

HALRA & RADS Industry Survey 2013

By Eva Wisnik

May 2013



Wisnik Career Enterprises, Inc.
www.wisnik.com
212.370.1010 • ewisnik@wisnik.com

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 15 years, she has worked with over 100 law firms, including 74 of the AmLaw 100. Wisnik has placed over 600 Recruiting, Marketing and BD professionals into law firms nationwide. Eva 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 30 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.

Respondents

65 Respondents' Salary and Industry Information
Houston: 34 Dallas: 31

■ By Position

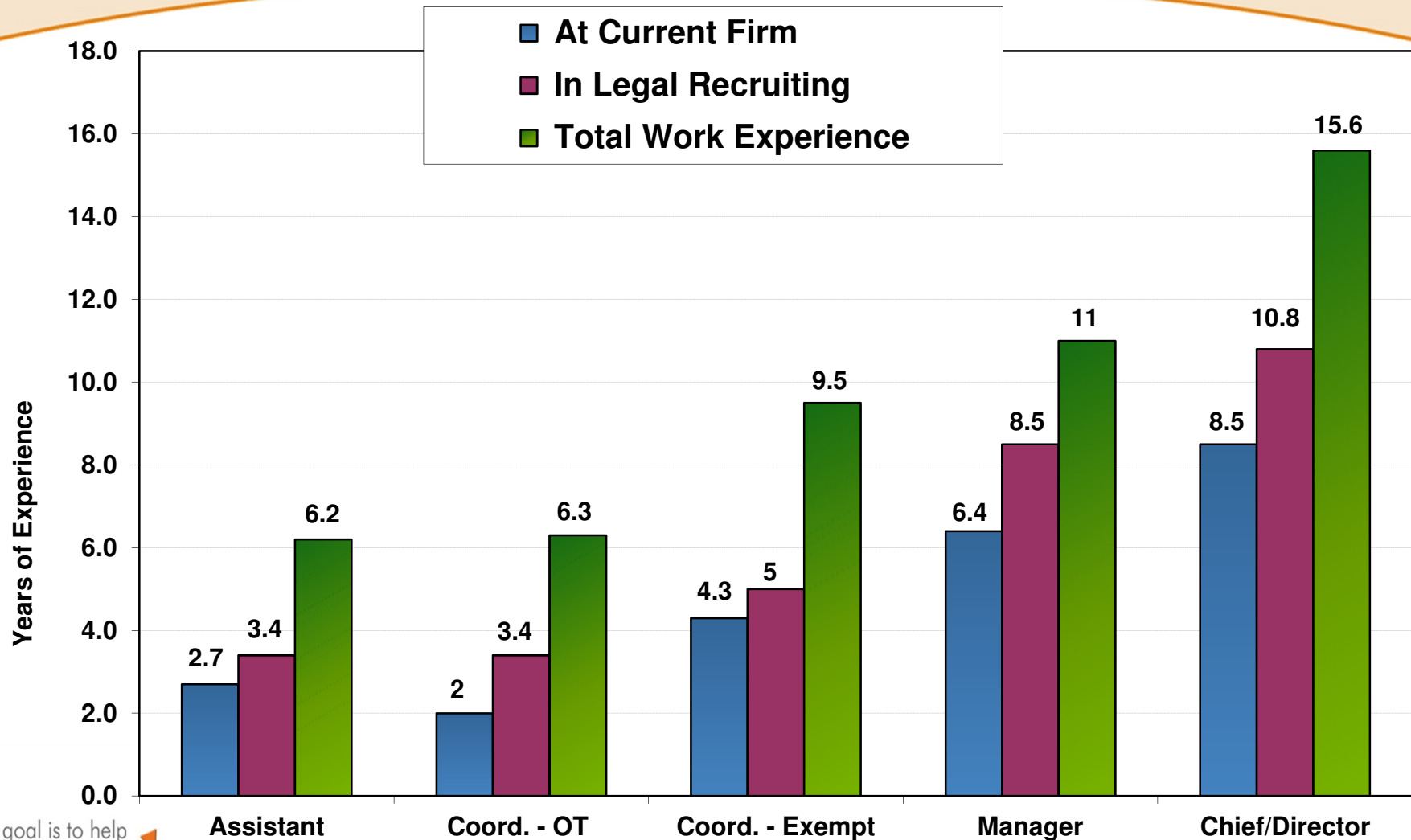
- Chief & Director: 9
- Manager: 20
- Coordinator: 25
- Assistant: 11

■ By Firm Size

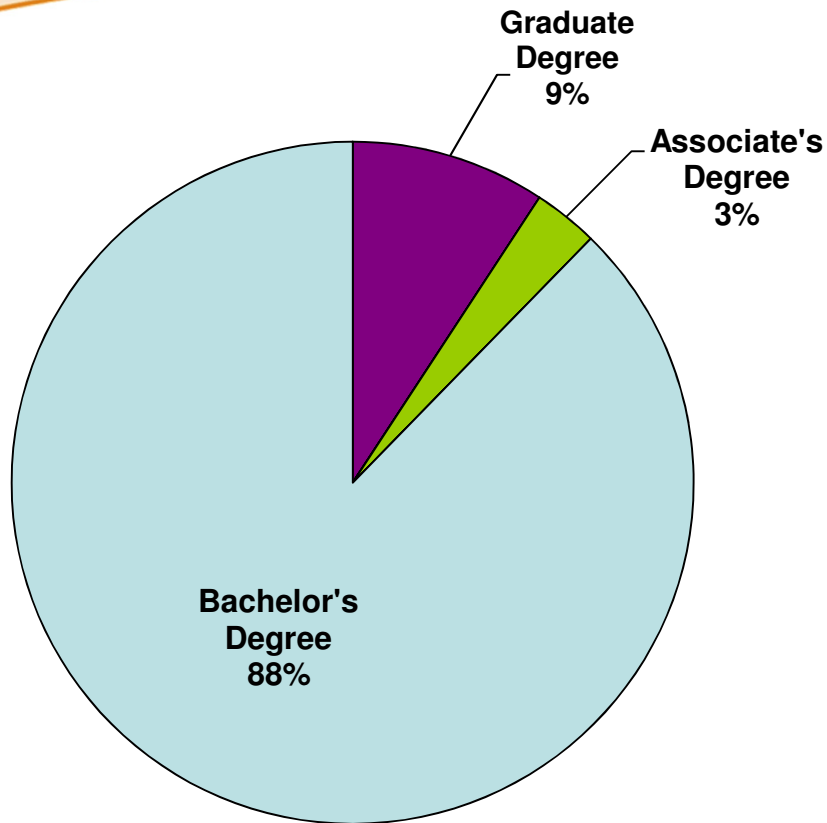
- 1-250: 10
- 251-500: 13
- 501-750: 22
- 751-1000: 7
- 1000+: 12

Profile of HALRA & RADS Professionals

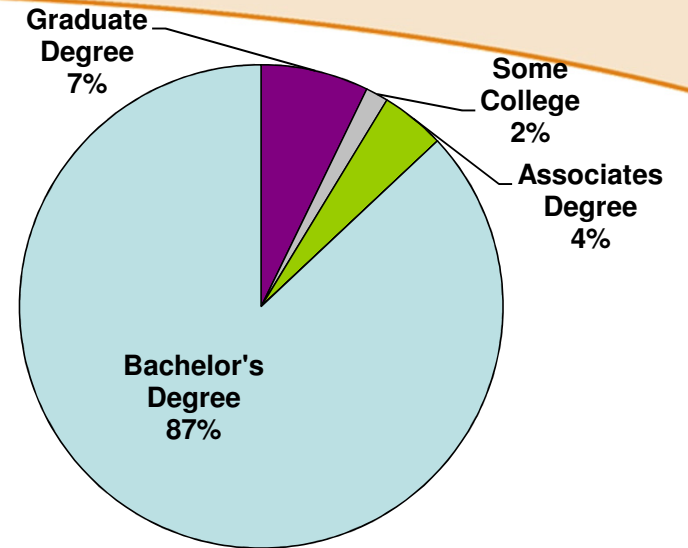
Average Years of Experience



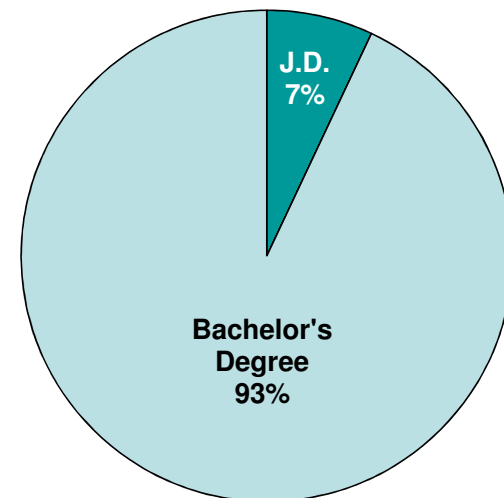
Highest Degree of Education



2013



2010

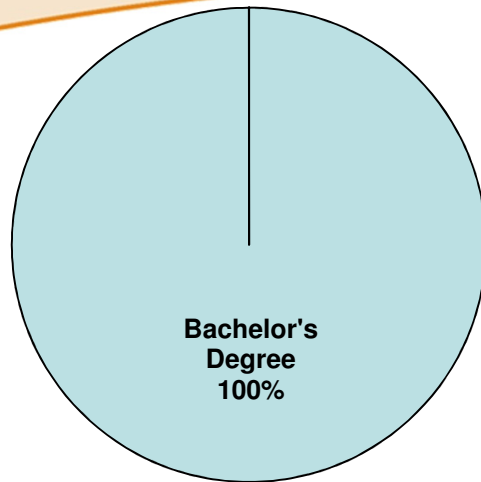


2008*

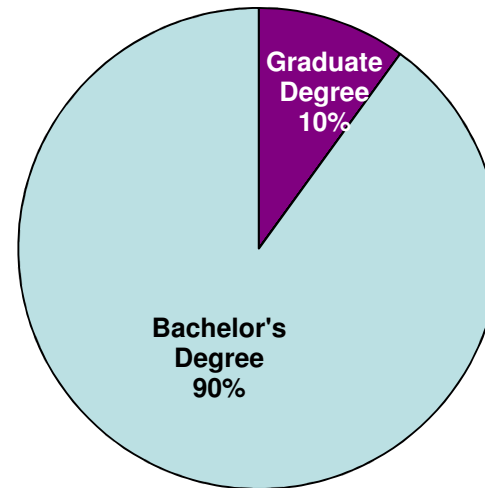
* 2008 data HALRA only

©2013 Wisnik Career Enterprises, Inc.

