

NYCRA Industry Survey 2016

Presented to NYCRA

By Eva Wisnik

November 2016



Our goal is to help
you achieve your

goals

Wisnik Career Enterprises, Inc.
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Eva's Bio



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 74 of the AmLaw 100. Eva has placed over 800 Recruiting, Marketing and BD professionals into law firms nationwide, 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 35 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.

NYCRA Respondents

184 Respondents' Salary and Industry Feedback

■ By Position

- Director: 31
- Manager: 55
- Senior Coordinator/
Specialist: 18
- Coordinator: 47
- Assistant: 33

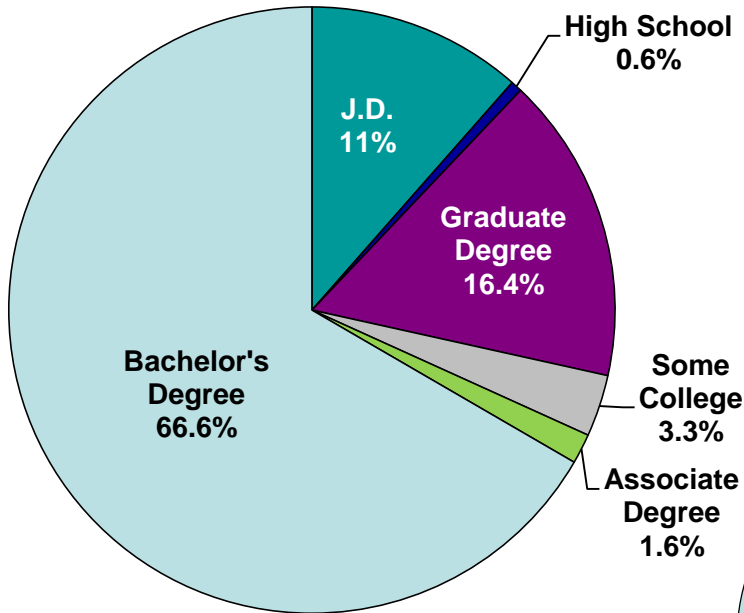
■ By Firm Size

- 1-250: 11
- 251-500: 47
- 501-750: 28
- 751-1000: 36
- 1000+: 60

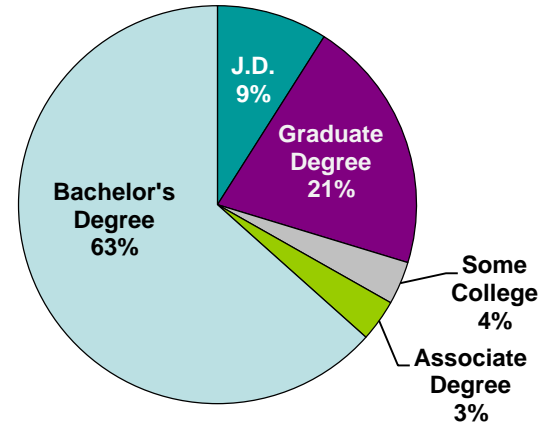
Profile of a NYCRA Professional

Highest Degree of Education

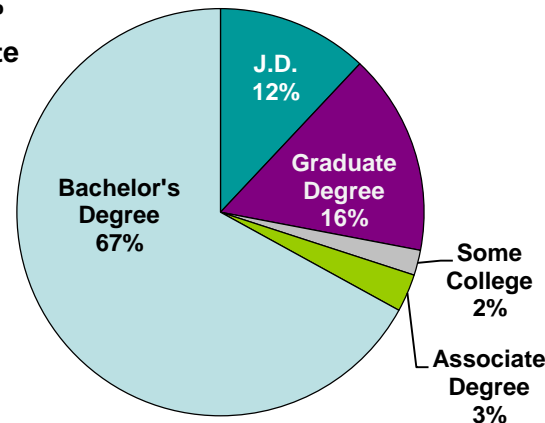
2016



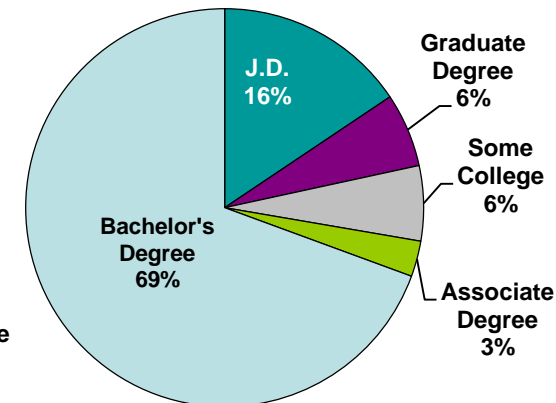
2014



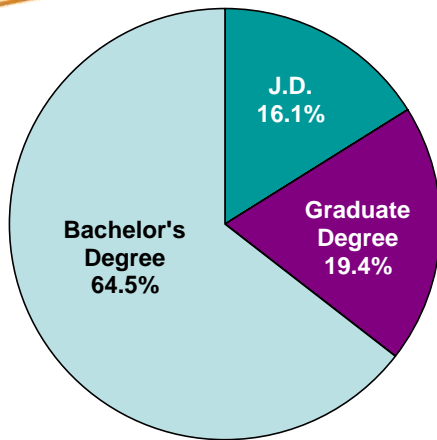
2012



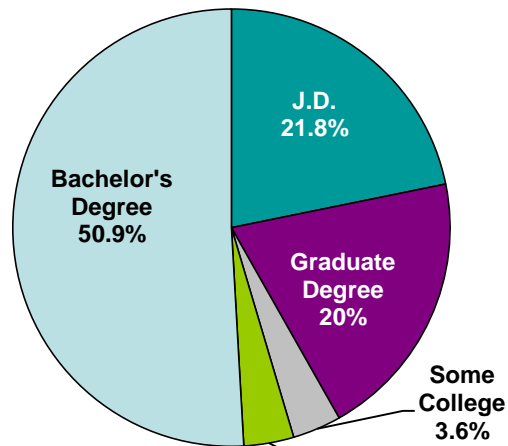
2010



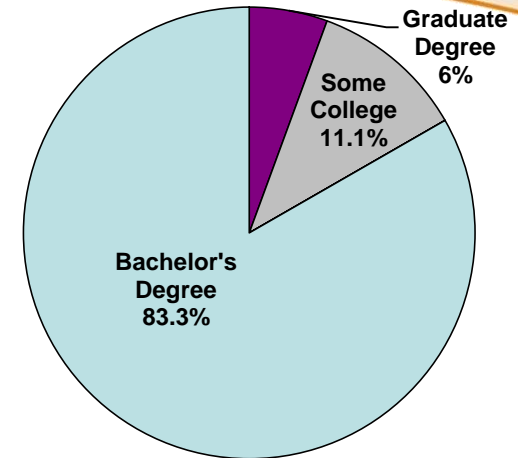
Highest Degree of Education, by Title



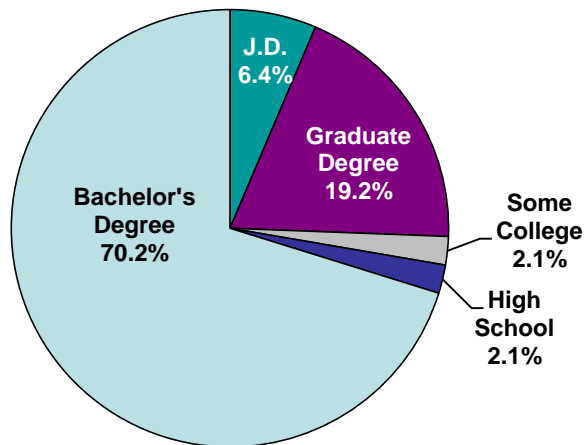
Director



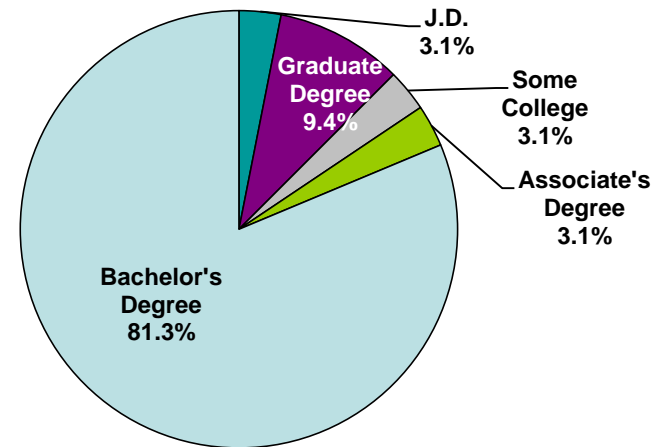
Manager



Sr. Coord./Spec.

