Instructions for NALP Law Firm Questionnaire
2008-2009 NALP Directory of Legal Employers

The NALP Form provides job seekers with basic information about your organization and its hiring practices. It is used for two purposes: (1) to publish your organization’s information in the electronic and print versions of the NALP Directory of Legal Employers; and (2) to provide a standardized reference form for law schools and students. The NALP Form can only be completed online. The NALP Form Data Collection System, available at http://nalpforms.org, allows employers to complete the NALP Form using a convenient web-based system in order to print a PDF version to send to schools (at no charge) and to participate in the print and electronic editions of the NALP Directory of Legal Employers (for a fee).

As you move through the data collection screens to enter your information, instructions and definitions appear at the bottom of each screen. Please note that you should save your information by clicking the Save button periodically to make sure that all data is saved to the database. The system will automatically log you out after a period (about an hour) of inactivity.

Because each printed page has a limited amount of space, you will find that some sections of the NALP Form provide very limited descriptive space for the print version of the form but that additional text area is available for those employers who choose to be published online in the NALP Directory of Legal Employers. You can view the PDF version of the NALP Form at any time to see how your information is presented.

I. COMPLETING THE NALP FORM

Abbreviations used throughout the form: Y = yes, N = no, NA = not applicable, CBC = case by case, TBD = to be determined, NC = not collected, UNK = unknown.

Names & Addresses (print & online)

Please provide the address of the office for which the form is being completed and the names of the hiring attorney and recruiting contact in your organization.

When submitting information for publication in the NALP Directory of Legal Employers, please submit a separate form for each office for which you are recruiting and provide information for the individual office. If you submit one form covering multiple offices, please be sure to indicate that the form is a multi-office form in the Names & Addresses section. In order to present a complete picture of an organization for job seekers, NALP encourages large employers to complete and publish both a multi-office form and office-specific forms.

In the field labeled Abbr. Organization Name, please enter a name that is an abbreviated version of your organization’s name (this field will hold approximately 25 characters). This abbreviated name will appear in all caps and a large font at the top of your printed form and will be searchable in the online version. In this field, please do not include any suffixes signifying your legal corporate status (e.g. L.L.P., P.A., P.C., P.L.L.C., etc).

Multi-Office Forms: The system provides the opportunity for employers to submit a NALP Form for a single office or to combine several offices on a Multi-Office Form (formerly “collective” forms). Indicate on the Names & Addresses page whether the form is an individual office form or a multi-office form containing aggregate information on several offices. In addition, you can indicate the number of offices included on the form as well as the total number of offices in your organization. Please do not combine aggregate information and single-office information on one form, as this causes confusion for job seekers. Multi-office forms will be clearly designated in the print edition of the NALP Directory.

In the print edition of the NALP Directory, all forms, including the multi-office forms, will be published in alphabetical order by state, then city, based on the mailing address listed for the office.

Demographic Data (print & online)

Select the attorney count range that reflects the total number of lawyers in the entire organization and then the range that reflects the number of lawyers in this particular office. These size range options are used for demographic searches and comparisons in the online NALP Directory. If you are completing a multi-office form, list the number of offices the form covers and the total number of lawyers in those offices as well as the total number of offices in the organization.

The Demographic Data chart is intended to provide information on the breakdown of your lawyer population. The racial/ethnic demographic categories shown are based on standard EEOC classifications. The lawyer categories included are those indicated most frequently by NALP employer members. Please use the following categories and indicate counts as of February 1 of each year:

- Partners/Members (equity and non-equity)
- Associates
- Summer Associates
- All Other Lawyers

Acceptable entries in the boxes in the demographic data chart include any whole number (including zero), “NC” for “not collected,” and “UNK” for “unknown.”

Should you leave any of the boxes blank, the system will enter a “0” as the default entry. If your organization does not collect this information, please enter “NC,” if the information is unknown, please enter “UNK.”

Please do not include contract attorneys (e.g. attorneys hired through an agency for a limited period of time or a temporary project) in your demographic data. Staff attorneys and other attorneys hired directly by your organization should be included in “All Other Lawyers.” Attorneys with an “Of Counsel” title with your firm should be counted in the category that most accurately defines their affiliation with your firm.

Please Note: In order to provide a more accurate demographic snapshot, the information in this section of the form will be frozen when the print edition of the NALP Directory is published; forms initiated after the print deadline will have this information frozen when the Publish button is clicked.
NALP suggests that employers consider self-identification as a means of collecting this demographic information. A confidential memorandum could be distributed to all attorneys asking each person to check the appropriate category(ies) and also allowing respondents to indicate under what terms they are releasing the information (i.e., for confidential use only within the organization, public use without a specific name, or public use with a name). See www.nalp.org/collecting_demographics/ for more information.