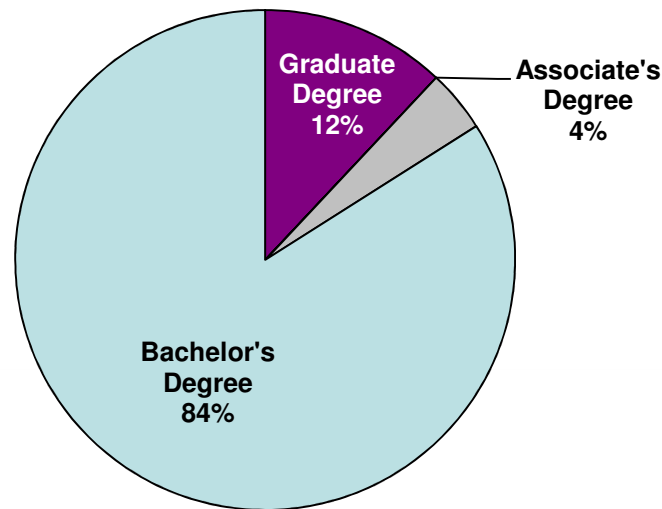
Highest Degree of Education, by Level



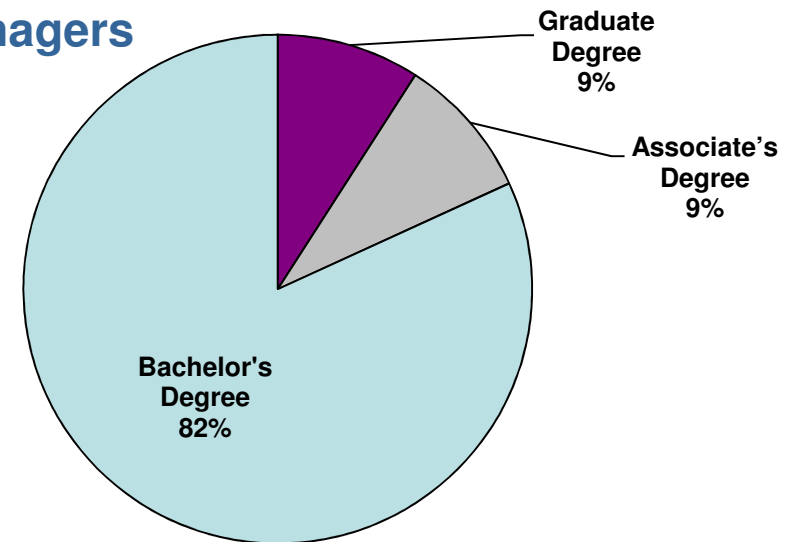
Directors & Chiefs



Managers

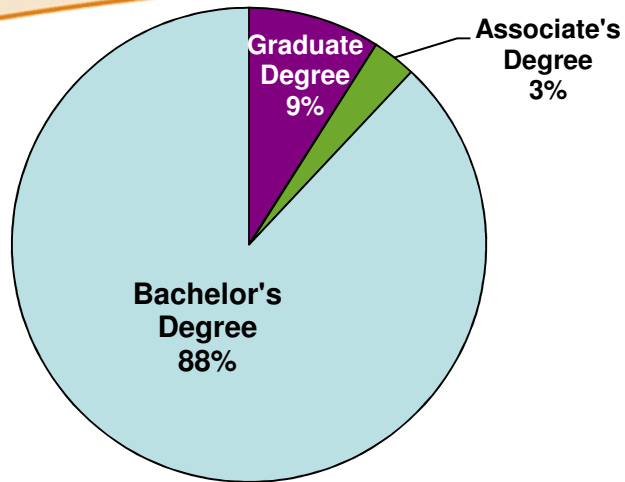


Coordinators

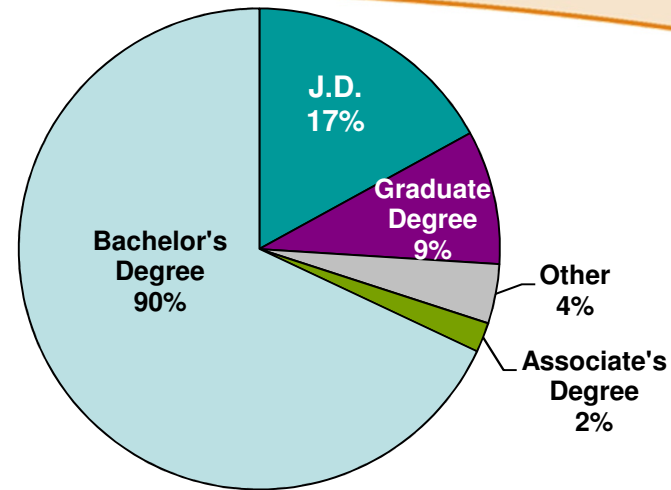


Assistants

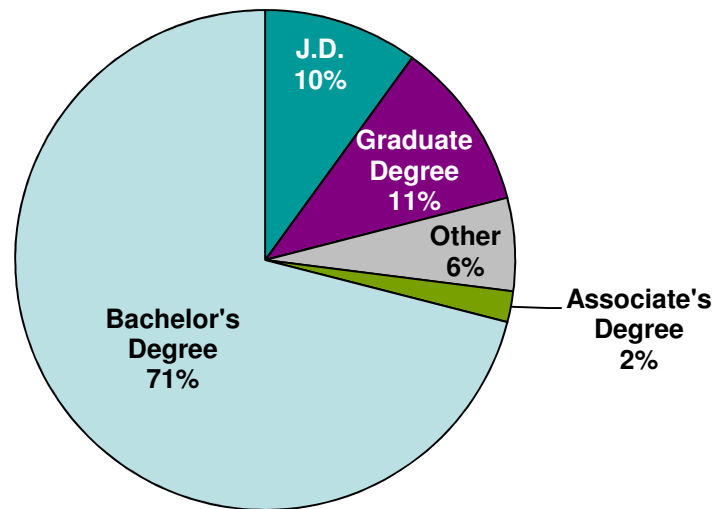
Highest Degree of Education, City Comparison



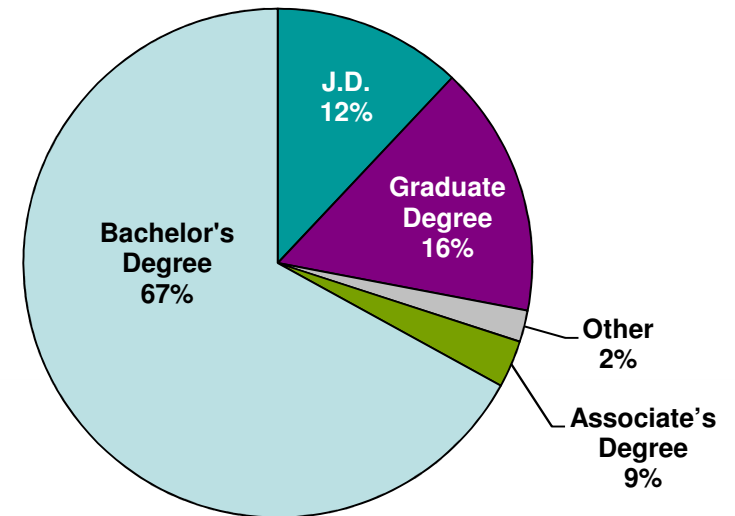
Houston/Dallas



Chicago

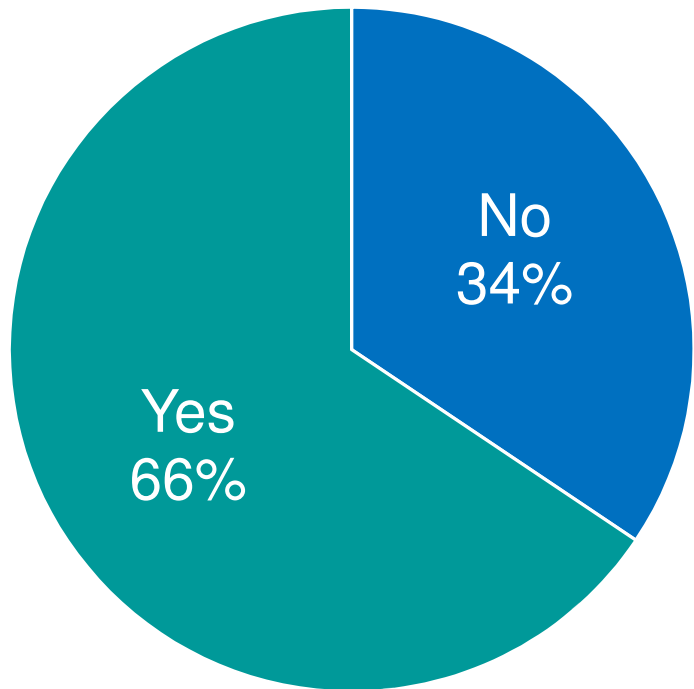


Washington D.C.

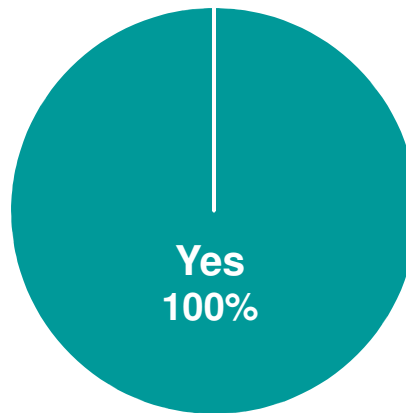


New York

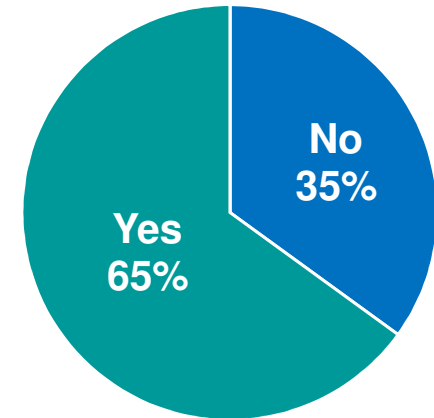
Is Your Position Firm-Wide?