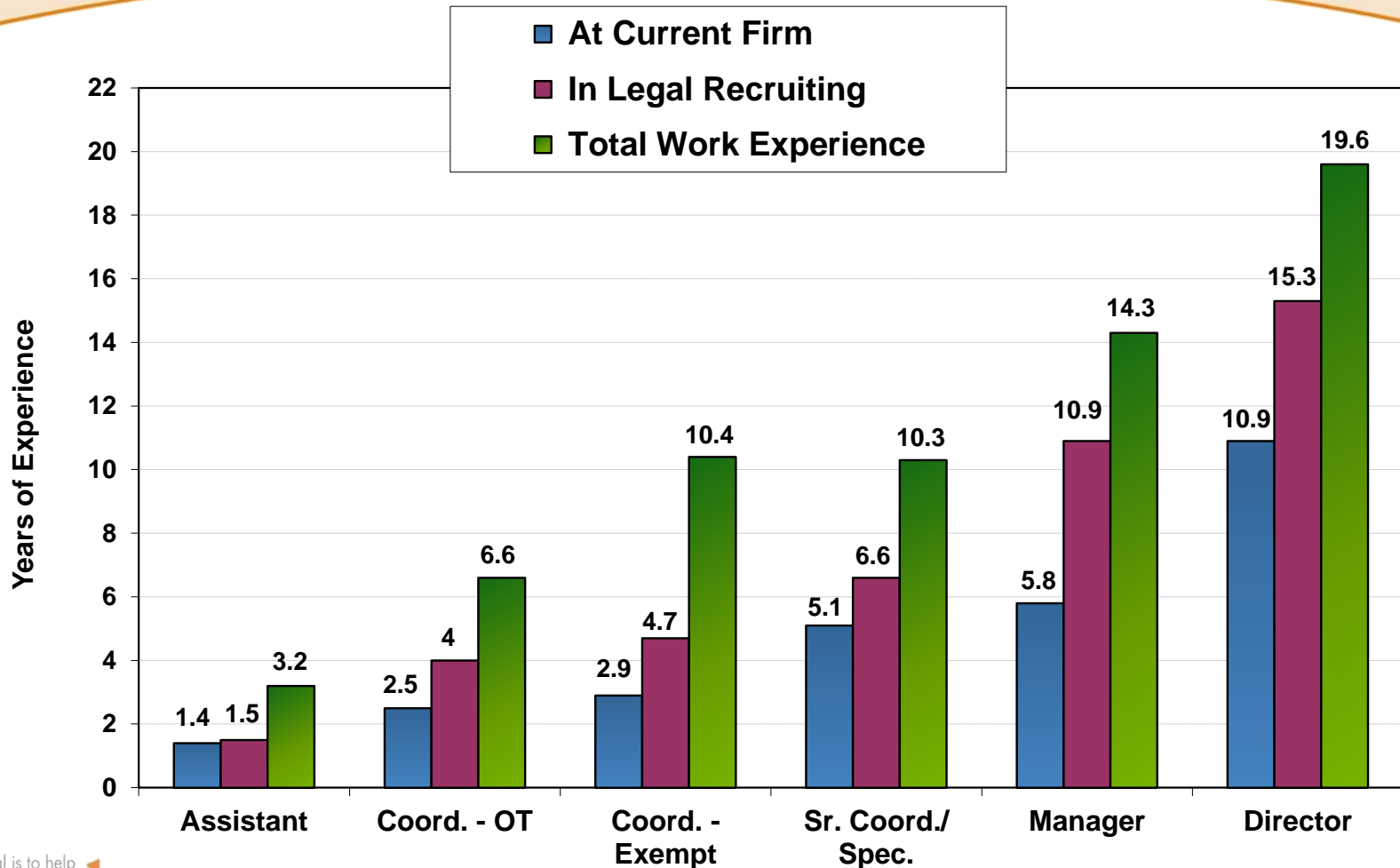


Coordinator

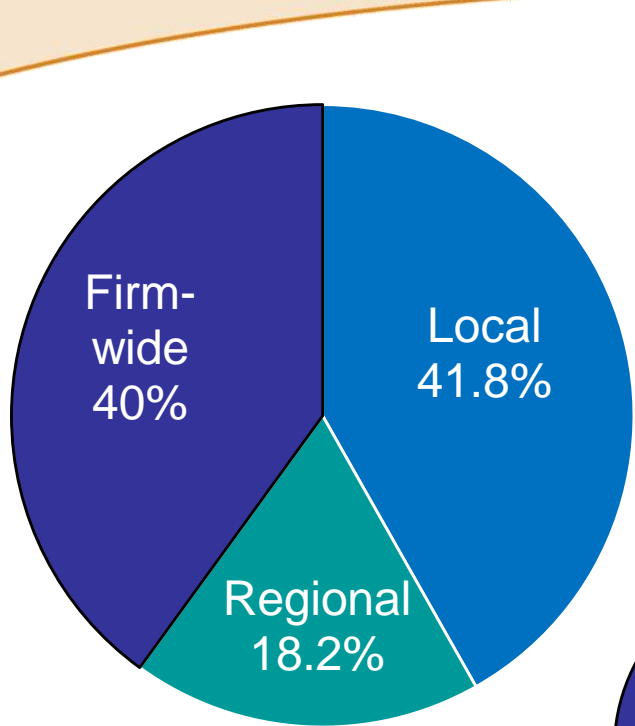


Assistant

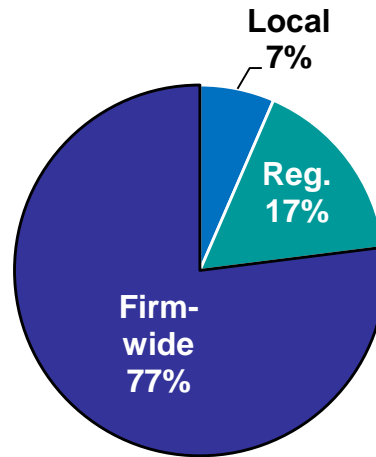
Average Years of Experience



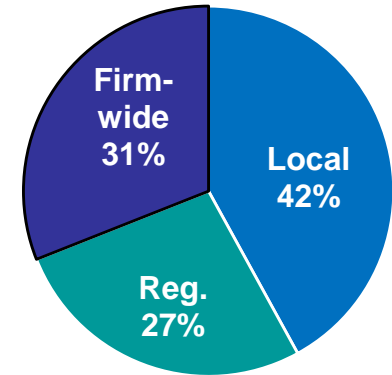
Is Your Position: Local, Regional, or Firm-wide?



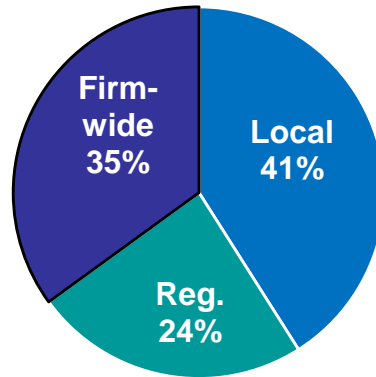
All Respondents



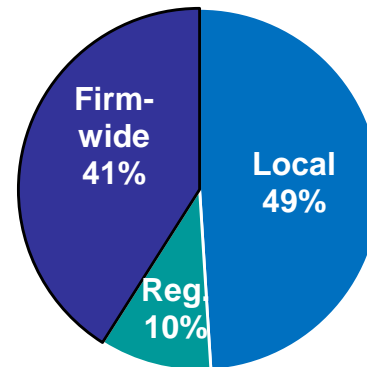
Director



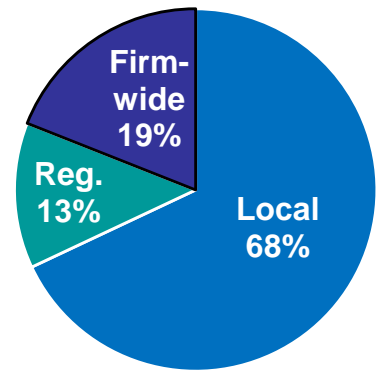
Manager



Sr. Coord./Spec.



Coordinator



Assistant

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 (28):	\$229,485	\$225,000	\$177K - \$245K	\$40,560	5%
Manager (45):	\$126,461	\$125,000	\$112K - \$135K	\$9,793	4.7%
Sr. Coord./Spec. (15):	\$89,833	\$90,000	\$85K - \$96K	\$6,827	6.8%
Coordinator – Exempt (18):	\$78,658	\$76,625	\$70K - \$90K	\$5,087	6.1%
Coordinator – OT eligible (19):	\$62,779	\$65,000	\$57K - \$68K	\$1,979	5%
Assistant – OT eligible (27):	\$49,760	\$48,500	\$46K - \$51K	\$1,522	3.9%

Percent Change from 2014:

Directors: 4.6% increase

Managers: 0.3% decrease

Sr. Coord./Spec.: 3.3% increase

Coordinators (Exempt): 7.1% increase

Coordinators (OT eligible): 5.3% decrease

Assistants (OT eligible): 5.6% increase

NOTE: Salary data shown is base salary without OT

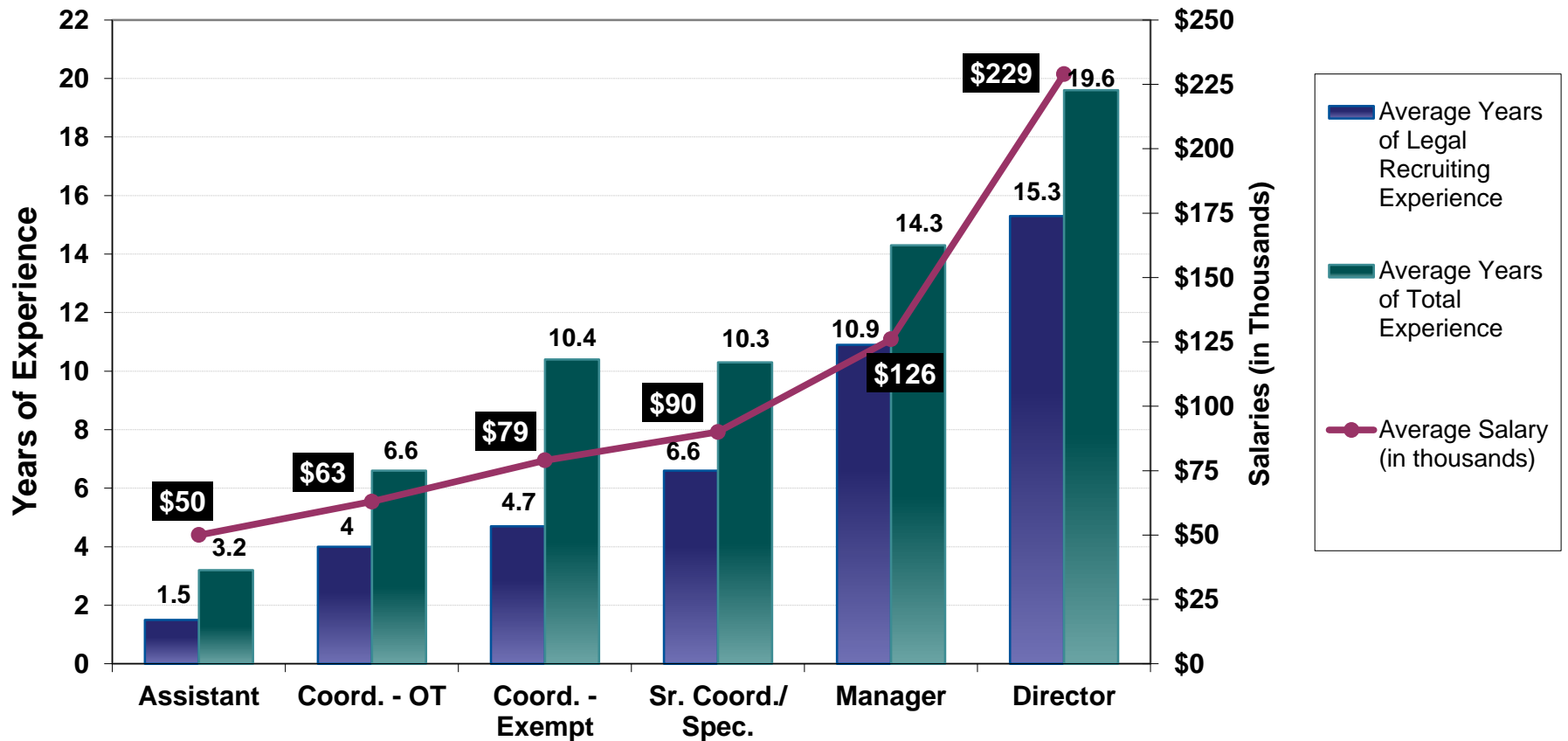
2016 Average Salaries by City: NY, Bay Area, Chicago, DC, Philadelphia

<u>Title</u>	<u>Average Salary**</u>				
	<u>New York</u>	<u>Bay Area</u>	<u>Chicago</u>	<u>DC</u>	<u>Philly</u>
Director:	\$229,485	\$188,591	\$169,301	\$189,455	\$151,167
Manager:	\$126,461	\$126,123	\$99,648	\$116,238	\$102,000
Sr. Coord./Specialist:	\$89,833	\$89,375	\$79,147	\$80,042	\$72,630
Coordinator - Exempt:	\$78,658	*	*	\$66,631	*
Coordinator - OT Eligible:	\$62,779	\$73,130	\$55,559	\$60,838	\$58,426
Assistant - OT Eligible:	\$49,760	\$53,304	\$48,106	\$45,980	*