Diversity Information (print & online)

Select all the options that represent the efforts your organization makes to recruit applicants from under-represented groups. Please use the comment box or your narrative to share any innovative or additional recruitment efforts that do not fit into the categories provided. Limited space is provided for comments in the print version; more space is available to those organizations that choose to list in the online version of the NALP Directory.

Other Offices (online only)

List other offices for your organization besides those included on the current form. This information will not appear on the printed form but will appear as a searchable field for those organizations that choose to list in the online version of the NALP Directory.

Practice Areas (print & online)

List your practice areas and indicate the number of full-time equivalent lawyers who work in each area. You may combine terms on a single line and may include as many as 14 lines on the print version of the form; please use caution, however, since combining terms may cause some information to be cut off in the print version. Those organizations that choose to list in the online NALP Directory will have the ability to enter unlimited practice areas. The system also allows you to choose the order in which your practice areas appear, although only those practice areas designated 1-14 in order will appear in print. NALP urges you to use the key words provided in the Data Collection System, but also provides additional space for you to add other practice areas. The key words provided are fully searchable in the online NALP Directory. Note that the numbers of lawyers reported in this section do not necessarily need to match the total numbers of lawyers in the demographic area of the form, hence allowing for lawyers practicing in more than one area to be counted more than once.

Partnership Information (print & online)

Indicate whether your organization has two or more tiers of partnership structure and the number of years on the typical partnership track. Use the comment box for additional detail on equity/non-equity tracks, etc. Limited space is provided in print for describing partnership progression information; more space is available to those organizations that choose to list in the online version of the NALP Directory.

Employment Information

Compensation and Employment Data (print & online): This grid requests information about the entry-level salary for the current year and about past hiring and expected hires for the coming year. The years indicated in the columns for hired and expected hires refer to the date the lawyer or summer associate actually began working at your firm, not the year of graduation or the year the offer was made. Indicate the number hired for each year and then the number of those who were summer associates in the “SA” column. “Laters” include lawyers who began working at your firm after working at another position. “Post-clerkship” are lawyers who began working for your firm immediately following a judicial clerkship, while “entry-level” lawyers joined your organization directly from law school. “Post-3Ls” are law school graduates hired to work during the summer between graduation and a judicial clerkship, while “entry-level” lawyers who began working for your firm after working at another position. “Post-clerkship” are lawyers who began working for your firm immediately following a judicial clerkship, while “entry-level” lawyers joined your organization directly from law school. “Post-3Ls” are law school graduates hired to work during the summer between graduation and a judicial clerkship, LL.M. program, or other employment. They may or may not hold associate offers.

If you ordinarily state summer salaries by the month, please divide by 4 to arrive at a weekly salary.

Additional Employment Data (print & online): To determine the number of 2Ls considered for associate offers, delete those students who have withdrawn their names from consideration for personal reasons or who have accepted a judicial clerkship. Also indicate whether you consider 1Ls or school term clerks and whether you will accept applications from the additional categories of candidates noted.

LL.M. Hiring Information (online only): This information will not appear in print but will appear as a searchable field in the online NALP Directory.

Hiring Criteria (print & online): Students use this section to help determine their prospects for candidacy. Include requirements regarding academic performance, journal experience, moot court, technical background, and other hiring factors. Limited space will be provided for this text area in the print edition; more space is available to those organizations that choose to list in the online version of the NALP Directory.

Hours/Benefits

Billable Hours (print & online): Historically only about 50% of employers have completed this section of the NALP Form. Because students specifically look for this information in making firm comparisons, we encourage you to consider providing these numbers, accurately and honestly, in accordance with the instructions below to give a more meaningful snapshot of your firm’s expectations. Please calculate hours as follows:

- Average Annual Associate Hours Worked: Include the total number of hours recorded on all projects by all full-time partnership track associates who worked the entire year, divided by the number of such associates. Do not reduce for billing adjustments or other write-offs.
- Average Annual Associate Billable Hours: Using the same associates included in the “Hours Worked” calculation, divide the number of hours recorded on all client matters by the number of such associates. Do not reduce for billing adjustments or other write-offs.
- Hours Policy Details: Use this comment box to provide information on what other hours are credited toward billable hours (e.g., professional development time, pro bono, etc.)

Clerkship/Credit/Supplemental

Compensation (print & online): Indicate whether your organization provides a bonus or other compensation or progression for lawyers who have completed a judicial clerkship or who have advanced degrees. Provide information on other compensation such as bar stipend, bar review course, bonus policy, and judicial
clerkship bonus structure in the “Other Compensation” box.

Benefits (online only): The information on benefits will not appear in print but will be searchable online for those organizations that choose to list in the online NALP Directory.