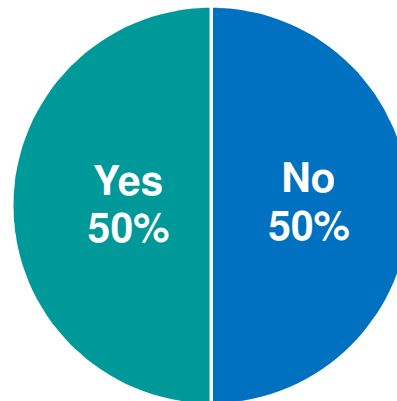
All Respondents



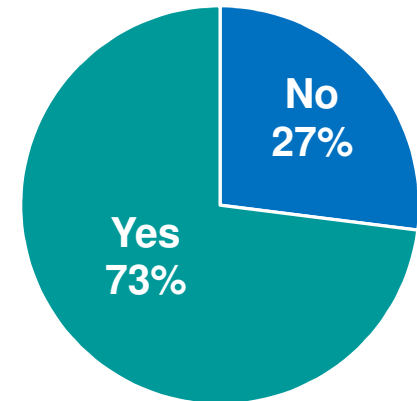
Directors



Managers



Coordinators



Assistants

Salary Trends

Average Salaries by Title

<u>Title (# responses)</u>	<u>Avg. Salary</u>	<u>Median</u>	<u>Salary Range</u>
Director & Chief (8):	\$116,642	\$122,000	\$82k - \$162k
Manager (20):	\$76,419	\$75,350	\$57k - \$116k
Coordinator – Exempt (8):	\$55,888	\$55,500	\$52.5k - \$60k
Coordinator – OT eligible (13):	\$50,379	\$48,000	\$37k - \$65k
Assistant – OT eligible (11):	\$39,200	\$38,000	\$32.5k - \$49k

Percent Change from 2010:
Directors: 13.8% increase Managers: 7.7% increase
Coordinators (Exempt): 0.2% increase
Coordinators (OT eligible): 4.4% increase Assistants: 2% increase

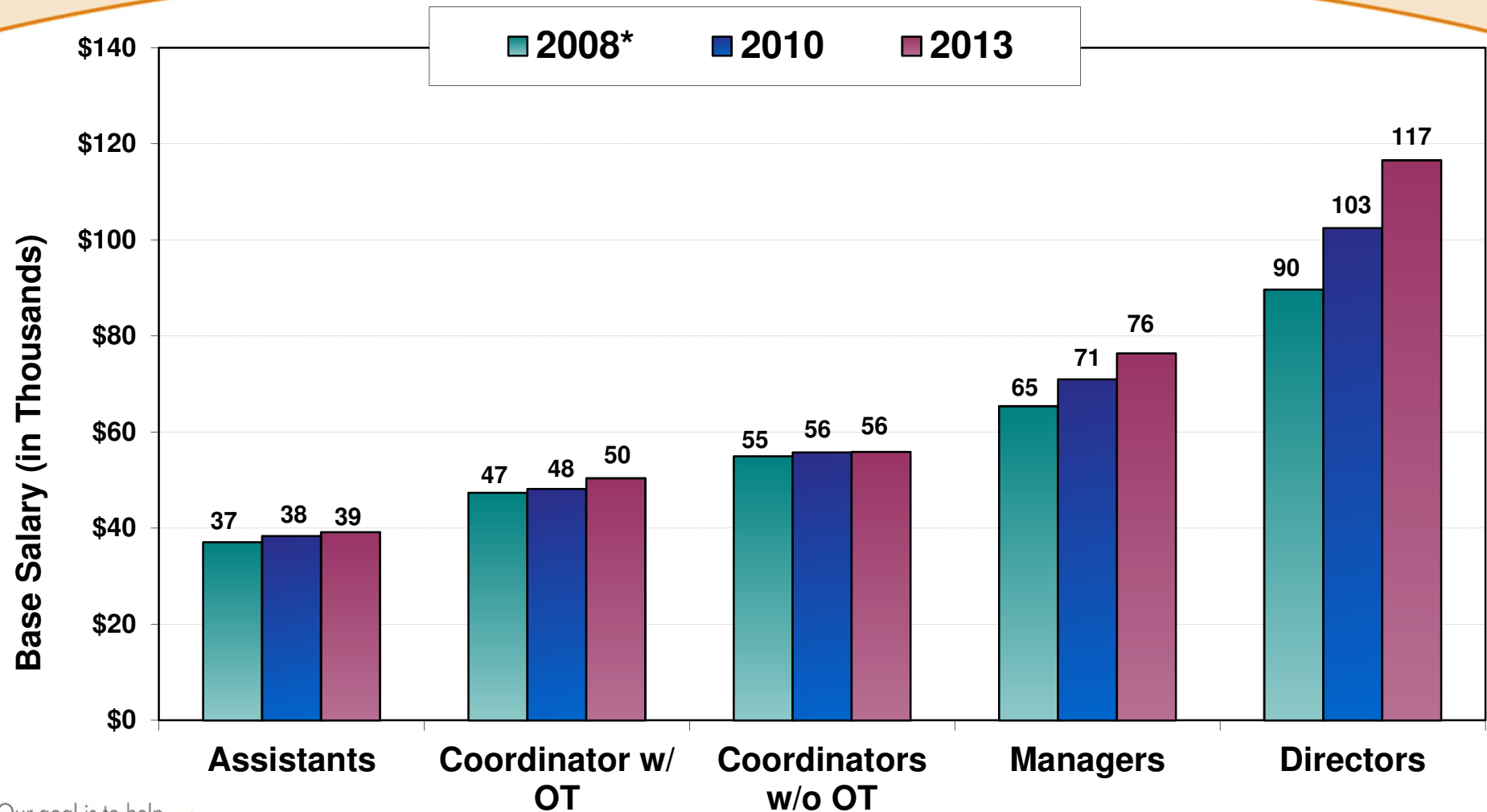
Average Salaries by City: Houston, Dallas, Chicago

<u>Title</u>	<u>Average Salary</u>		
	<u>Houston</u>	<u>Dallas</u>	<u>Chicago</u>
Director & Chief:	*	\$112,490	\$159,920
Manager:	\$76,565	\$79,337	\$99,132
Coordinator – Exempt:	\$55,320	*	\$66,563
Coordinator – OT Eligible**:	\$48,398	\$51,618	\$56,571
Assistant – OT Eligible**:	\$39,375	\$39,100	\$48,500

* Insufficient number of responses

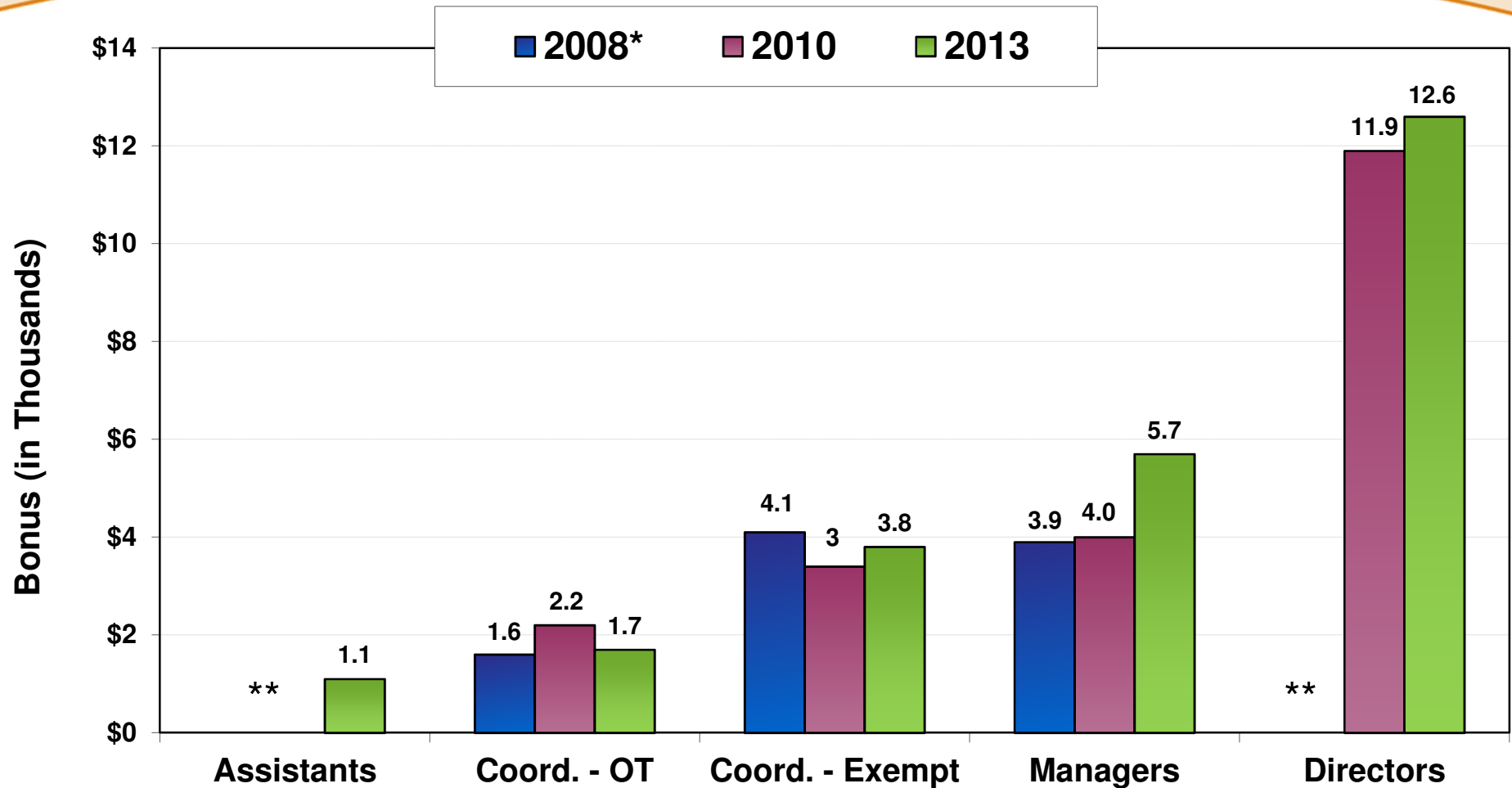
** Salary data shown is base salary without OT

Salary Trends: 2008-2013



* 2008 data is from HALRA only

Bonus Comparisons: 2008-2013



* 2008 data is from HALRA only
 ** Insufficient number of responses

Average Salary, Bonus, & Raise by Office Size

Director/Chief

Average salary = \$116,642

Median = \$122,000

<u>Office Size:</u>	<u>1 - 175</u>	<u>176+</u>
Avg. Salary:	\$106,407	*
Salary Range:	\$82k - \$129k	*
Avg. Bonus:	\$9,600	*
Avg. Raise:	4.3%	*