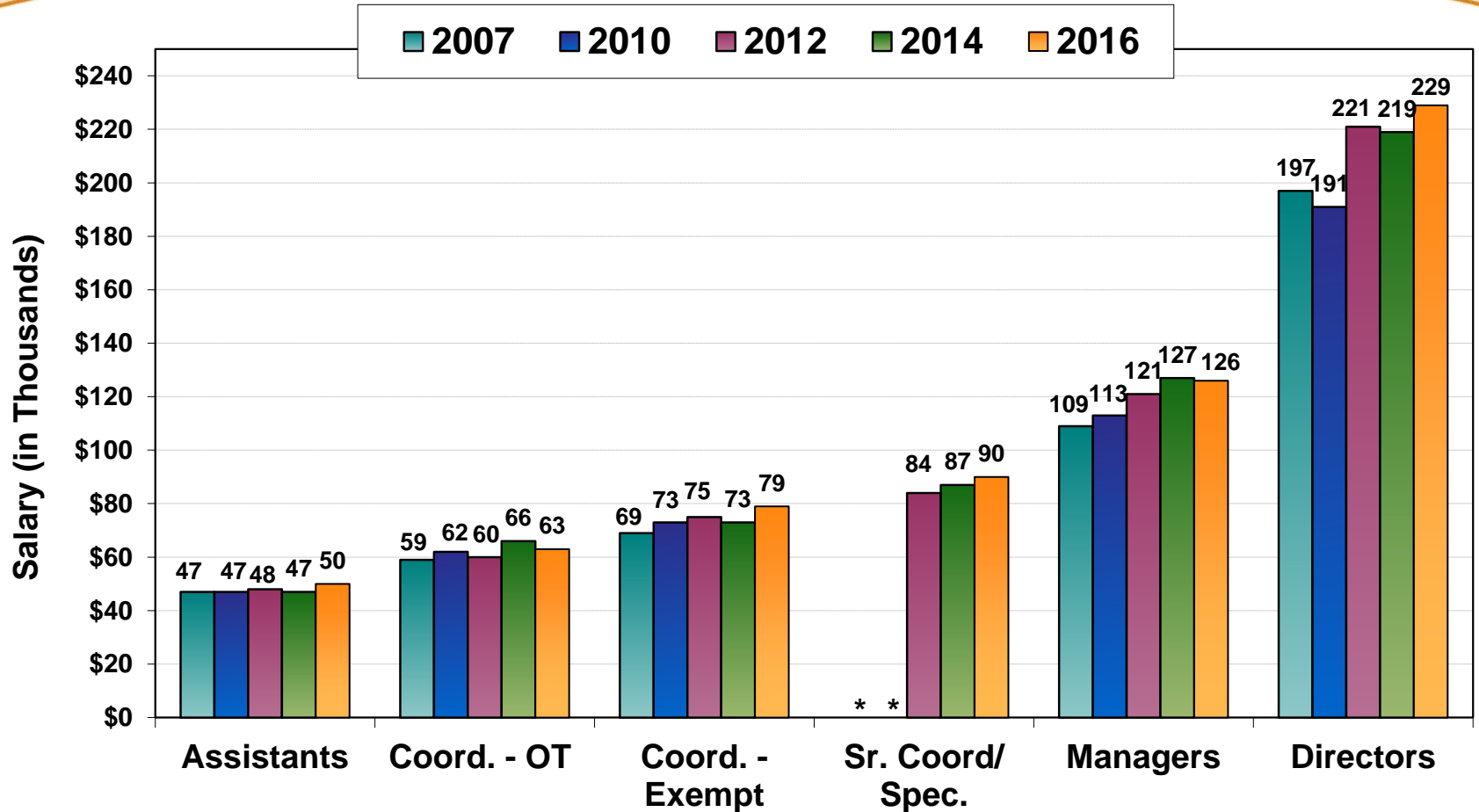
* Insufficient data

** Salary data shown is base salary without OT

Average Salary vs. Years of Experience

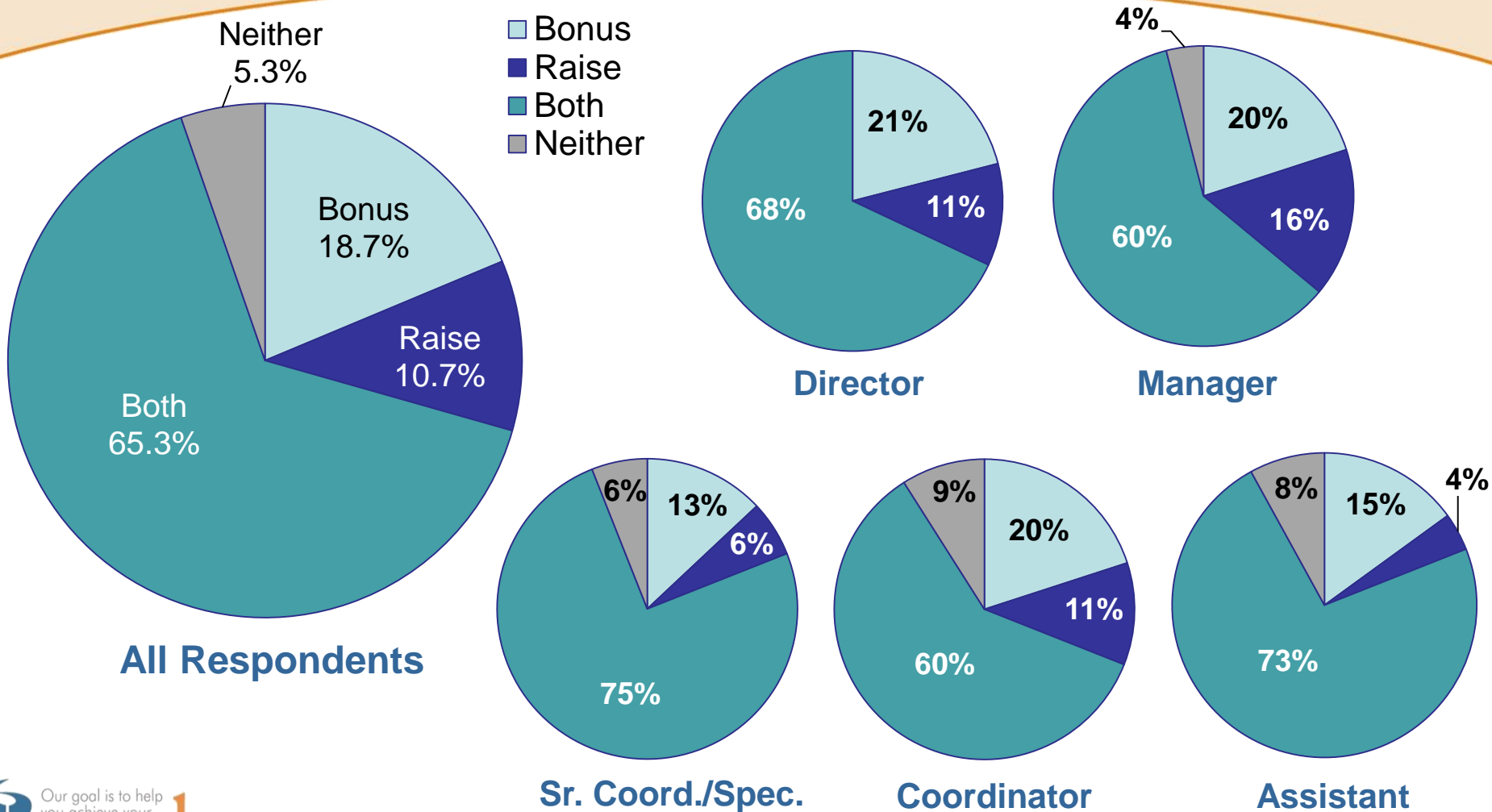


Salary Trends: 2007-2016

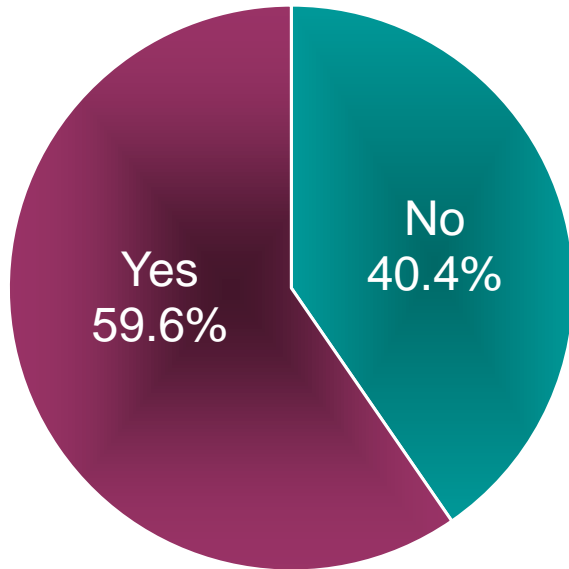


* Insufficient data

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

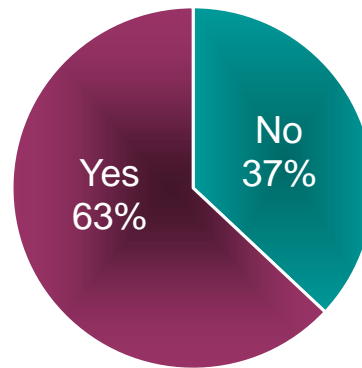


Are You Satisfied With Your Current Compensation?

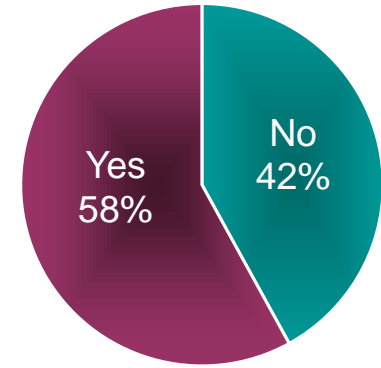


All Respondents

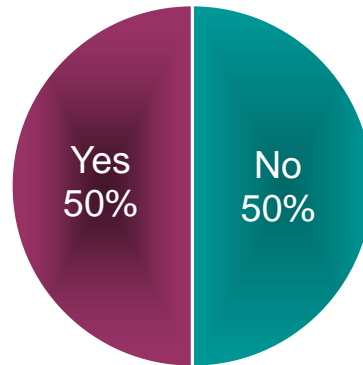
In 2014, 46% were satisfied with current compensation



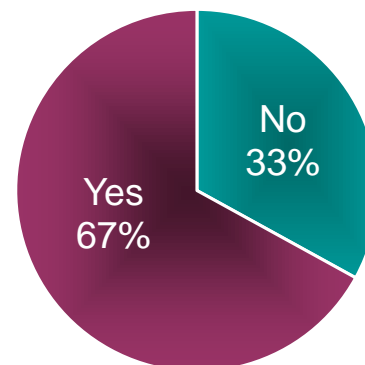
Director



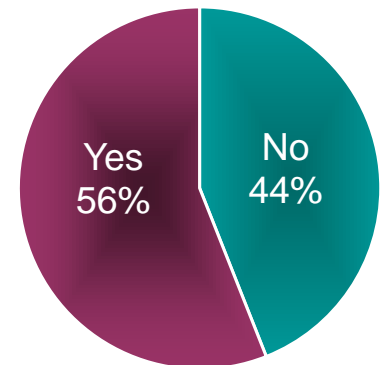
Manager



Sr. Coord./Spec.

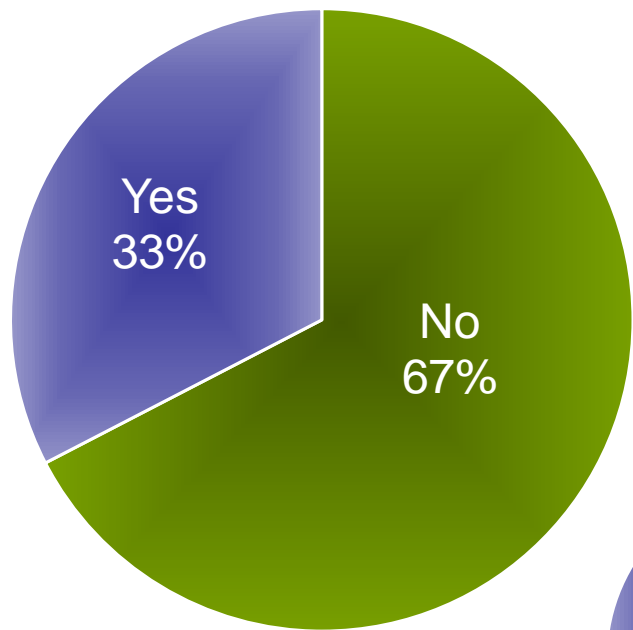


Coordinator

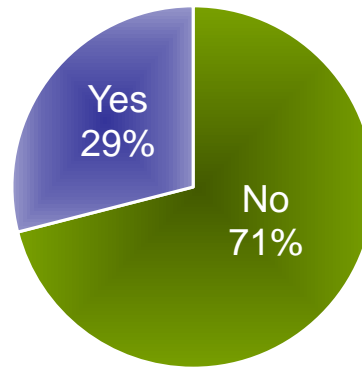


Assistant

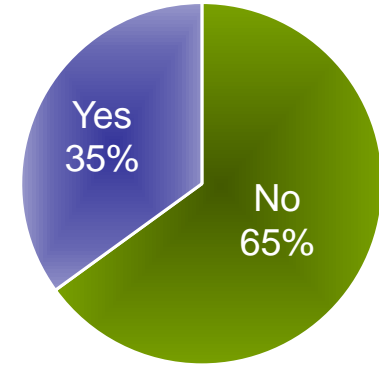
Have You Been Promoted with a Title Change at Your Current Firm in the Past 2 Years?



