

SPECIAL INSTRUCTION SHEET FOR LAW GRADUATES 2008 NALP EMPLOYMENT REPORT AND SALARY SURVEY

NALP (www.nalp.org), has produced a nationwide study of employment of new JD 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. If you have any questions, please contact your career services office.

A. Report your post-graduate employment status to reflect the job you have accepted post-graduation, or the job you currently hold if you will continue with this job after graduation, 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 categories of seeking work and not seeking work, apply only if you do not have a job of any type, and have not accepted an offer for employment. The only cases in which you should not report on the job you are holding after graduation are if you have an interim/temporary job but have accepted a judicial clerkship starting in the fall following graduation, a position with the military JAG Corps, or other confirmed employment involving a delayed start date. In these cases 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 JD 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 JD 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 JOB-1, 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. If you have obtained a judicial clerkship, generally you should report that job as the primary job; you do not need to report on a job you may have obtained for after your clerkship.

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, and other professional and clerical staff. Complete the section on type of law firm job to indicate the kind of job you have at the firm. If you are working at a firm but are doing so through a legal temporary agency, report your employer as business and industry, as described under business and industry. A public interest law firm is a private and for-profit firm, but is distinguished from other private firms in that a majority of its practice involves clients that are typically under-represented, or groups that advocate for community, rather than corporate interests. Sliding fee cases, attorney fee cases and contingent fee cases are common. Typical areas of practice for public interest law firms include plaintiff’s employment discrimination, civil rights, and environmental law.

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 ten categories and do not refer to practice areas within law firms. Choose the one category that best describes your employer. 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 which 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 “temporary legal agency” category. If you are working for a bank, report it in the “investment banking/financial institution” category. The “other” category encompasses a wide range of profit and not-for-profit organizations such as retail establishments, private hospitals, and corporations of all sizes not falling into one of the specific categories listed.

For jobs in business, please also indicate the type of job you hold, e.g. management, temporary attorney, 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, and prosecutor. 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; public defender or appellate defender jobs should be reported as public interest. 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 (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; jobs as public defender or appellate defender; 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. Jobs with unions should be reported in the “other” category. The public interest category does not include jobs with 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. 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.

GRADUATE SURVEY FORM — CLASS OF 2008
NALP EMPLOYMENT REPORT AND SALARY SURVEY

Please refer to the Instruction Sheet as you are completing this survey.

Name _____ Phone _____ Email _____

Permanent Address (include city, state & ZIP code) _____

Parent's Names _____

Parent's Address (include city, state & ZIP code) _____

Names of Three of Your Classmates: 1. _____ 2. _____

3. _____

I. DEMOGRAPHIC INFORMATION

A. PROGRAM TYPE AT TIME OF GRADUATION

- Full-time Part-time

B. AGE AT GRADUATION _____

C. GENDER

- Male Female

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

- Latino (Mexican, Puerto Rican, Cuban)
 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) _____

F. During your final semester of law school, were you employed in any capacity – legal or non-legal, paid or volunteer?

- Yes No

II. POST-GRADUATION EMPLOYMENT STATUS

(Complete either item A, B, C, or D) – If you are/will be employed after graduation and also studying for the bar, check the appropriate box under A1.

A. Employed (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, management 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

III. JOB-1 INFORMATION

A. SPECIAL FUNDING

- Is this job or degree program is funded in whole or in part by a fellowship or grant? If so, describe below:

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. STARTING SALARY

D. 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 résumé referral service
 Referral by business colleague, friend, relative, alumni, or school personnel
 Commercial 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) _____

OVER PLEASE

If you are/will be employed, please skip to Part III.

- B. Enrolled in a full-time degree program**
(Complete Item A in Part III, if applicable)
 C. Seeking work
 D. Studying full-time for the Bar
 E. NOT seeking work

If you checked Item C, D or E above (Part II), the rest of this form is not applicable.

E. 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 a short-term basis (e.g., contract attorney)
- Hired on a permanent basis (e.g., associate, job held prior to/during law school)

F. 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

G. NAME AND ADDRESS OF EMPLOYER

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

H. COMPLETE H1, H2, AND H3 ONLY IF YOUR PRIMARY JOB IS IN LAW FIRM PRIVATE PRACTICE. IF NOT, SKIP TO I, J, K OR L. IF YOU ARE EMPLOYED BY A LEGAL TEMPORARY AGENCY, SKIP TO "BUSINESS OR INDUSTRY" (SECTION "I") REGARDLESS OF THE EMPLOYER AT WHICH THE AGENCY HAS PLACED YOU.

H1. TYPE OF LAW FIRM OFFICE (Mark one only)

- Employed at main (or only) office/ firm headquarters
- Employed in branch office of firm
- Firm is a public interest law firm

H2. TOTAL SIZE OF LAW FIRM (Mark only one for size of entire firm by total number of attorneys)

- Solo (you are 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

H3. SIZE OF LAW OFFICE (Mark only one to indicate size of office where you are/will be working. Note: office size may not exceed firm size.)

- Solo (you are 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

H4. TYPE OF LAW FIRM JOB (Mark one only.)

- Attorney
- Law Clerk
- Paralegal/Legal Assistant
- Administrator

I. IF JOB IS IN BUSINESS OR INDUSTRY, COMPLETE BOTH I1 AND I2.

I1. TYPE OF EMPLOYER

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

I2. TYPE OF JOB

- Temporary attorney work
- Temporary law clerk or paralegal work
- In-house legal
- Management
- Business development/Sales/Marketing
- Human resources
- Consulting
- Self-employed
- Other (describe) _____

J. IF JOB IS IN GOVERNMENT, COMPLETE BOTH J1 AND J2.

J1. LEVEL OF GOVERNMENT

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

J2. TYPE OF JOB

- Judicial Clerkship
- Military Position
- Prosecution
- Other (describe) _____

K. 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
- Civil legal services
- Policy/Advocacy
- Public Defender or appellate defender
- Other (describe) _____

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

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

IV. JOB 2 INFORMATION (Complete only if you have a job concurrent with that reported as Job-1.)

NAME AND ADDRESS OF 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, management 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
- Business/Industry
- Government
- Judicial clerkship
- Public interest
- Academic

V. OTHER REMARKS