* Insufficient number of responses

Average Salary, Bonus, & Raise by Office Size

Managers

Average salary = \$76,419

Median = \$75,350

<u>Office Size:</u>	<u>1 - 75</u>	<u>76 - 175</u>	<u>176 - 300</u>
Avg. Salary:	\$82,762	\$64,000	\$74,125
Salary Range:	\$60k - \$116k	\$57k - \$70k	\$60k - \$85k
Avg. Bonus:	\$5,937	\$5,000	\$5,840
Avg. Raise:	3.9%	6.3%	4.2%

Average Salary, Bonus, & Raise by Office Size

Exempt Coordinators

Avg. Salary = \$55,888

Median = \$55,500

<u>Office Size:</u>	<u>1 - 125</u>	<u>126 - 300</u>
Avg. Salary:	\$56,667	\$55,420
Salary Range:	\$54k - \$60k	\$52.5k - \$56.5k
Avg. Bonus:	\$2,500	\$4,500
Avg. Raise:	3.5%	3.3%

Average Salary, Bonus, & Raise by Office Size

OT Coordinators
Avg. salary = \$50,379
Median = \$48,000
Average OT 2012: \$6,774 Average OT 2011: \$5,669

<u>Office Size:</u>	<u>1 - 75</u>	<u>76 - 125</u>	<u>126 - 300</u>
Avg. Salary:	*	\$52,833	\$41,233
Avg. 2012 OT:	*	\$4,592	\$5,356
Salary Range:	*	\$46k - \$63k	\$37k - \$48k
Avg. Bonus:	*	\$1,627	\$841
Avg. Raise:	*	*	2.9%

* Insufficient number of responses

Average Salary, Bonus, & Raise by Office Size

Assistants

Average salary = \$39,200

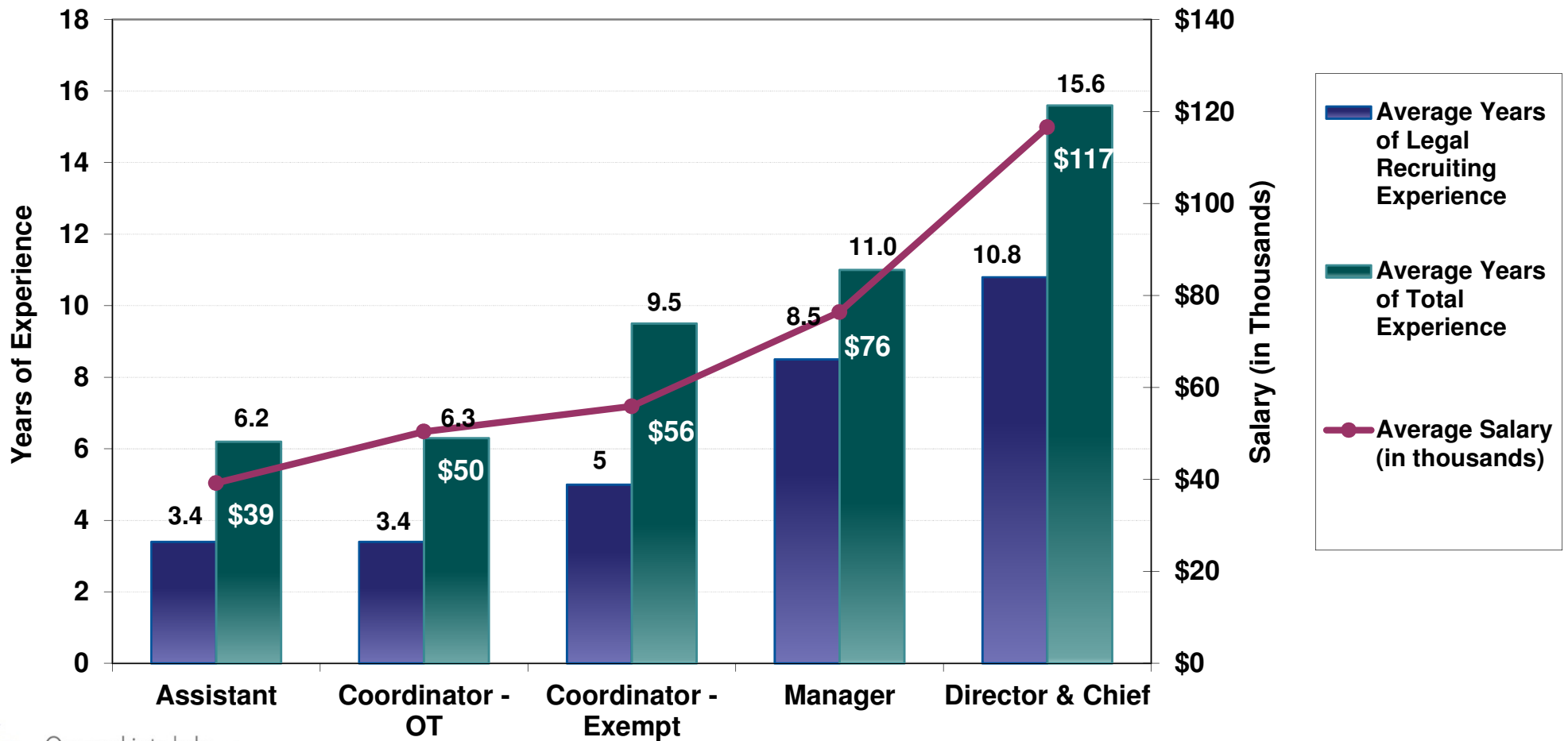
Median = \$38,000

Average OT 2012: \$3,286

<u>Office Size:</u>	<u>1 - 125</u>	<u>125 - 225</u>
Avg. Salary:	\$38,400	\$39,867
Avg. 2012 OT	\$3,371	\$3,200
Salary Range:	\$32.5k - \$44k	\$35k - \$49k
Avg. Bonus:	\$608	\$1600
Avg. Raise	*	*

* Insufficient number of responses for raise data or average 2011 OT

Average Salary vs. Years of Experience



Your Responsibilities

Top Responsibilities by Position

■ Director Responsibilities

- Managing recruiting staff: 87.5%
- Lateral associate recruiting: 75%
- Partner recruiting: 62.5%
- Attorney orientation: 62.5%
- Participate in Recruiting Committee meetings: 62.5%

■ Manager Responsibilities

- Participate in Recruiting Committee meetings: 100%
- Coordinate summer associate Onboarding: 100%
- Receive evaluations for summer associates: 100%
- Monitor summer associate work assignments: 95%

Top Responsibilities by Position

(cont.)

■ Coordinator Responsibilities

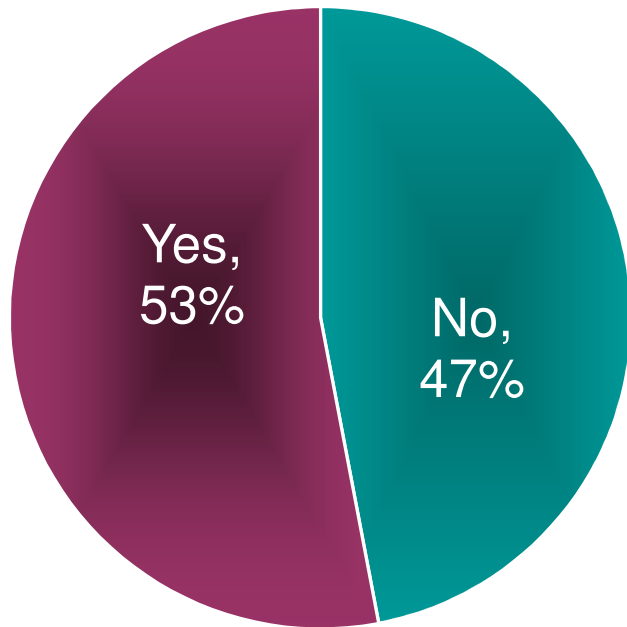
- Participate in Recruiting Committee meetings: 96%
- Conduct candidate correspondence & follow-up: 96%
- Plan summer associate events: 96%
- Receive evaluations for summer associates : 96%
- Organize candidate travel and interview schedule: 96%
- Plan OCI receptions: 92%

■ Assistant Responsibilities

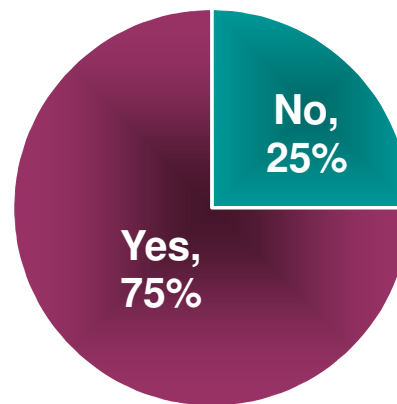
- Plan summer associate events: 64%
- Prepare summer associate offer/decline letters: 64%
- Organize candidate & attorney travel and interview schedule: 54.5%
- Various administrative responsibilities: 45.5%

Industry Findings

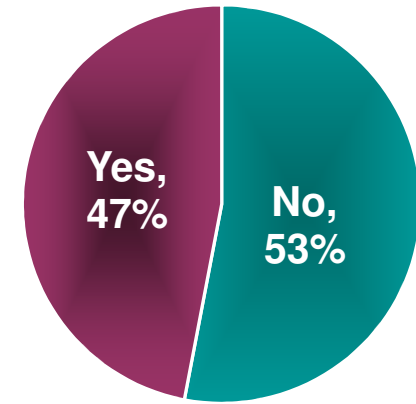
Are You Satisfied With Your Current Compensation?