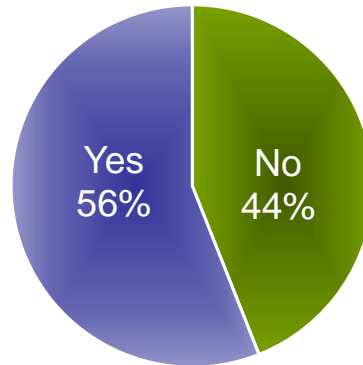
All Respondents



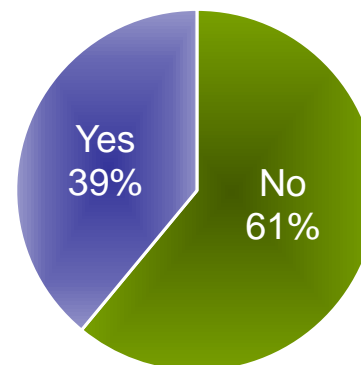
Director



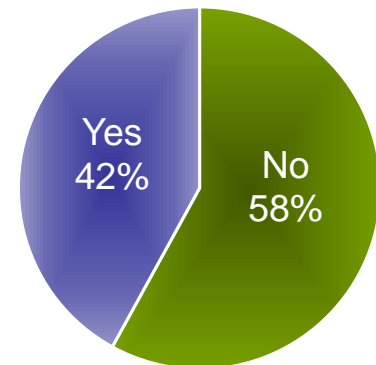
Manager



Sr. Coord./Spec.



Coordinator (Exempt)



Coordinator (OT Eligible)

Benefits Received

- 74% of respondents receive a Flexible Spending Account
- 62% of you receive Health Club memberships or discounts
- 67% are provided with a PDA, smartphone, or cell phone
- 50% receive a partial reimbursement for their data plan
- 36% of respondents receive a laptop computer
- 44% of you receive transit discounts
- 39% can occasionally work from home
- 25% have a firm-provided back-up Day Care option
- 99% are eligible for a 401K; 83% 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)

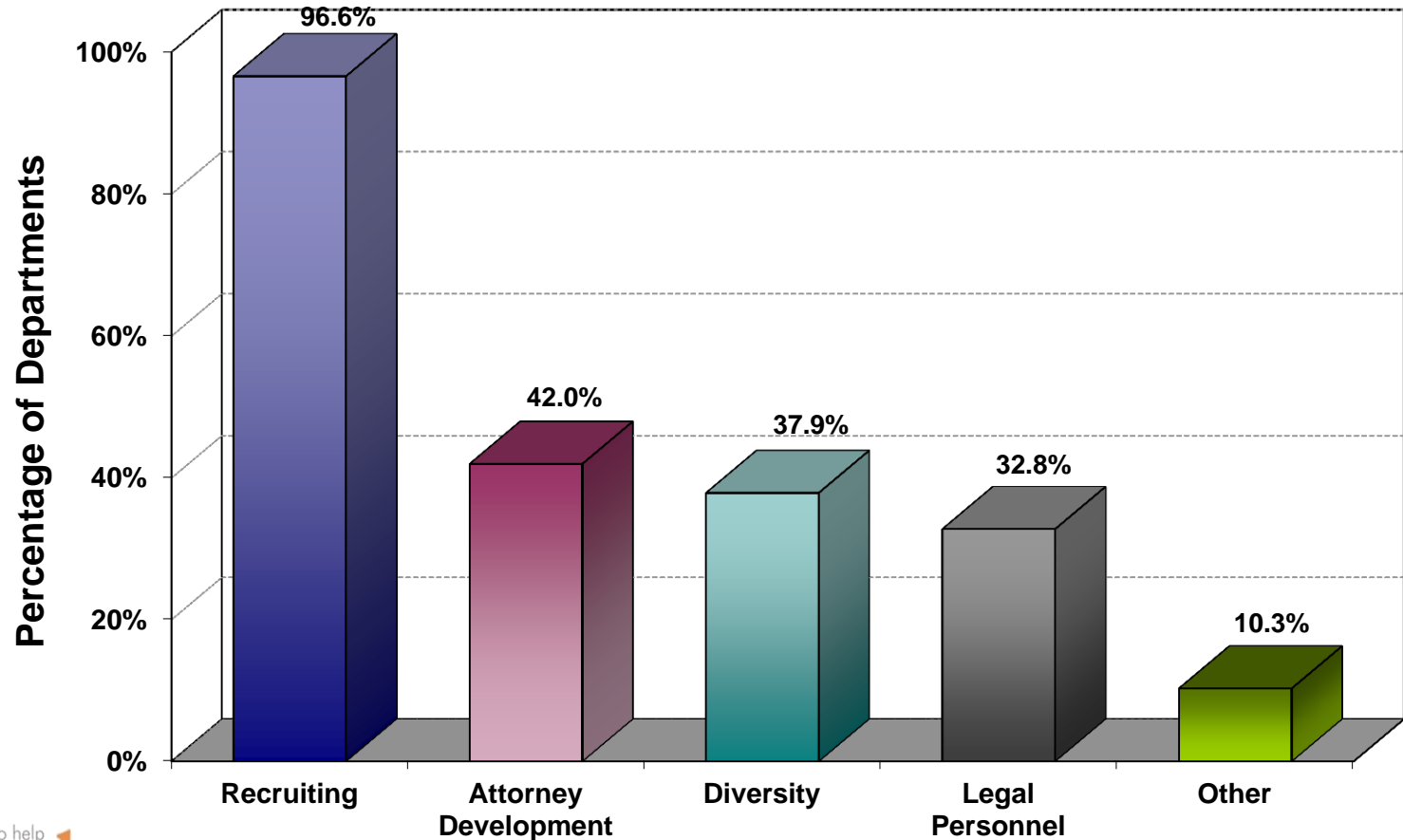
Paid Time Off:

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 (28):	26.6 days	20.3 days	43%
Manager (43):	24.7 days	17.4 days	34%
Sr. Coord./Specialist (15):	25.3 days	19.2 days	13%
Coordinators (37):	23.5 days	17.5 days	8%
Assistants (24):	22.8 days	15.5 days	0%

Industry Findings

What Does Your Department Do?



What Does Your Department Do?

(Recruiting, Professional Development, Diversity, Legal Personnel)

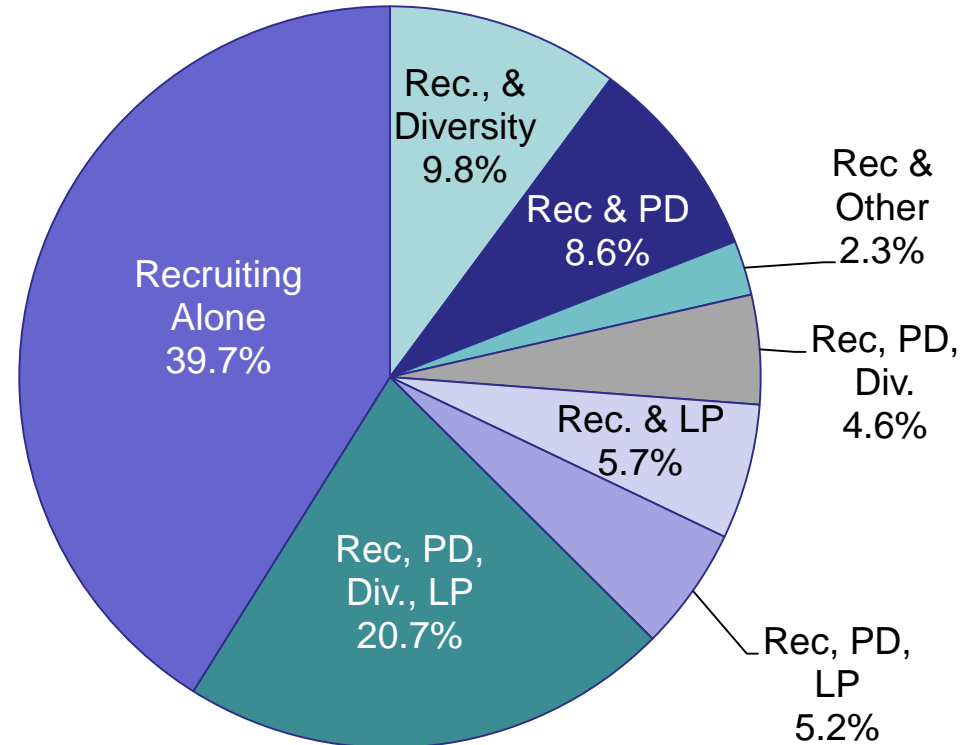
Department Functions

96.6% of departments cover Recruiting, either as the sole function or with PD, Diversity, and/or Legal Personnel (LP)

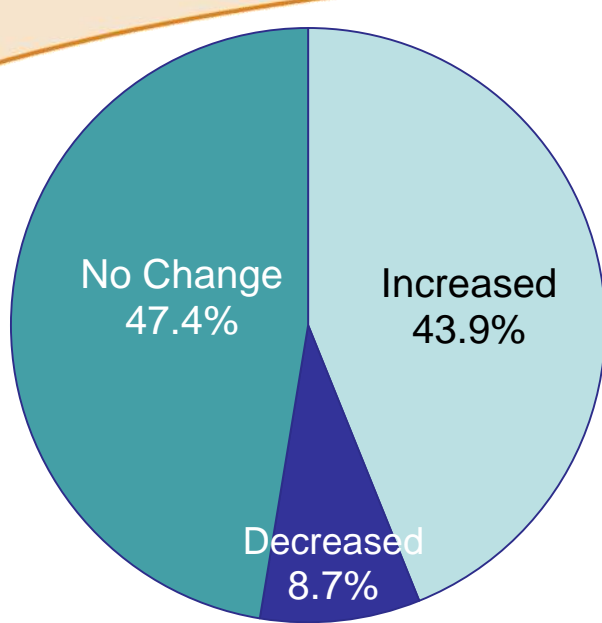
2.9% cover PD (without Recruiting), either as the sole responsibility or with Diversity, and/or Legal Personnel (LP)

0.5% cover only Diversity

Breakdown of the 96.6% of Departments Responsible for Recruiting



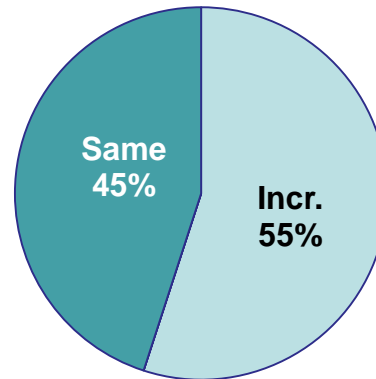
By Firm Size, Has Your Department Increased in Size in the Past 2 Years?



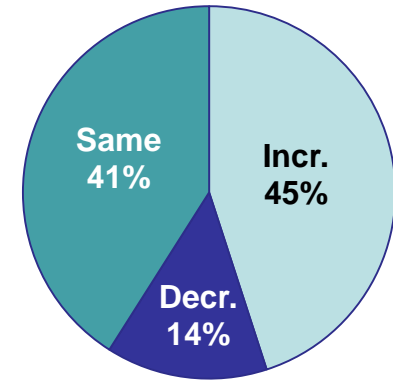
All Respondents

In 2014, 25% said their departments had decreased in size and 30% had increased.

