Part II-Employment Status item. If you are simultaneously working in an academic—or any other--setting, this job may be reported as JOB-2 in Part IV.

**D. You should also provide the name and address of your employer and your annual starting salary.** In reporting your salary, do not include items such as a bar stipend, a signing bonus, a potential bonus or contingent income. If you have accepted a judicial clerkship, report the clerkship salary, not the salary you expect to earn after the clerkship. If your salary increased between the time you started your job and the time you completed this survey, in general you should report your starting salary. If, however, your salary increased as a result of passing the bar, you may report the higher salary.

**E. Complete the item on search status if you are currently employed** to indicate whether or not you continue to seek a job other than the one you currently hold. Do not complete this item if you are unemployed.

**F. Please describe your job, if requested, for the job/employer type you indicated.** You may also use the space on the back of the survey to describe any other aspects of your job or job search.

**CONFIDENTIAL GRADUATE SURVEY FORM - CLASS OF 2005  
NALP EMPLOYMENT REPORT AND SALARY SURVEY**

Please refer to the instruction sheet as you are completing this survey. **Please print ALL answers.**

Date of Survey: \_\_\_\_\_ Full Name: \_\_\_\_\_

FIRST M.I. LAST

*Please provide thorough contact data so we can reach you with important career / job info in the future, especially if you are seeking.*

Permanent Address: \_\_\_\_\_

Permanent Phone(s) (include cell where appropriate): \_\_\_\_\_

Permanent (i.e., **post-law school**) e-mail: \_\_\_\_\_

Local / Law School Address: \_\_\_\_\_

Local/Law School Phone(s): \_\_\_\_\_

**I. DEMOGRAPHIC INFORMATION**

A. PROGRAM TYPE AT TIME OF GRADUATION:  Full-time/3-Year  Part-time/Evening

B. AGE (Complete either C1 or C2) C1. Age at Graduation \_\_\_\_\_

C2. Birth Date \_\_\_\_\_  
Mo. Day Yr.

C. GENDER:  Male  Female

D. RACE/ETHNICITY (You may check up to two)

- Latino
- Other Hispanic (describe) \_\_\_\_\_
- Black/African American
- Asian Am. / Pacific Islander (describe) \_\_\_\_\_
- East Indian/Pakistani
- Am. Indian/Native Am. (describe) \_\_\_\_\_
- White/Caucasian

E. DISABILITY STATUS:  Not disabled  
 Visual impairment  
 Hearing impairment  
 Mobility impairment

- Speech impairment
- Learning disability
- Other (describe) \_\_\_\_\_

**II. EMPLOYMENT STATUS (Complete either item A, B, C, or D)**

**A. Employed – check if you hold or have accepted any job (indicate later if you seek other employment)  
(also complete A1 and A2 below)**

A1. Type of job (check only one)

- Bar admission required/anticipated (includes judicial clerks)
- JD preferred, law degree enhances position (e.g., accounting firm or consulting firm, law school or law firm administration)
- Professional other (describe) \_\_\_\_\_
- Non-professional other (describe) \_\_\_\_\_

A2. Job is: (check only one):  Full-time  Part-time

**If you checked Item A, please skip to Part III**

**B. Enrolled in a full-time degree program (Complete Item A in Part III if applicable)**

**C. Seeking work (Check ONLY if you do not have a job of any type; indicate at Item III(E) if you continue to seek a different job than what you currently hold.)**

**D. Not seeking work.**

**If you checked Item C or D above, the rest of this form is not applicable.**

III. JOB-1 INFORMATION

A. SPECIAL FUNDING:  This job or degree program is funded in whole or in part by a fellowship or grant (describe)

**If you are enrolled in a full-time advanced degree program, the remaining items relating to Job-1 are not applicable.** A job held concurrent with your degree program may be reported under Job-2 on the back of this form.

B. TIMING OF OFFER (Mark one):

- Before graduation  After graduation but before bar results  After bar results

C. SOURCE OF JOB:

Mark the one choice that best describes how you learned of and made initial contact with the employer. If you received an offer from your summer employer, or the employer for whom you worked during law school, indicate how you initially made contact with that employer.