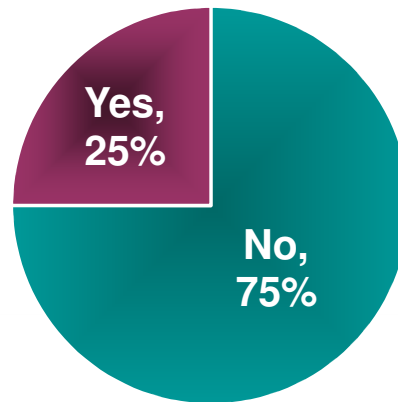
All Respondents



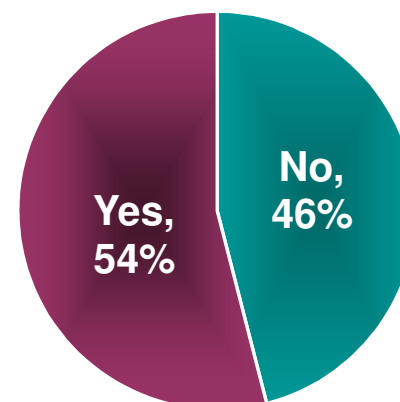
Director



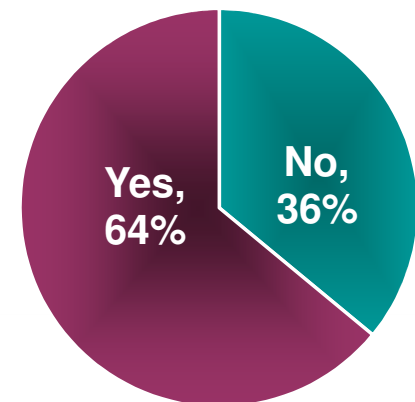
Manager



Coord. - Exempt



Coord. - OT



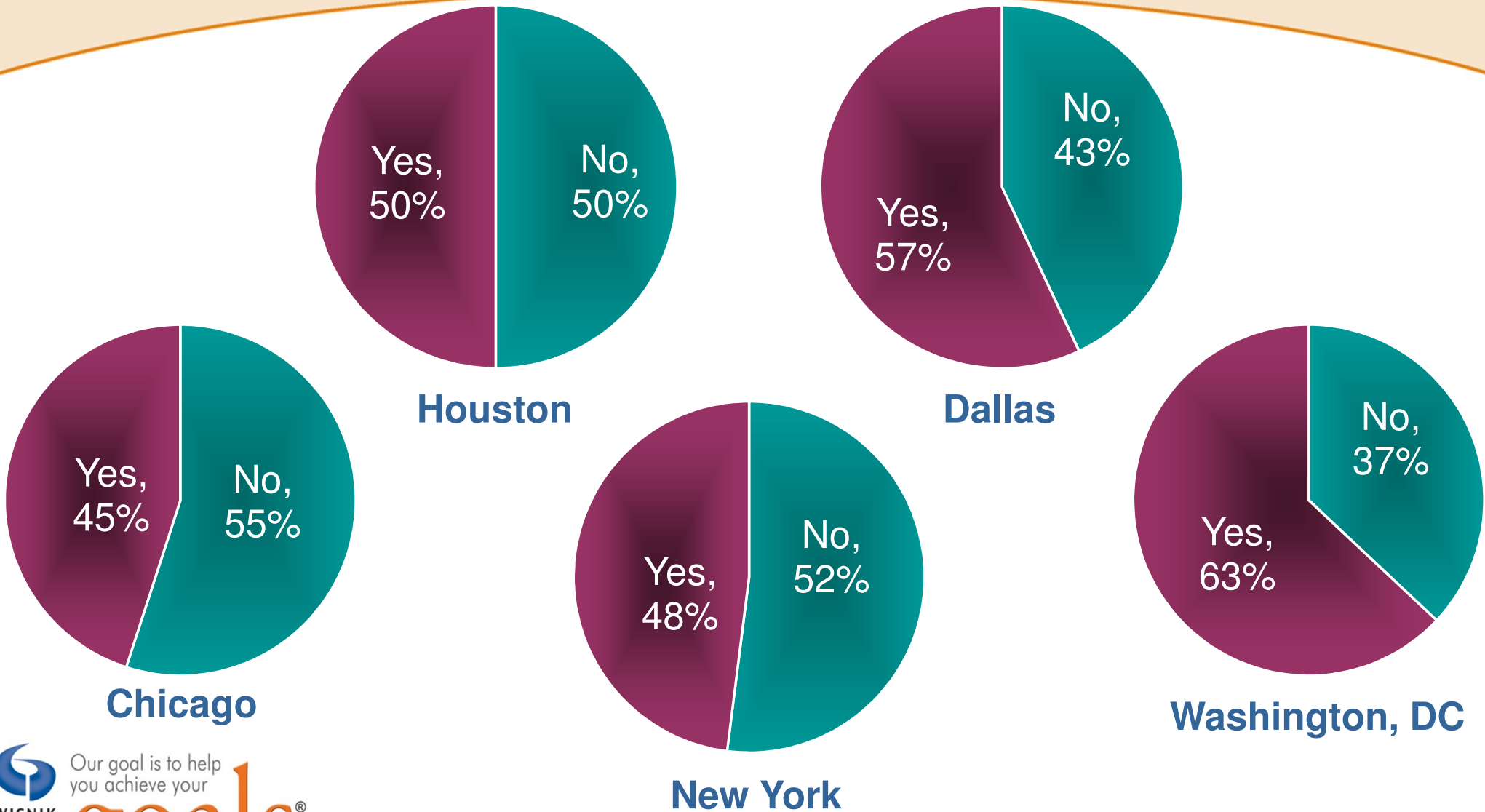
Assistant

In 2010, 49.2% were satisfied with current compensation

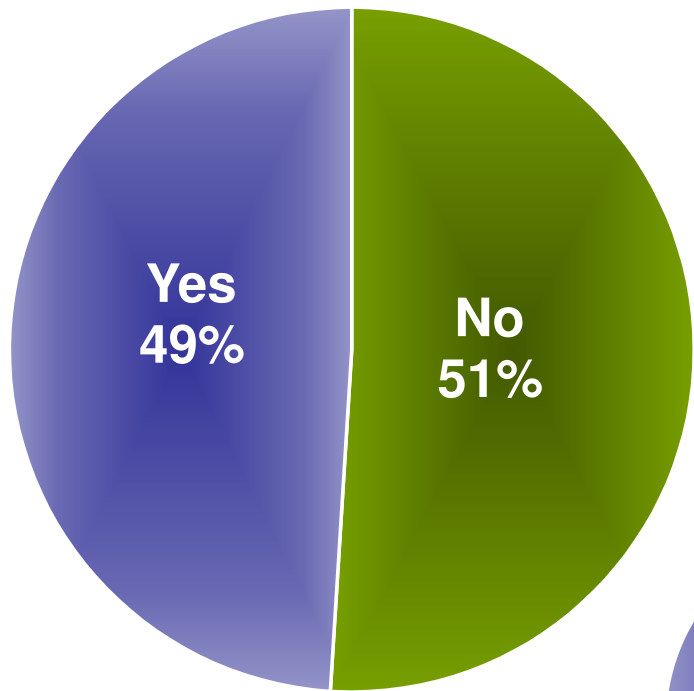


Our goal is to help you achieve your **goals**®

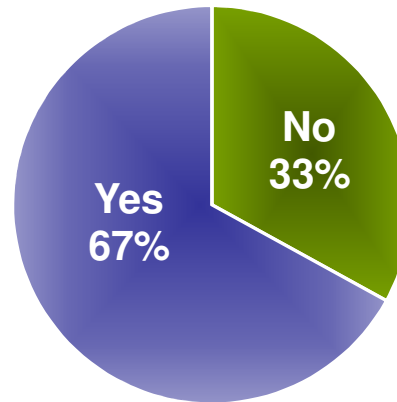
Satisfied With Your Current Compensation – City Comparison



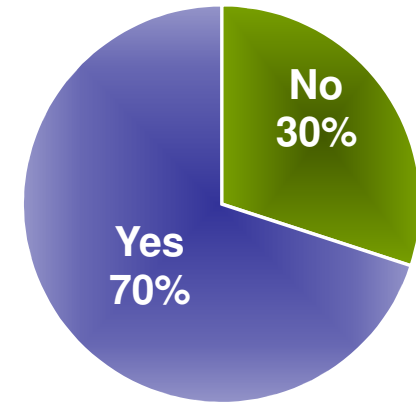
Have You Been Promoted with a Title Change at Your Current Firm?



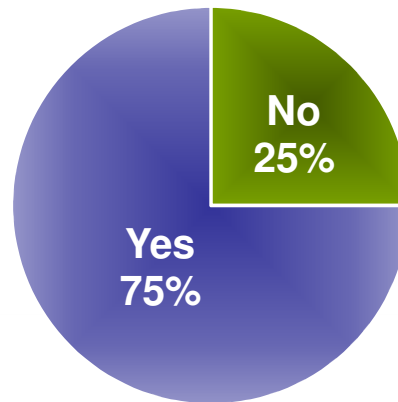
All Respondents



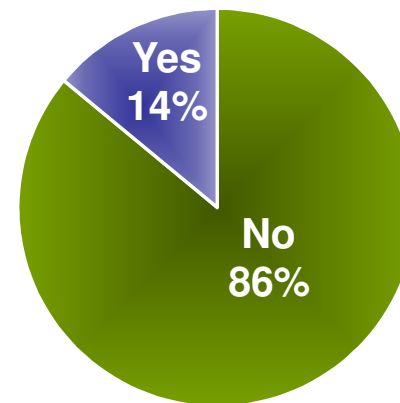
Director



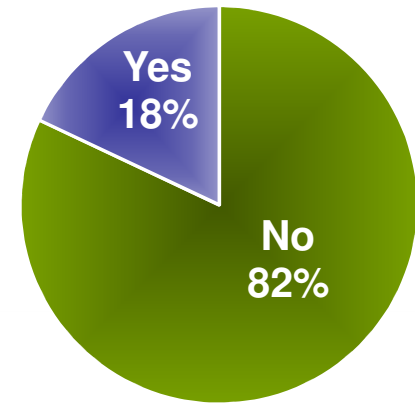
Manager



Coord. - Exempt



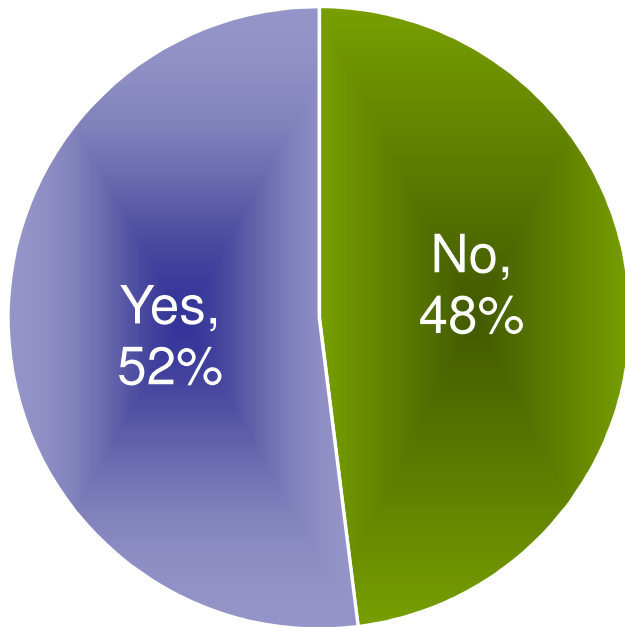
Coord. - OT



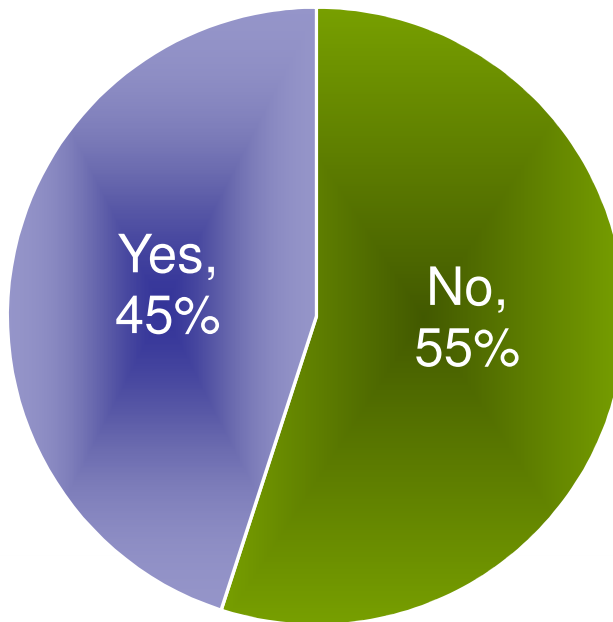
Assistant

Have You Been Promoted with a Title Change at Your Current Firm?

