



Survey of Legal Career Professionals in Law Firms and Employer Organizations

Recruiting; Professional Development; Diversity, Equity, and Inclusion; Alumni Relations; and other Lawyer Personnel Management Professionals in Law Firms and Employer Organizations

SURVEY DUE DATE

May
10
2024

If you have any questions, please contact NALP's Research Team at research@nalp.org.

As always, your survey submission is completely confidential.

No information about you individually, your organization, or that could be attributed to you or your organization will be published.

ABOUT THE SURVEY

Please take a few minutes to complete this survey about your job responsibilities and salary. Responses should reflect your job role and salary as of **April 1, 2024**. If you have any questions about the survey, please contact research@nalp.org.

This survey has been distributed to all NALP U.S.-based employer members. You are encouraged to share the link to this survey with other staff working in capacities related to lawyer personnel in U.S. offices to complete, regardless of whether the person is an individual member of NALP. A separate survey will be available later this spring for employers in Canada.

If your job does not involve any duties related to law student lateral recruiting, lawyer professional development, lawyer personnel management, diversity, equity, and inclusion initiatives, or alumni relations, this survey is not applicable to you.

Results of this survey will be made available free of charge to all NALP members in fall 2024. Prior year reports are available for access at: www.nalp.org/member-salarysurveys2.

HOW TO COMPLETE THE SURVEY

This PDF has been made available to assist in compiling your figures; however, all data must be submitted directly via the online survey.

Complete the survey online at:

<https://survey.vovici.com/se/17CFEB60774E8792>

The report compiled from this survey will provide analyses for jobs in a number of categories, including job duties, e.g., recruiting, professional development, or both, and department structure. To assist NALP in correctly categorizing your position for these analyses, please complete sections I–VI on the next pages.

PART I: JOB TITLE & OFFICE STRUCTURE

1. What is your full title?
2. What is the full title of the person to whom you report?
3. Check the one item that best describes the scope of your responsibilities:
 - Single Office (*one office only or firm has single office*)
 - Regional (*most or all offices within one geographic region*)
 - National (*multiple offices nationwide*)
 - Global (*multiple offices nationwide & offices outside North America*)
 - A Specific Practice Area/Group (*whether for one, multiple, or all offices*)
4. Check the one item that best describes where your position fits into the structure or hierarchy of the department or administrative unit in which you work. In your organization that department or unit may be responsible for a single (or only) office, multiple offices, or all offices of the organization. Because titles and structures vary by organization, you should select the level that best matches your level within your firm and department structure. Do not count a managing partner or similar position as the department head unless that individual has day-to-day responsibility for the department in addition to attorney duties. **You must answer this question in order to submit your survey.**
 - Department head (*e.g., Chief/Director*)
 - First-level professional below department head
 - Second-level professional below department head
 - Third-level professional below department head
 - Administrative support position

PART II: JOB DUTIES

5. Please describe your job by indicating as accurately as possible the percent of time you spend on each area of responsibility described below, including any time you may spend supervising others who perform these functions. You must use whole numbers, which may be a zero, for each of the percentages requested. Percentages in lines a-g should add to 100.
 - a. Law School Recruitment %
(*e.g., recruitment and hiring of summer associates and entry-level lawyers, summer program administration*)
 - b. Lateral Recruitment %
(*e.g., recruitment and hiring of lateral lawyers, either associates or partners*)
 - c. Lawyer Professional Development %
(*e.g., lawyer evaluation, work assignments, training, CLE compliance, maintaining professional licenses/bar memberships, mentoring, and retention efforts*)
 - d. Diversity, Equity, and Inclusion Initiatives %
(*e.g., implementing and administering a legal employer's DEI programs*)
 - e. Lawyer Personnel Management %
(*e.g., orientation for new hires (students, entry-level associates, and laterals), benefits administration, counseling, exit interviews, and outplacement*)
 - f. Alumni Relations %
(*e.g., Maintain alumni data, develop alumni content/communications, coordinate alumni networking events and professional development programming, develop and maintain alumni websites/portals, liaise with talent management professionals to support recruitment, retention, and career counseling initiatives*)
 - g. Other Duties %
Indicate the percent of time you spend on any of the duties listed below and on page 3, and check as many boxes as applicable to indicate these functions you perform directly or oversee.
 - Benefits or payroll for non-lawyer personnel
 - Coaching
 - Knowledge management

List continues on page 3

- Marketing/business development/public relations
- Office/facilities management
- Organize social events other than those for summer program
- Other professional and/or administrative staff hiring/supervision/evaluation
- Paralegal hiring/supervision/evaluation
- Practice management
- Pro bono coordination
- Well-being/wellness initiatives
- Other *(please specify)*

PART III: YEARS OF EXPERIENCE

Please provide the information below that is applicable to you. Round all figures to the nearest year or half year. (If a category is not applicable to you, enter "0.") **Count each year of experience only once across items 6 and 7 as the years of experience reported in these two items will be added together for analysis purposes.** Law practice years may include years where you practiced law concurrently with handling NALP-related duties.