- Interviewed during fall OCI program organized by the career services office
- Interviewed during spring OCI program organized by the career services office
- Returned to or continued with pre-law school employer
- Interviewed at job fair or consortia
- Responded to job described in career services' posting / bulletin / jobline/ binder/direct contact listing or utilized its resume referral service
- Referral by business colleague, friend, relative, alumni, or school personnel
- Commercial (i.e., non-school) Internet job site
- Initiated contact by means of a targeted mailing or informational interviewing, or as a result of networking
- Used a temporary placement agency or legal search consultant
- Started own practice or business
- Other (describe) \_\_\_\_\_

D. INDICATE WHETHER THE EMPLOYER HIRED YOU ON A SHORT TERM OR PERMANENT BASIS. Note that a permanent job from the **employer's perspective** may be one that you consider short-term, while, for example, you continue to seek a different job. Please indicate the type of job from the **employer's perspective**.

- Hired on short-term basis (e.g., temporary contract attorney)  Hired on permanent basis (from **employer's** perspective)

E. SEARCH STATUS (Mark **only** if you are employed)

- I continue to seek a job other than that described here  I am not seeking a job other than that described here

NAME AND ADDRESS OF EMPLOYER

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address City State Zip

**COMPLETE F1, F2, AND F3 ONLY IF YOUR PRIMARY JOB IS IN LAW FIRM PRIVATE PRACTICE. IF NOT, SKIP TO G, H, I, OR J.**

F1. TYPE OF LAW FIRM OFFICE (Mark one only):  Employed at main (or only) office/firm HQ  Employed in branch office

F2. TOTAL SIZE OF LAW FIRM (Mark only one for size of entire firm by total number of attorneys)

- Solo (self-employed as a solo practitioner)  51-100 attorneys
- 2-10 attorneys  101-250 attorneys
- 11-25 attorneys  251-500 attorneys
- 26-50 attorneys  501+ attorneys

F3. SIZE OF LAW OFFICE (Mark only one to indicate size of office where you will be working. Office size may not exceed firm size.)

- Solo (self-employed as a solo practitioner)
- 2-10 attorneys
- 11-25 attorneys
- 26-50 attorneys
- 51-100 attorneys
- 101-250 attorneys
- 251-500 attorneys
- 501+ attorneys

IF JOB IS IN BUSINESS OR INDUSTRY, COMPLETE BOTH G1 AND G2.

G1. TYPE OF EMPLOYER:

- Accounting firm
- Entertainment/sports management company
- Management consulting firm
- Technology/e-commerce company
- Other business or industry (describe) \_\_\_\_\_
- Investment banking institution
- Insurance company
- Publishing house
- Trade association, union, or political campaign

G2. TYPE OF JOB:

- In-house legal
- Business development/Sales/Marketing
- Consulting
- Other (describe) \_\_\_\_\_
- Management
- Human resources
- Self-employed

IF JOB IS IN GOVERNMENT, COMPLETE BOTH H1 AND H2.

H1. LEVEL OF GOVERNMENT:

- Federal
- Local (City/Municipal/County)
- State
- Other (describe) \_\_\_\_\_

H2 TYPE OF JOB

- Judicial Clerkship
- Prosecution
- Military Position
- Other (describe) \_\_\_\_\_

I. IF JOB IS IN A PUBLIC INTEREST ORGANIZATION OR OTHER NONPROFIT (Mark one item to indicate the primary type of work you will be handling)

- Community education and organization
- Policy/Advocacy
- Other (describe) \_\_\_\_\_
- Civil legal services
- Public defender or appellate defender

J. IF JOB IS ACADEMIC (Mark one item to indicate the type of job)

- Law school administration
- Other higher education
- Other academic job (describe)

K. STARTING SALARY \_\_\_\_\_

(THE INFORMATION YOU PROVIDE WILL BE KEPT CONFIDENTIAL; PLEASE PROVIDE THE DATA BECAUSE IT IS VERY HELPFUL TO FUTURE STUDENTS IN EVALUATING SALARIES AND PAY SCALES GENERALLY)

**IV. JOB-2 INFORMATION: NAME AND ADDRESS OF EMPLOYER**

Employer Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

BASIC JOB TYPE

A1. Type of Job (check only one)

- Bar admission required/anticipated (includes judicial clerks)
- JD preferred, law degree enhances position (e.g., accounting firm, consulting firm, law school or law firm administration)
- Professional other (describe) \_\_\_\_\_
- Non-professional other (describe) \_\_\_\_\_

A2. Job Is: (check only one):

- Full-time
- Part-time

EMPLOYER TYPE (Mark one only):

- Law firm private practice
- Government
- Public interest
- Business/Industry
- Judicial clerkship
- Academic

OTHER REMARKS \_\_\_\_\_