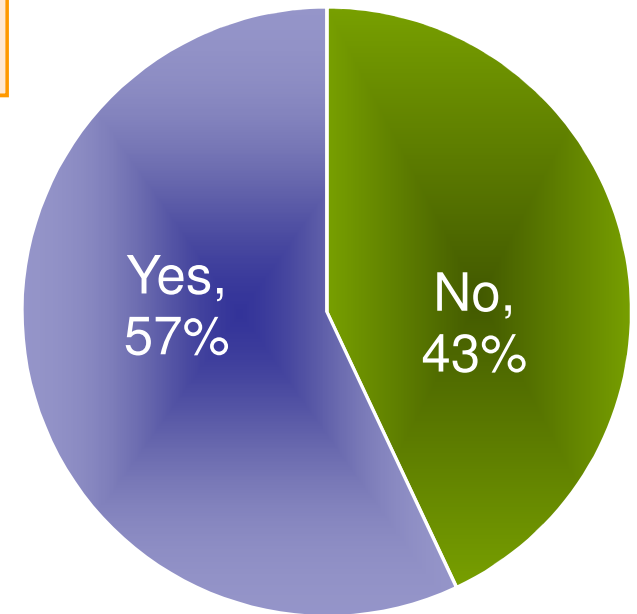
City-by-city comparison
of 2012 data



Houston

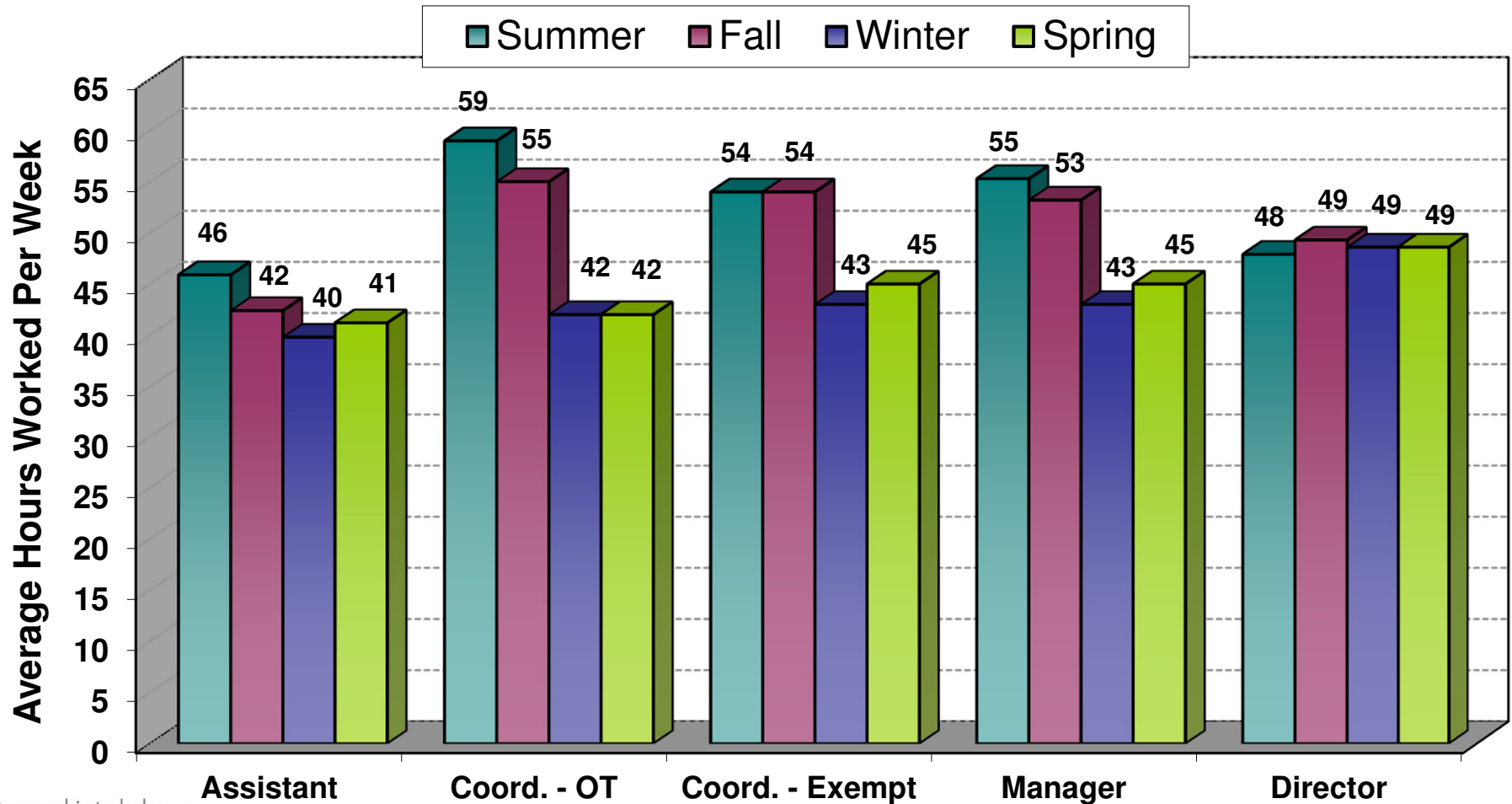


Dallas



Chicago

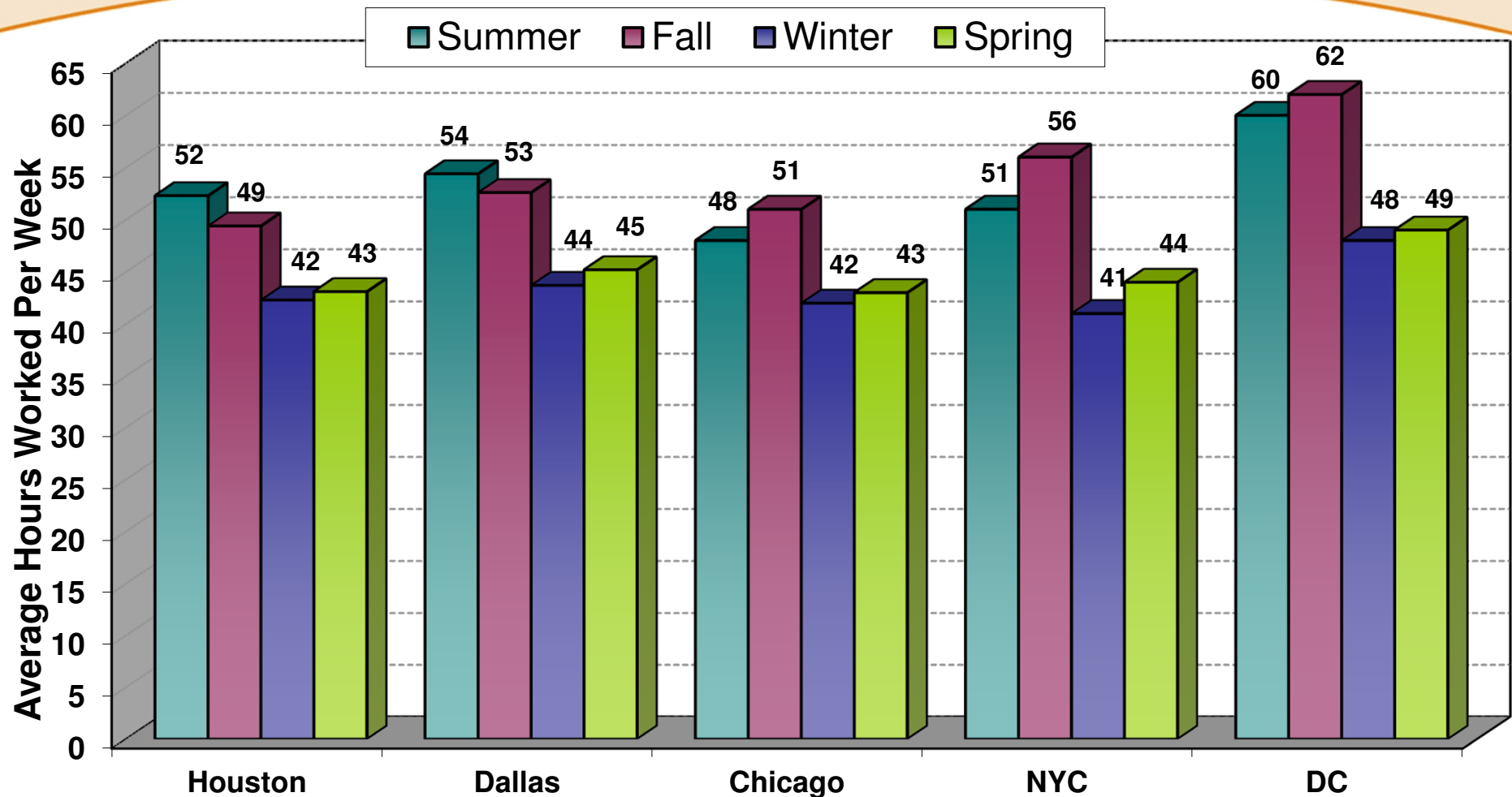
Respondents' Average Weekly Hours Worked, By Season



Our goal is to help you achieve your

goals[®]