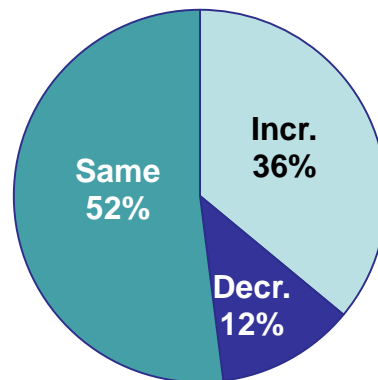
- Increased
- Decreased
- No Change



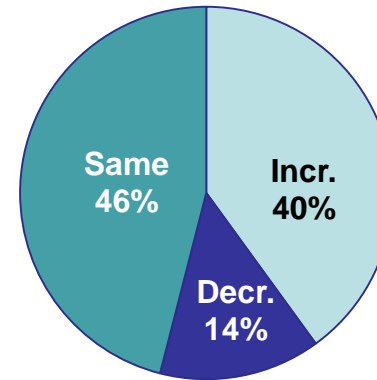
1 - 250



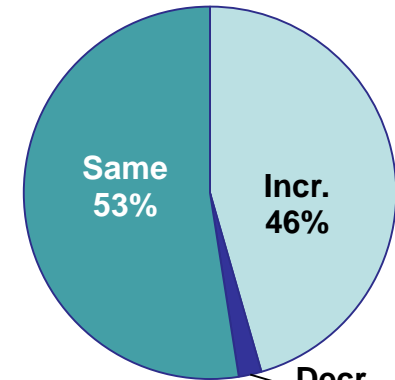
251-500



501-750

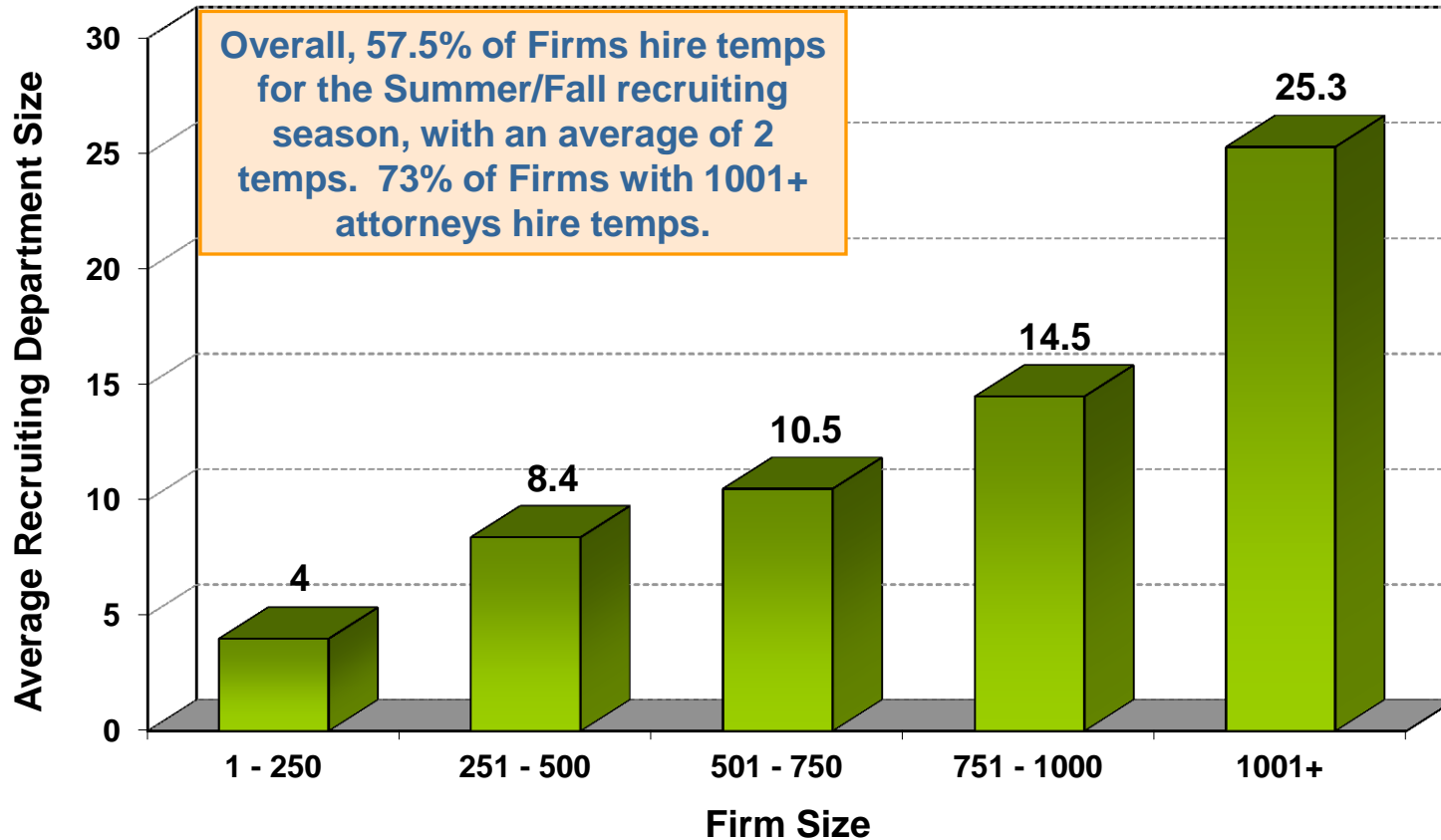


751-1000

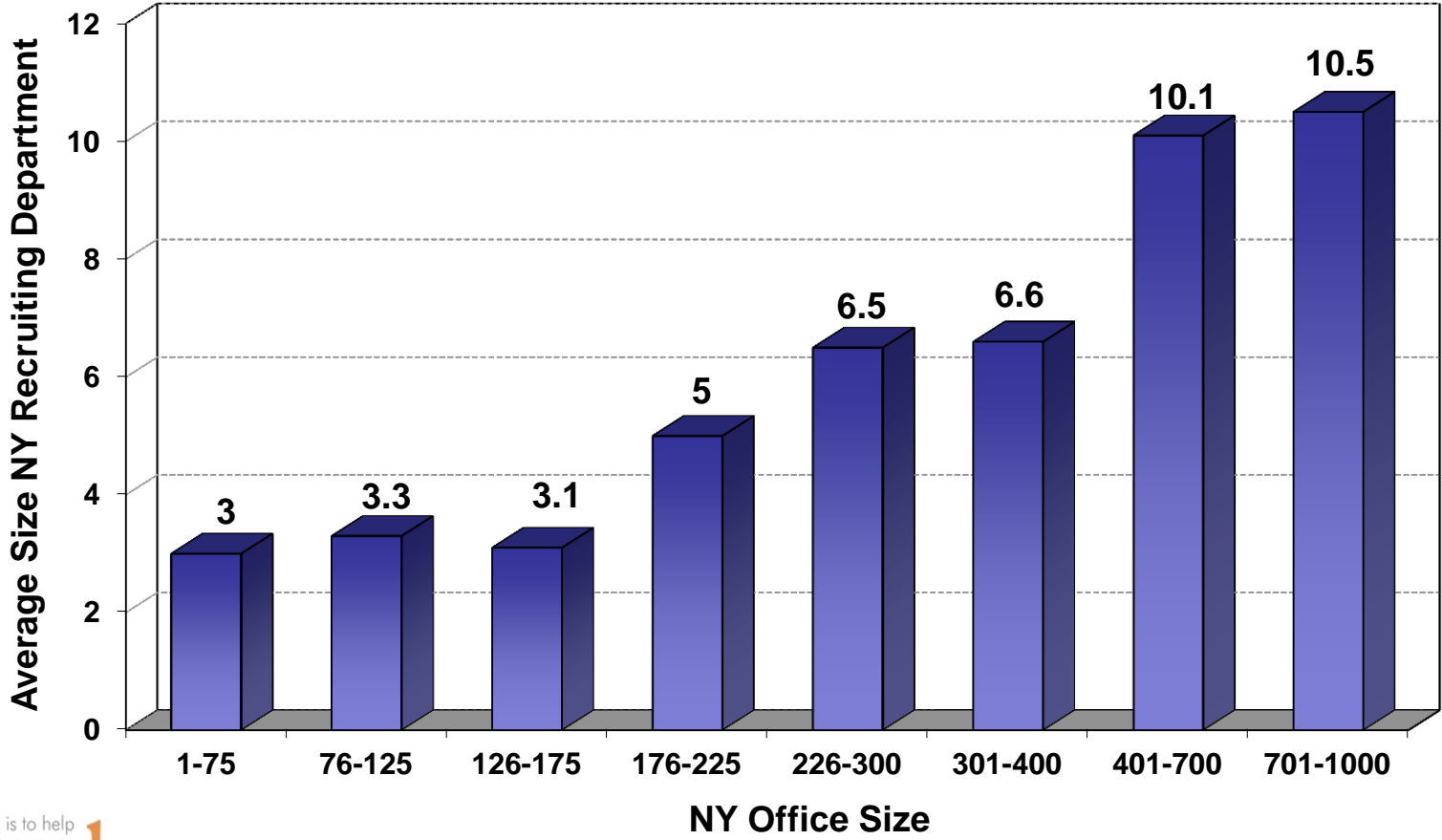


1001+

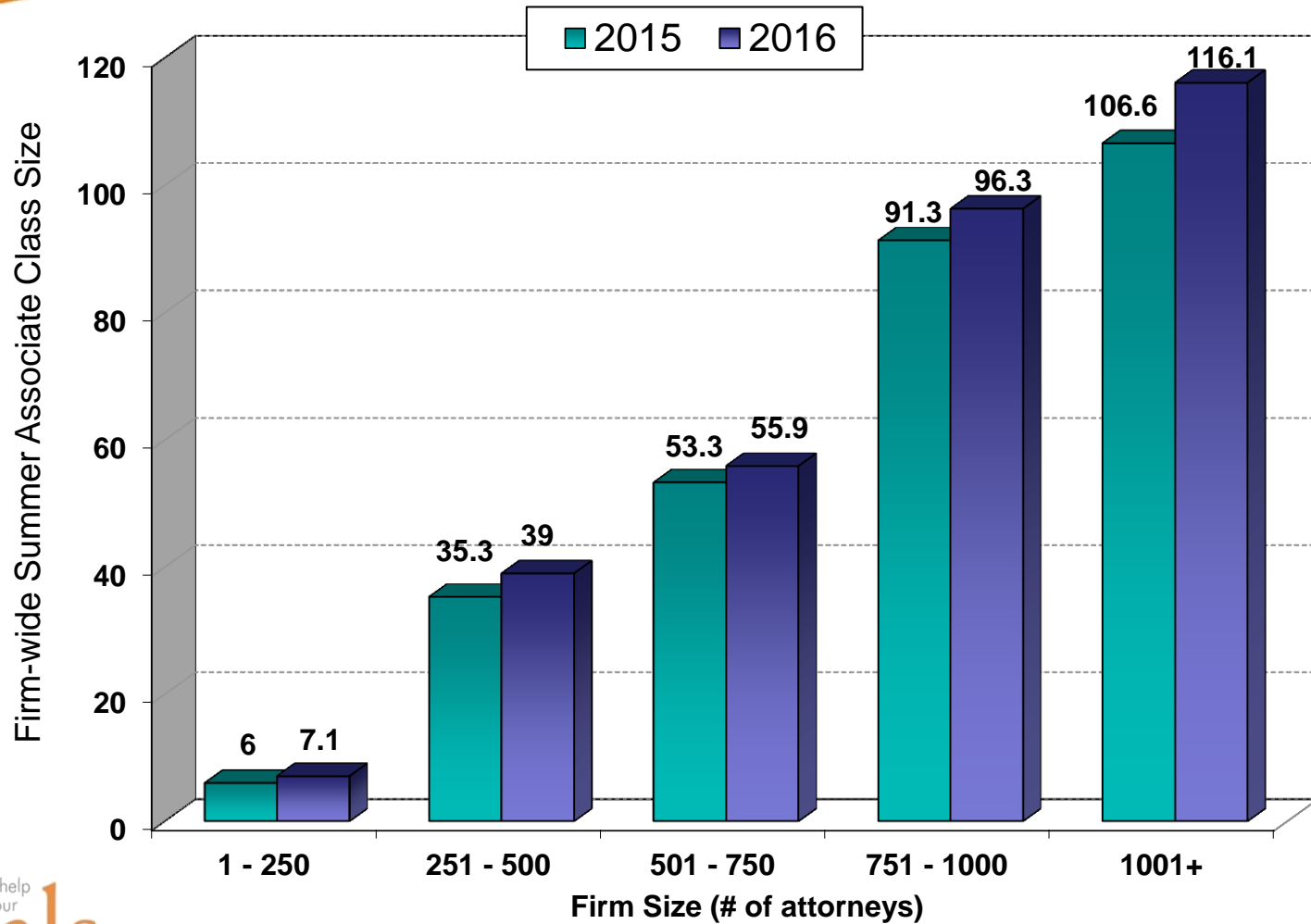
Size of Firm vs. Size of Firm-Wide Recruiting Department