Campus Interviews (print & online)

Only a total number of schools visited for interviews and job fairs/consortia attended for the previous year will appear in print. A full list of schools will be available and fully searchable for those organizations that choose to list in the online NALP Directory. Employers participating in the online version of the NALP Directory should indicate all schools and job fairs/consortia they registered to visit during the previous fall.

Work/Life Information/Training and Professional Development (print & online)

Work/Life Information: Provide information about your organization’s part-time policies, availability, and usage. Use the eligibility text box to describe whether eligibility is determined by length of employment, amount of legal experience, etc.

Training and Professional Development: Provide information about training and professional development, including coaching/mentoring, evaluations and reviews, rotation of junior associates through practice areas, and whether your organization has a dedicated professional development staff.

Pro Bono/Public Interest

Pro Bono Information (print & online): For single office forms you can indicate whether the information is specific to one office or applies to the entire organization, but on multi-office forms, this information is assumed to be firm-wide. Indicate whether pro bono participation is reported as a percentage of firm billable hours and specify that percentage or whether it is reported based on average hours per attorney and specify the average number of hours. Also indicate the percentage of partners, associates, and other lawyers who participate in pro bono activities; in calculating this number, only include those lawyers who have worked more than 10 hours of pro bono per year.

There are additional pro bono questions that will only appear online for those organizations that choose to list in the online NALP Directory.

[As a result of ABA Resolution 121B, which recommends that law schools request pro bono information from employers, several additional pro bono questions have been added to NALP’s Workplace Questionnaire, which can also be completed using the Data Collection System.]

Public Interest Fellowships (print & online): Indicate whether you sponsor split public interest summer programs and/or post-graduate fellowships. Use the comment box to list the fellowships funded, matched, or contributed to by your firm or to provide additional explanation. Limited space will be provided for this text area in the print edition; more space is available to those organizations that choose to list in the online version of the NALP Directory. Additional information can be provided by listing fellowship information online on PSLawNet, NALP’s Public Service Law Network, which offers free organization profiles and job listings at www.pslawnet.org.

Entry of Narratives

Non-Discrimination Policy (online only): Your organization’s non-discrimination policy will not appear in print, but organizations that choose to list in the online NALP Directory will have space to include their policy or a link to their website.

Narrative (print & online): NALP recommends that you not repeat information already provided in other sections of this form, but you may use this space to clarify or explain any item. On multi-office forms, you might wish to describe the organization’s overall culture, while for single offices you might wish to focus on details specific to the office described on the form. Limited space will be provided for this text area in the print edition; more space is available to those organizations that choose to list in the online version of the NALP Directory.

II. LISTING IN THE NALP DIRECTORY OF LEGAL EMPLOYERS

Tell your story to law students and lawyers by listing in the NALP Directory of Legal Employers, NALP’s premier legal recruitment resource that is available in print in law school career services offices and bookstores and online at www.nalpdirectory.com. Not only can candidates target employers that match their interests more easily and accurately using computer search techniques, employers may update most of their information throughout the year so that current data is always available.

To publish your NALP Form in the print edition of the NALP Directory of Legal Employers, you must submit your NALP Form and the appropriate listing fee online by clicking the PUBLISH button in the Data Collection System by February 15, 2008. Forms submitted for publication after that date will be included only in the searchable, online version of the NALP Directory at www.nalpdirectory.com.

Listing Fees:

<table>
<thead>
<tr>
<th>Office size (# of lawyers reported on this form)</th>
<th>NALP Members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 25 lawyers</td>
<td>$250</td>
<td>$350</td>
</tr>
<tr>
<td>25-100 lawyers</td>
<td>$425</td>
<td>$550</td>
</tr>
<tr>
<td>101-200 lawyers</td>
<td>$525</td>
<td>$700</td>
</tr>
<tr>
<td>201-500 lawyers</td>
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<td>$900</td>
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<tr>
<td>501-700 lawyers</td>
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<td>$1,050</td>
</tr>
<tr>
<td>701+ lawyers</td>
<td>$875</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

NOTE: There is no fee, however, to use the NALP Directory Data Collection System for your own in-house purposes to view and print your NALP Form online. Your NALP Form will be saved in the database even if you choose not to publish your information in the NALP Directory of Legal Employers. In addition, all users can save a copy of the PDF version of their NALP Form for their own use in recruiting (as long as the copyright information is retained). To view and print your NALP Form without participating in either the print or online version of the NALP Directory of Legal Employers, use the View Form button to generate and save the PDF version of your Form.
Sample Law Firm
Address 1, Address 2, City, DC 10001
Ph: 123-555-1212

Hiring Attorney: Hiring Attorney
Address Inquiries To:
Recruiting Contact: Recruiting Department
Sample Law Firm
Address 1, Address 2
City, DC 10001
123-555-1212

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Table: BILLABLE HOURS: 2006 2007

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Table: NARRATIVE:

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