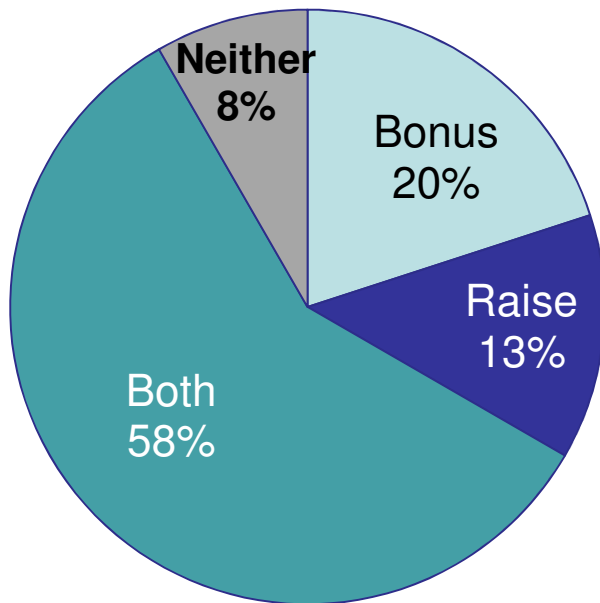
City Comparison: Average Weekly Hours Worked, By Season



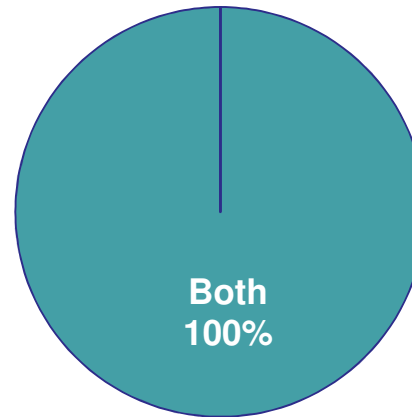
Our goal is to help
you achieve your
goals[®]

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

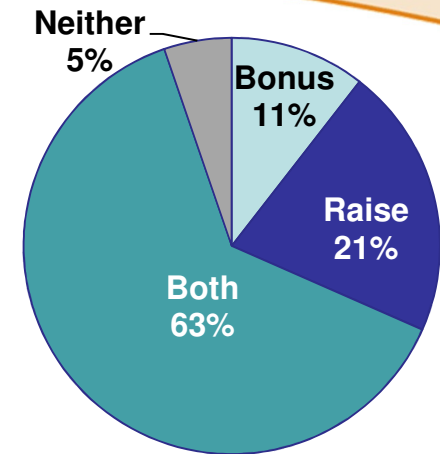
- Bonus
- Raise
- Both



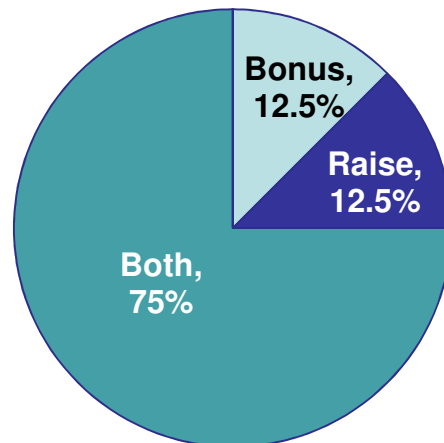
All Respondents



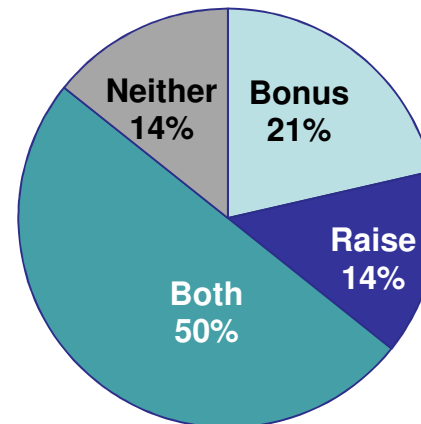
Director



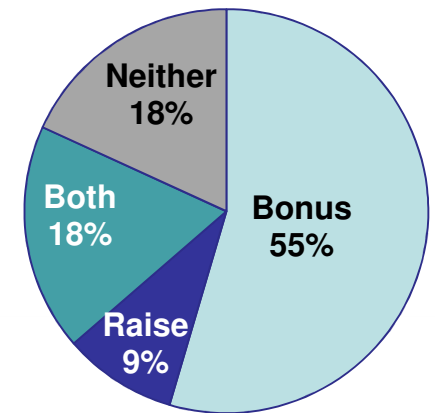
Manager



Coord. - Exempt

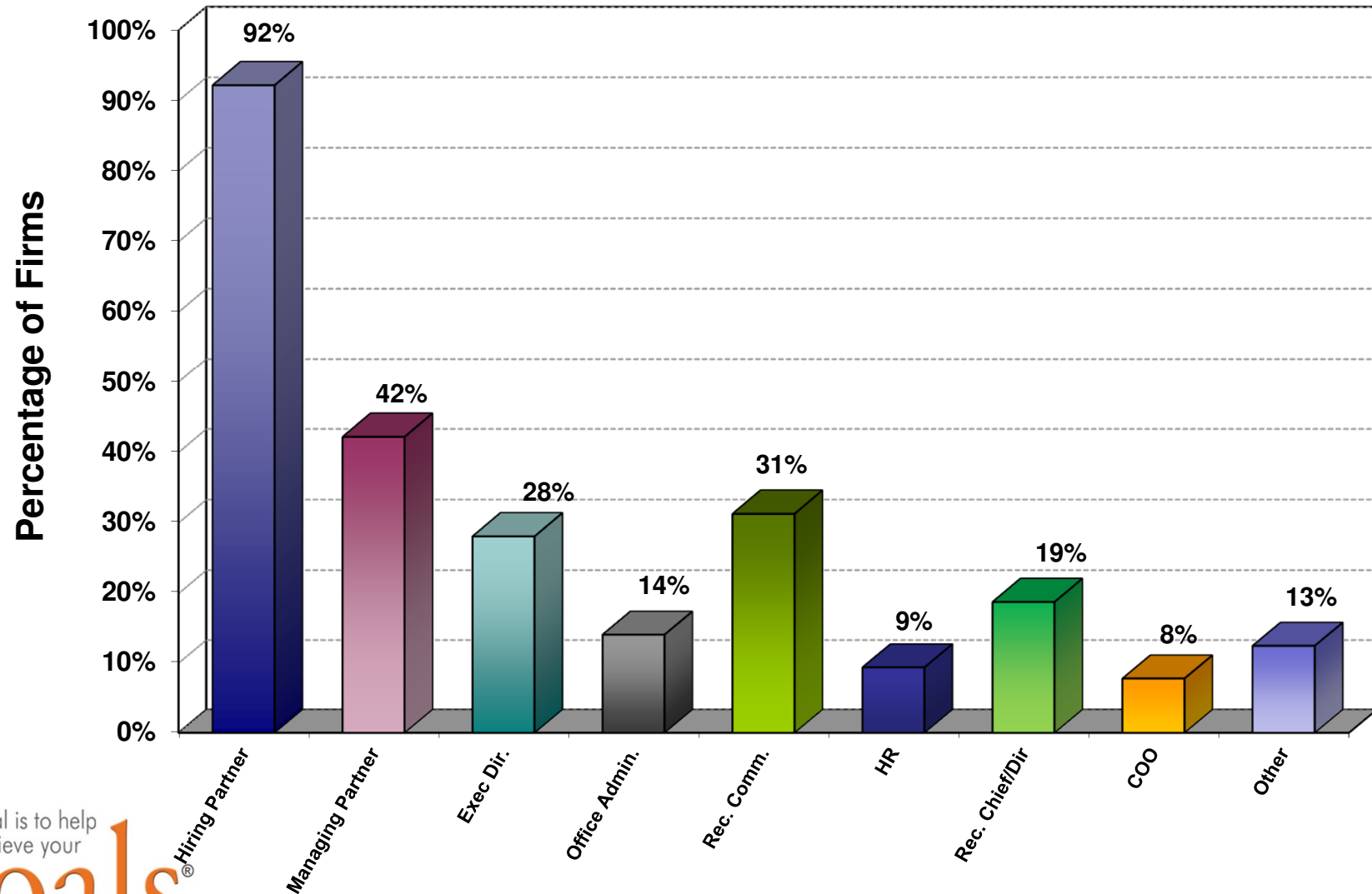


Coord. - OT



Assistant

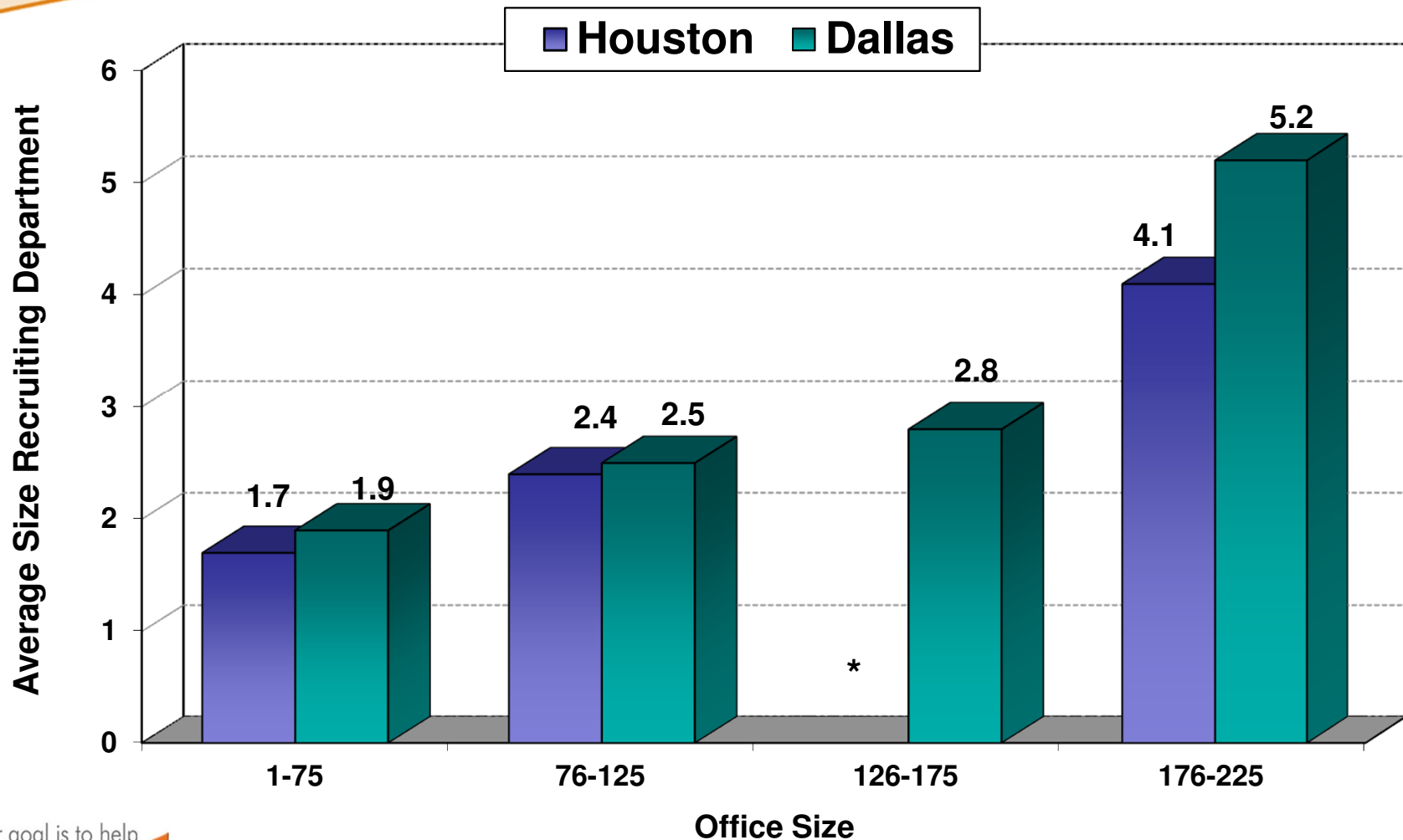
Reporting Structure: Who Does Recruiting Department Report To?