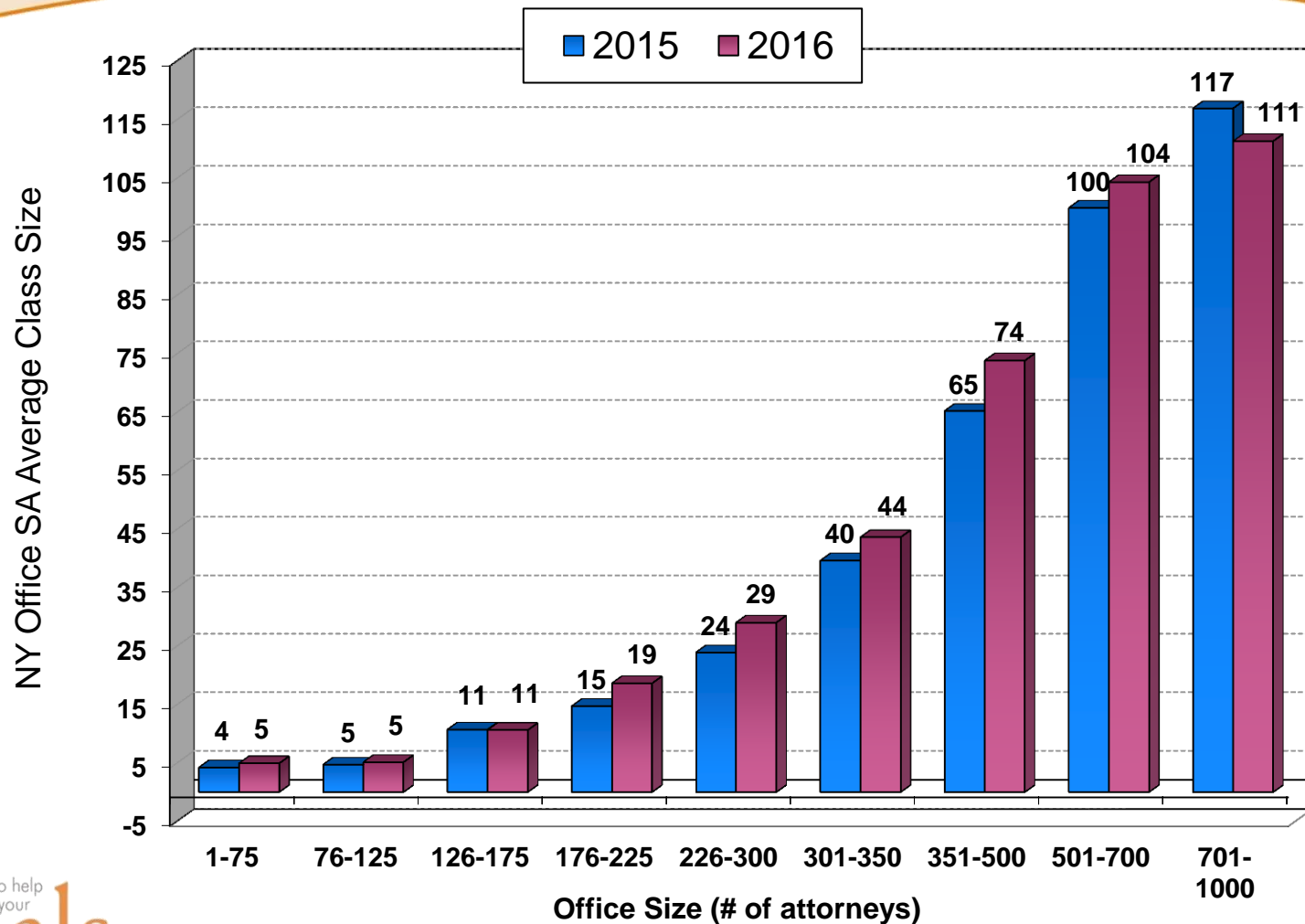
NY Office Size vs. Size of NY Recruiting Department



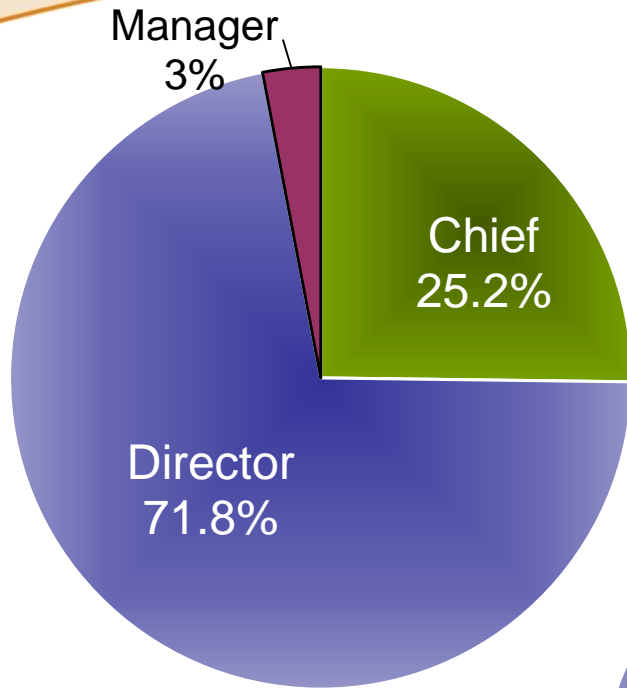
Summer Associates Firm-wide by Firm Size



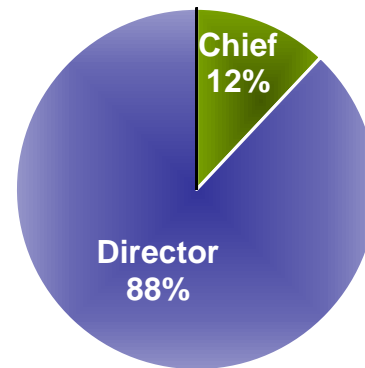
Summer Associates by New York Office Size



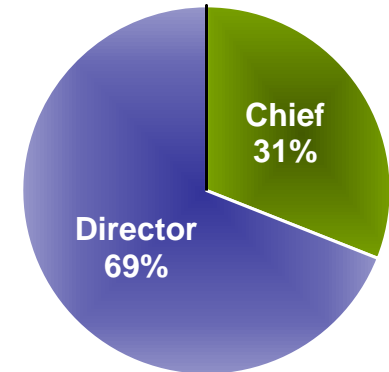
By Firm Size, Who is the Head of Your Department?