6. NALP-related positions, e.g., as a legal career professional

- a. Years in current position
- b. Years in previous position(s) with legal employer(s)
- c. Years with law schools

TOTAL (add a, b, and c above)

7. Other relevant experience in addition to the NALP-related experience reported above in item 6 *(This includes relevant experience to your current role, such as positions in a search firm, curriculum development, undergrad or other career services or recruiting, human resources, etc.)*

8. Years of law practice

PART IV: EDUCATION & PROFESSIONAL AFFILIATIONS

9. What is the highest degree you have earned? *(Check only one.)*

- High school diploma MBA
- 2-year or associate degree PhD
- JD
- BA or BS Other (please specify)
- MA or MS

Please specify your area of concentration if you checked BA/BS, MA/MS or PhD above.

10a. Was an advanced degree required for your current position?

- Yes No

10b. If yes, which was required for your current position?

- MA or MS
- PhD
- JD
- Other *(specify)*

11a. Was an advanced degree preferred for your current position?

- Yes No

11b. If yes, which was preferred?

- MA or MS
- PhD
- JD
- Other (specify)

PART V: SALARY/COMPENSATION

12. Is your position:

Full-time (35+ hours/week)

Part-time

13. What is your current annual gross salary, excluding bonuses and overtime (if applicable), as of April 1, 2024? If you work part-time, please report your actual salary, not one adjusted to a full-time equivalent amount.

\$ _____ per year

14. The next item is about the salary increase, if any, that you received from your current employer between April 1, 2023 and March 31, 2024. If you were not eligible for a raise from your current employer because of a job change during this time period, please check the box below. ***If you were employed in your current role at your organization prior to April 1, 2023 and did not receive a raise, do not check this box.***

I was not eligible for a raise from my current employer because of a job change that took place between April 1, 2023 and March 31, 2024.

15. If you received a raise between April 1, 2023 and March 31, 2024, enter a number 1 or greater to report the percentage of your base salary that the raise represented. If you did not receive a raise, enter '0'.

%

16. The next item is about the bonus amount, if any, that you received from your current employer between April 1, 2023 and March 31, 2024. If you were not eligible for a bonus from your current employer because of a job change during this time period, please check the box below. ***If you were employed in your current role at your organization prior to April 1, 2023 and did not receive a bonus, do not check this box.***

I was not eligible for a bonus from my current employer because of a job change that took place between April 1, 2023 and March 31, 2024.

17. If you received a bonus between April 1, 2023, and March 31, 2024, what was the dollar value, before taxes, of this bonus? If you did not receive a bonus, enter "0." \$

18. If you received a bonus, on what was it based?

(Check all that apply.)

Merit

Seniority

Year-end/holiday

Firm profitability

Other (specify)

19. Check the associations to which you belong and for which your employer pays your membership dues.

(Check all that apply.)

National Association for Law Placement (NALP)

American Bar Association (ABA)

Association of Law Firm Diversity Professionals (ALFDP)

Association of Legal Administrators (ALA)

Association for Continuing Legal Education (ACLEA)

Legal Marketing Association (LMA)

Local Bar Association

Local city group

National Association of Colleges and Employers (NACE)

Professional Development Consortium (PDC)

Society for Human Resources Management (SHRM)

State Bar Association

Other (specify)

PART VI: EMPLOYER DEMOGRAPHICS

For purposes of organizing and assessing the demographics of employers represented, please provide the following information.

20. Type of Employer:

Law firm

Government agency

Public interest organization

Corporation

Other (specify)

21. City and state of your office: *(If your organization is 100% remote, please enter "Remote" for city and "RO" for state.)*

22. Number of offices in the U.S.

23. Number of lawyers in the U.S. *(firm or organization-wide)*

24. Number of lawyers in your office *(this number should be less than or equal to the number reported in #23 above)*

For review purposes only