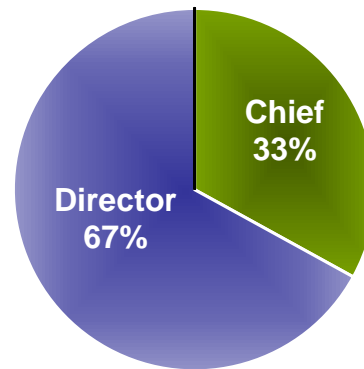
All Respondents



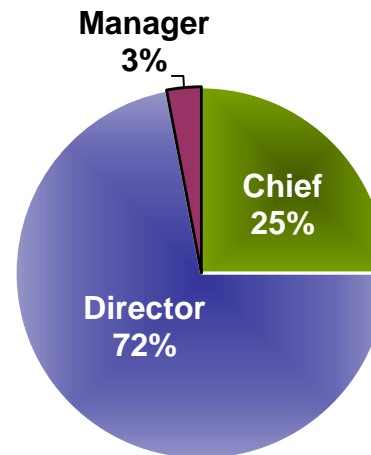
1 - 250



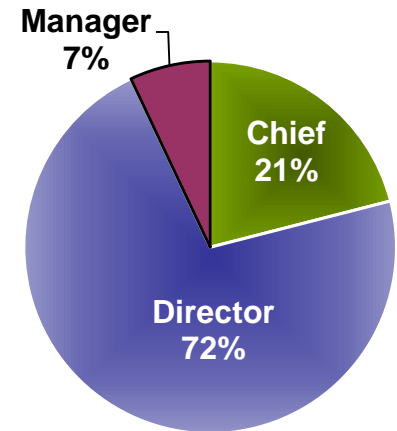
251 - 500



501 - 750

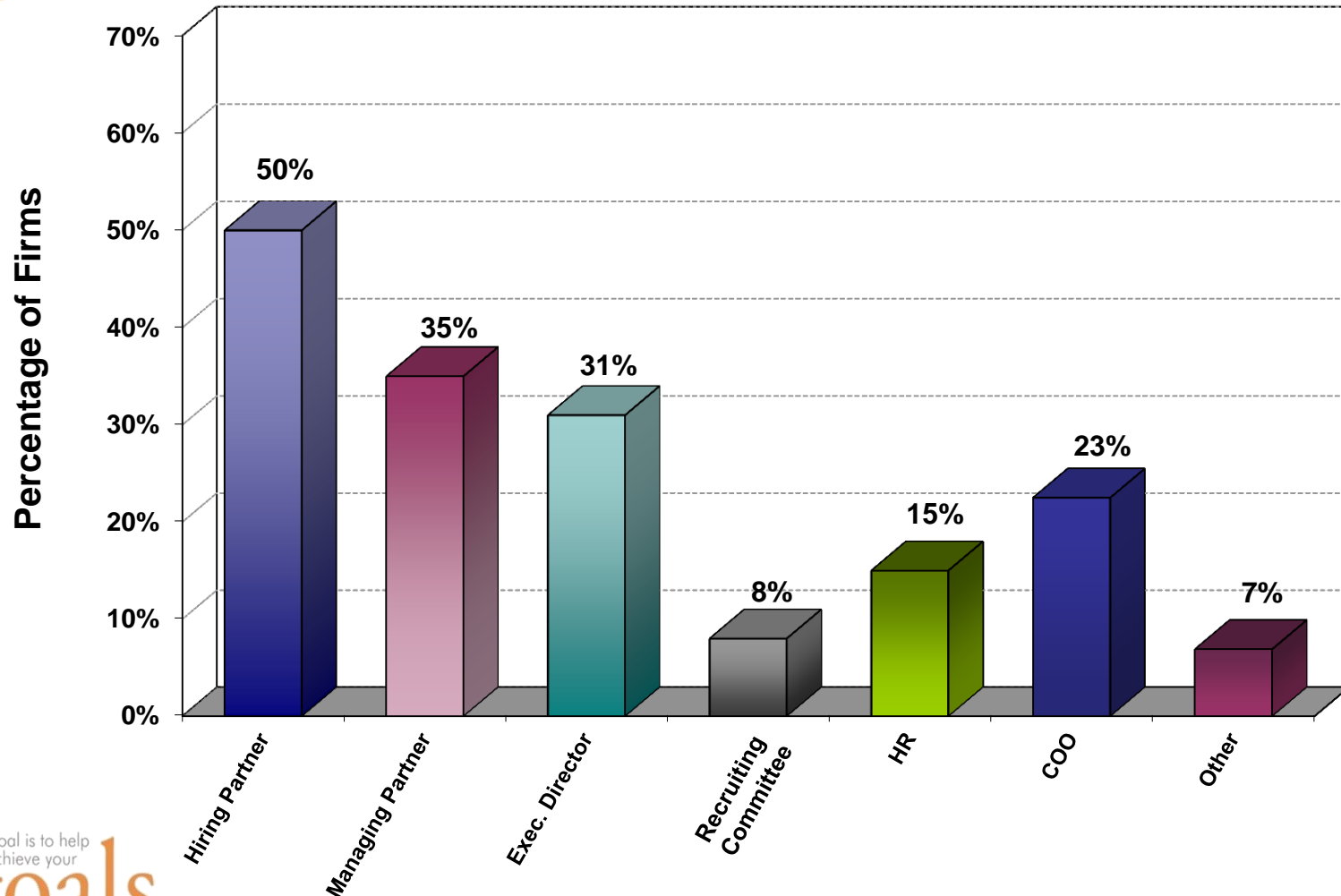


751 - 1000

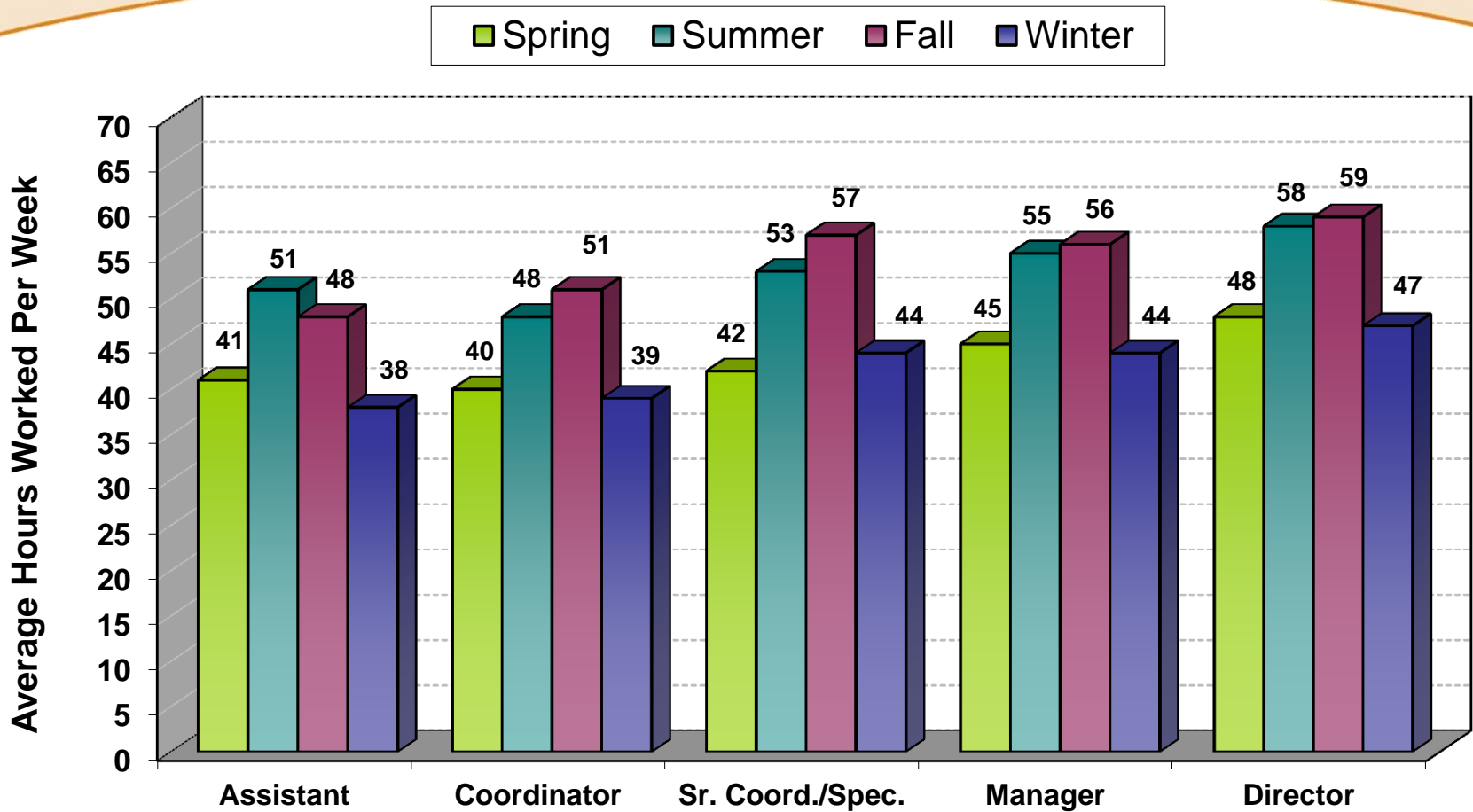


1001+

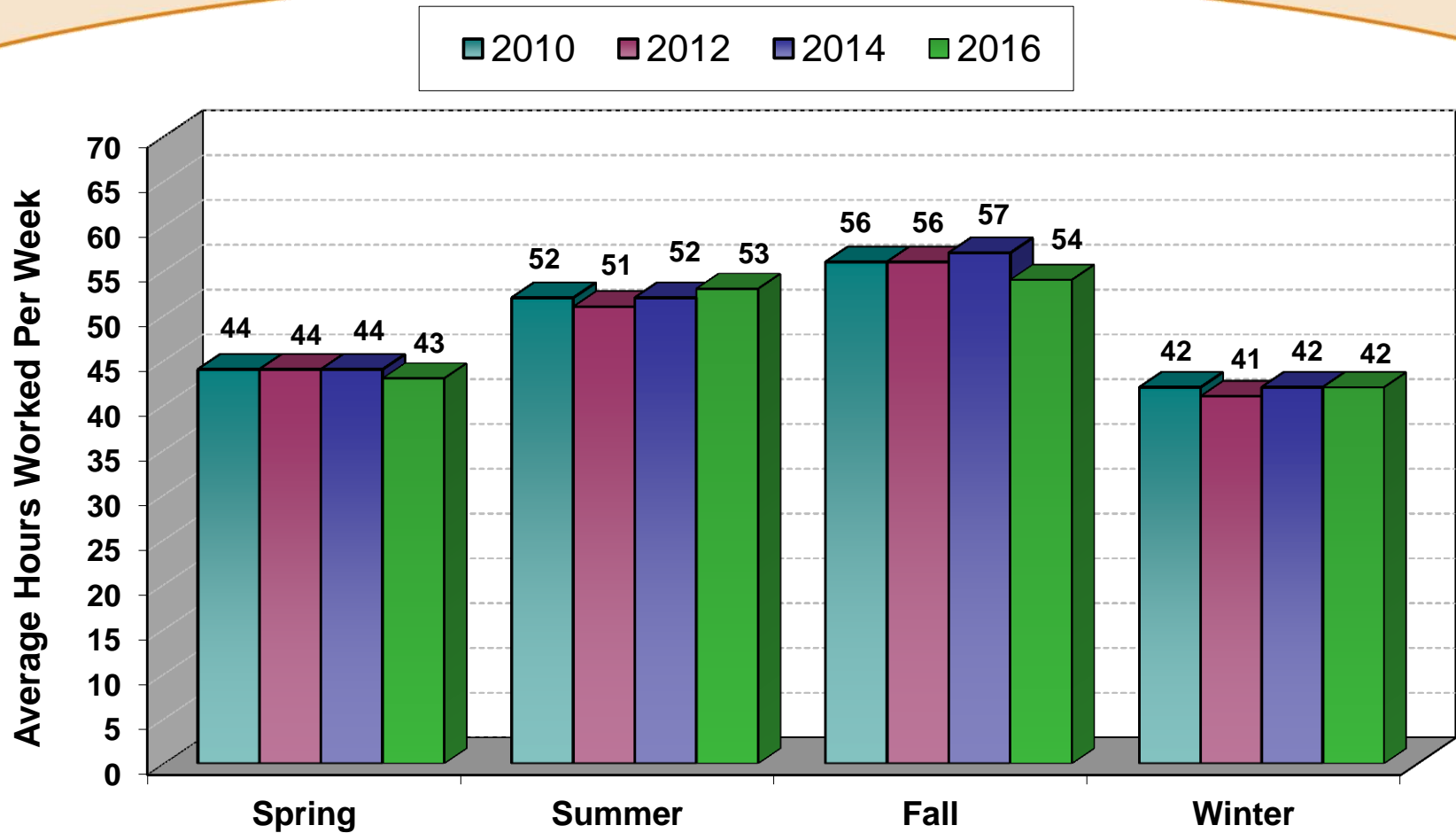
Reporting Structure: Who Does Recruiting Department Report To?



Respondents' Average Weekly Hours, By Season

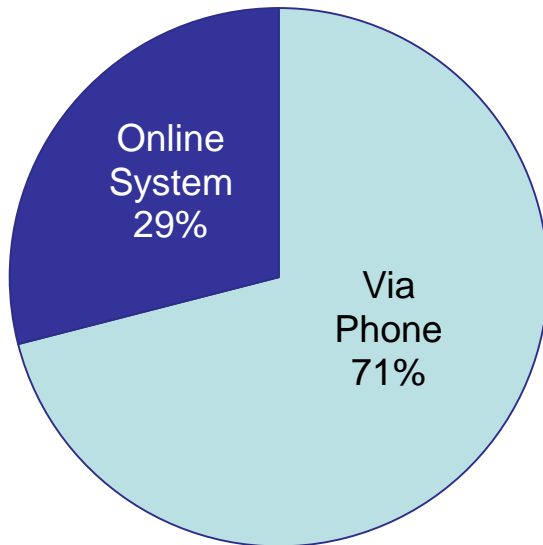


Average Weekly Hours per Season: 2010, 2012, 2014 and 2016

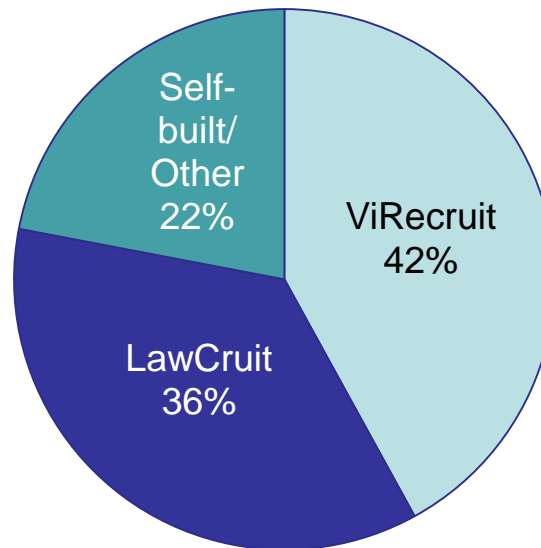


Callback Interviews

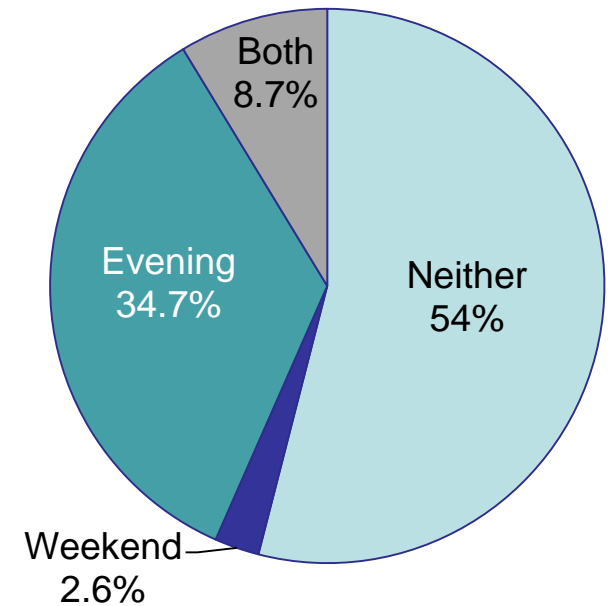
How does your firm primarily schedule callback interviews?



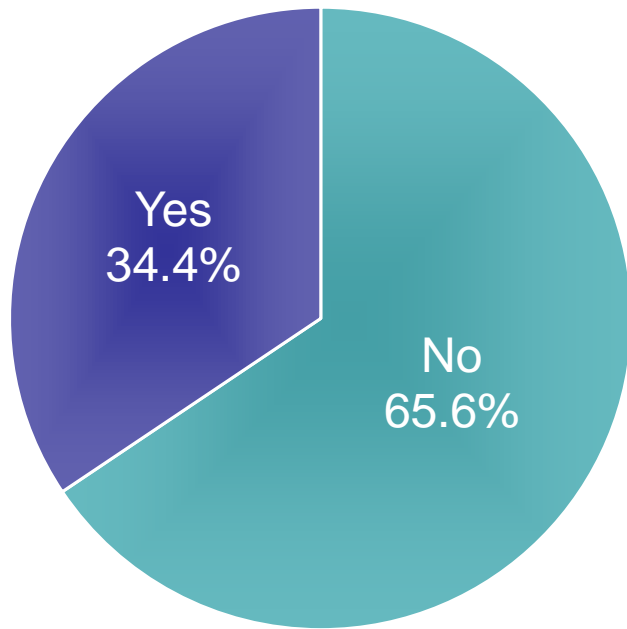
If you use an online system, which one do you use?



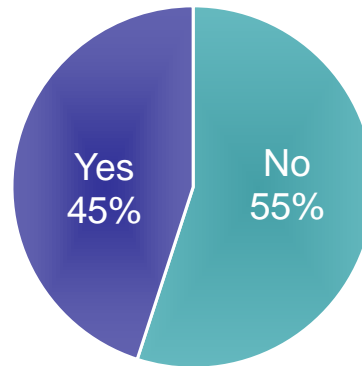
Does your firm host evening or weekend callback interviews?



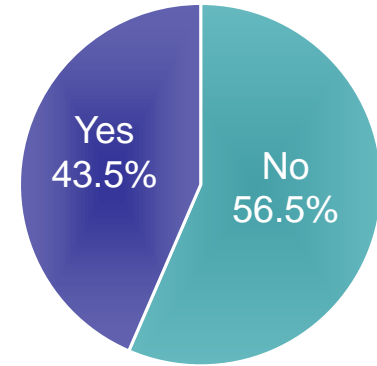
Are You Involved with Lateral Partner Recruiting?



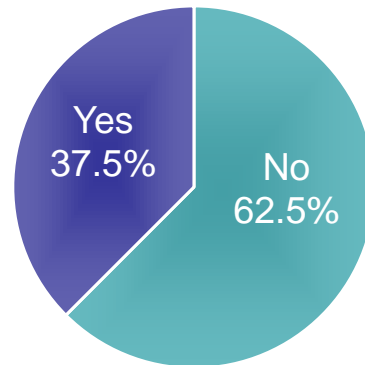
All Respondents



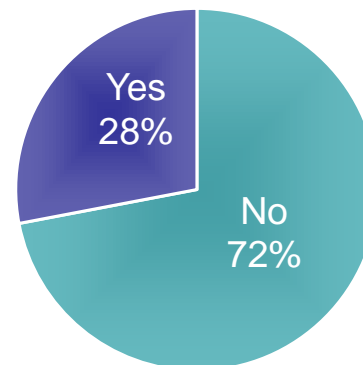
Director



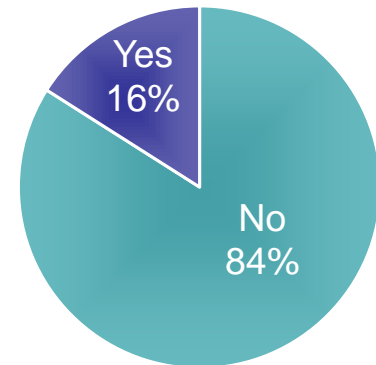
Manager



Sr. Coord./Spec.



Coordinator



Assistant

Interesting Results

- 33% have been promoted with a title change at your current firm within the past 2 years
- 27.5% of you have a graduate degree (JD or Masters)
- Average PTO is 24.5 days, with about 18 days actually used
- 21% receive unlimited sick days
- 73.5% of your firms sponsored your attendance at the NALP Annual Education conference, either annually or on rotation
- 95% of you received a bonus, a raise, or both in 2016

31% joined legal recruiting in the last 3 years
58% joined your current firm in the past 3 years
85% plan to be in legal recruiting in 3 years

Addendum: Salary & Responsibility Breakdown

Average Salary, Bonus, & Raise by Firm Size

All Assistants = 27
Avg. Salary = \$49,760
Avg. Bonus: \$1,522 Avg. Raise: 3.9%
2014 OT: \$6,930 2015 OT: \$7,658
Avg. Years of Legal Recruiting Experience: 1.5
Avg. Tenure at Current Firm: 1.4 years

Firm Size:	251 - 500	751 - 1000	1001+
Avg. Salary:	\$47,836	\$48,571	\$52,333
Avg. Bonus:	\$975	\$1,725	\$1,864
Avg. Raise:	5%	3.5%	2.6%

* Insufficient number of responses for Firm Size 1-250, 501-750

Average Salary, Bonus, & Raise by Firm Size

All OT Coordinators = 19

Avg. Salary = \$62,779

Avg. Bonus: \$1,979 Avg. Raise: 5%

2014 OT: \$11,150 2015 OT: \$9,529

Avg. Years of Legal Recruiting Experience: 4

Avg. Tenure at Current Firm: 2.5 Years

Firm Size:	251 - 500	751 - 1000	1001+
Avg. Salary:	\$62,000	\$67,760	\$64,400
Avg. Bonus:	*	\$1,200	\$2,800
Avg. Raise:	*	*	*

* Insufficient number of responses for Firm Size 1-250, and some Bonus/Raise data

Average Salary, Bonus, & Raise by Firm Size

All Exempt Coordinators = 18

Avg. Salary = \$78,658

Avg. Bonus: \$5,087 Avg. Raise: 6.1%

Avg. Years of Legal Recruiting Experience: 4.7

Avg. Tenure at Current Firm: 2.9 years

Firm Size:	251 - 500	1001+
Avg. Salary:	\$82,889	\$73,875
Avg. Bonus:	\$5,214	\$52,83
Avg. Raise:	5.2%	6%

* Insufficient number of responses
for Firm Size 1-250, 501-1000

Average Salary, Bonus, & Raise by Firm Size

All Sr. Coord./Specialists = 15

Avg. Salary = \$89,833

Avg. Bonus: \$6,827 Avg. Raise: 6.8%

Avg. Years of Legal Recruiting Experience: 6.6

Avg. Tenure at Current Firm: 5.1 years

<u>Firm Size:</u>	<u>751 - 1000</u>	<u>1000+</u>
Avg. Salary:	\$89,375	\$89,571
Avg. Bonus:	\$7,050	\$7,214
Avg. Raise:	*	6.9%

* Insufficient number of responses for Firm Sizes 1-750, and Raise data for Firm Size 751-1000

Average Salary, Bonus, & Raise by Firm Size

All Managers = 45
Avg. Salary = \$126,461
Avg. Bonus: \$9,793 Avg. Raise: 4.7%
Avg. Years of Legal Recruiting Experience: 10.9
Avg. Tenure at Current Firm: 5.8 years

Firm Size:	251 - 500	501 - 750	751 - 1000	1001+
Avg. Salary:	\$117,500	\$115,600	\$117,469	\$139,444
Avg. Bonus:	\$7,433	\$9,938	\$6,757	\$12,487
Avg. Raise:	6.9%	3.5%	4.9%	4%

* Insufficient number of responses for Firm Size 1-250

Average Salary, Bonus, & Raise by Firm Size

All Directors = 28
Avg. Salary = \$229,485
Avg. Bonus: \$40,560 Avg. Raise: 5%
Avg. Years of Legal Recruiting Experience: 15.3
Avg. Tenure at Current Firm: 10.9 years

<u>Firm Size:</u>	<u>251 - 500</u>	<u>751 - 1000</u>
Avg. Salary:	\$220,592	\$218,500
Avg. Bonus:	\$36,091	\$45,667
Avg. Raise:	4.7%	5.8%

* Insufficient number of responses for Firm Sizes 1-250, 501-750, and 1001+

Assistant: Top Responsibilities

General Responsibilities

- Support OCI process, start to finish – 90%
- Administrative duties/data entry – 90%
- Assist with lateral associate recruiting efforts – 58%

Law Student Recruiting

- Help arrange candidate travel and interview schedules for callback interviews – 68%
- Assist with OCI receptions – 55%
- Assist with candidate correspondence and process travel reimbursements – 55%
- Help set up attorney interview schedules – 55%

Summer Associate (SA) Program

- Assist with social events, SA lunches and firm parties – 94%
- Support SA evaluation process – 84%
- Help coordinate SA training and orientation – 68%

Other: Partner, PD

- Have Partner recruiting responsibilities – 16%
 - Of those with Partner responsibilities, about 20% of time focuses on this area
- Have PD Responsibilities – 26%
 - Of those with PD responsibilities, about 20% of time is spent on PD

Coordinator: Top Responsibilities

General Responsibilities

- Help coordinate all aspects of OCI – 85%
- Update & maintain LawCruit/candidate database – 73%
- Support lateral associate recruiting – 68%
- Support attorney orientation programs – 55%

Law Student Recruiting

- Conduct candidate correspondence – 70%
- Arrange candidate travel and interview schedules for callbacks – 68%
- Help plan OCI calendar and receptions – 60%
- Prepare materials for Recruiting Committee meetings – 53%

Summer Associate (SA) Program

- Plan social events, SA lunches, and firm parties – 80%
- Help coordinate SA training and orientation – 65%
- Monitor SA work projects and assignments and help manage evaluation process – 63%

Other: Partner, PD

- Have Partner recruiting responsibilities – 28%
 - Of those with Partner responsibilities, about 37% of time focuses on this area
- Have PD Responsibilities – 30%
 - Of those with PD responsibilities, about 41% of time is spent on PD

Senior Coordinator/Specialist: Top Responsibilities

General Responsibilities

- Help manage OCI – 88%
- Coordinate lateral associate recruiting – 71%
- Facilitate diversity initiatives – 47%
- Oversee LawCruit/candidate database – 35%

Summer Associate (SA) Program

- Plan social events, section parties, SA lunches and firm parties – 88%
- Monitor SA work projects and assignments – 65%
- Coordinate SA training and orientation – 65%
- Prepare offer/decline letters – 65%

Law Student Recruiting

- Help plan OCI calendar – 71%
- Manage candidate correspondence and follow-up – 59%
- Coordinate candidate callback interviews & create callback interview schedules – 59%
- Organize attorney interview schedules – 59%

Other: Partner, PD

- Have Partner recruiting responsibilities – 37.5%
 - Of those with Partner responsibilities, about 34% of time focuses on this area
- Have PD Responsibilities – 6%
 - Of those with PD responsibilities, about 5% of time is spent on PD

Manager: Top Responsibilities

General Responsibilities

- Manage OCI – 89%
- Manage recruiting staff – 87%
- Non-partner lateral associate recruiting – 77%
- Manage diversity initiatives – 57%
- Oversee and manage attorney orientation – 49%

Law Student Recruiting

- Participate in recruiting committee meetings – 81%
- Correspond with candidates – 77%
- Plan OCI calendar & coordinate with law schools – 74%
- Manage interview schedules for candidates – 72%

Summer Associate (SA) Program

- Manage SA evaluation process – 81%
- Monitor SA work projects and assignments – 77%
- Manage social events, SA lunches and firm parties – 79%
- Coordinate SA training and orientation – 74%

Other: Partner, PD

- Have Partner recruiting responsibilities – 43.5%
 - Of those with Partner responsibilities, about 51% of time focuses on this area
- Have PD Responsibilities – 15%
 - Of those with PD responsibilities, about 41% of time is spent on PD

Director: Top Responsibilities

General Responsibilities

- Manage recruiting staff – 90%
- Oversee OCI process – 90%
- Oversee lateral associate recruiting – 84%
- Manage diversity initiatives, attorney integration – 55%
- Oversee Staff/Contract Attorney hiring – 55%

Law Student Recruiting

- Facilitate recruiting committee meetings – 81%
- Oversee OCI planning & calendar – 65%
- Conduct correspondence & follow-up with candidates – 58%
- Oversee OCI receptions – 42%

Summer Associate (SA) Program

- Facilitate SA recruiting committee meetings – 77%
- Monitor SA work projects, assignments, and manage evaluations – 71%
- Oversee SA training & orientation – 61%

Other: Partner, PD

- Have Partner recruiting responsibilities – 45%
 - Of those with Partner responsibilities, about 43% of time focuses on this area
- Have PD Responsibilities – 42%
 - Of those with PD responsibilities, about 35% of time is spent on PD

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By Eva Wisnik

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Our goal is to help
you achieve your

goals

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