Our goal is to help
you achieve your

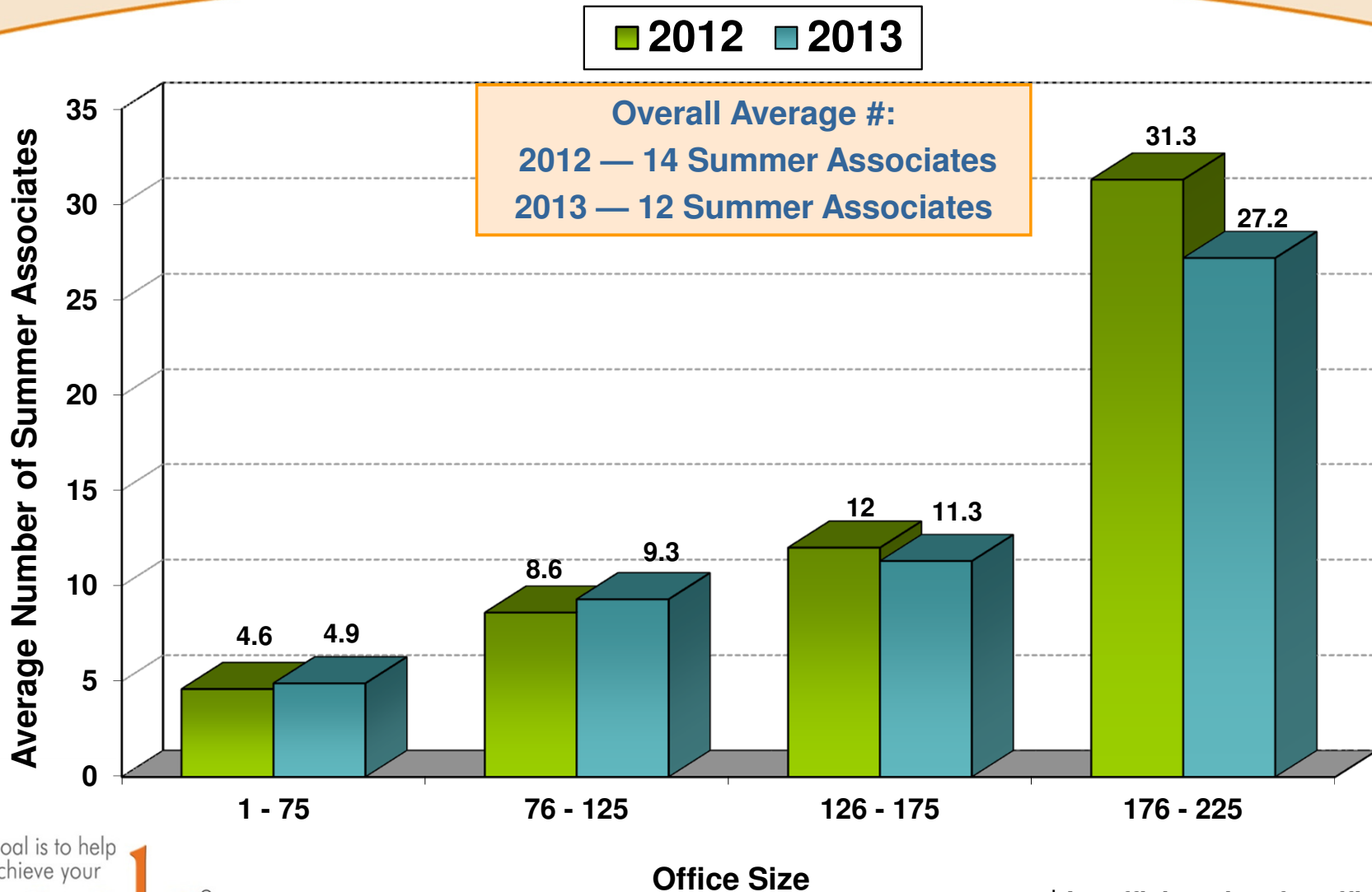
goals

Office Size vs. Size of Office Recruiting Department



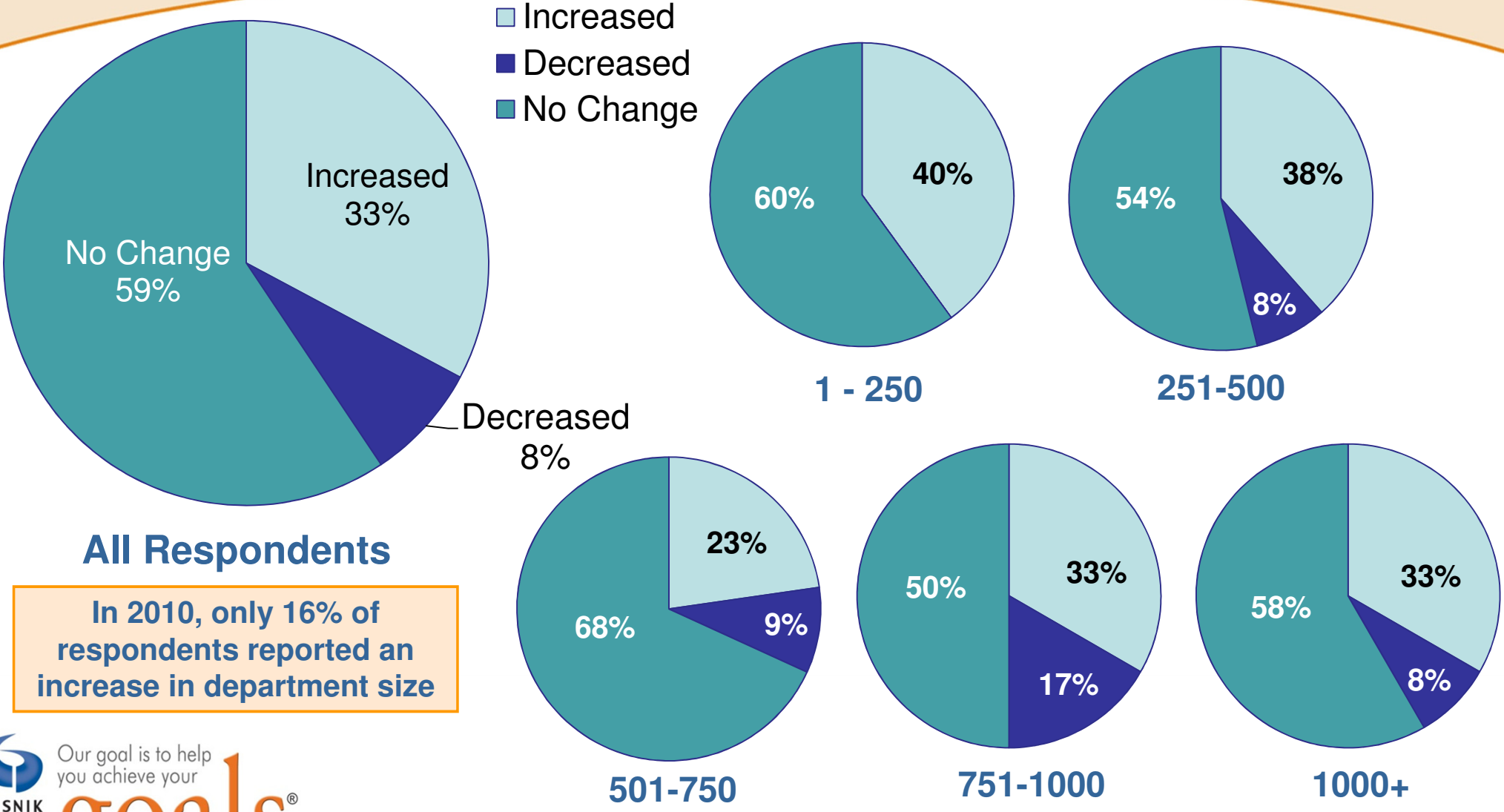
* Insufficient data for Houston
Office Size 126-175

Size of Office vs. Size of Summer Associate Class



* Insufficient data for office size 226+

By Firm Size, has Your Department Increased in Size?



In 2010, only 16% of respondents reported an increase in department size

Benefits Received

- 75% of firms provide a PDA or Smartphone
- 60% of firms provide Flexible Spending
- 42% of firms provide a laptop computer
- 40% of firms allow for periodic work from home
- 39% of firms provide free parking for employees

From the data, it appears that that smaller firms (1-250 attorneys) and larger firms (750-1000+ attorneys) provide more benefits to their employees than mid-sized firms.

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>Median</u>	<u>Range</u>
Director & Chief (8):	24 days	21 days	21 – 30
Manager (20):	22 days	22.5 days	10 – 35
Coordinator – Exempt (8):	23 days	25 days	10 – 30
Coordinator – OT (14):	19 days	20 days	9 – 29
Assistants (8):	18 days	20 days	5 – 30

14% of respondents receive unlimited personal or sick days
37% of respondents provided maternity leave data; with an average leave of 11.5 weeks

Interesting Results

- 92% of you received a bonus, a raise, or both in 2011
- 33% of respondents said their departments have increased in size over the last 2 years, while 8% have decreased
- 49% have been promoted with a title change at their current firm
- 53% of you attended the NALP Annual Education conference
- 9% of respondents have a graduate degree

39% of you have been with your current Firm for 6+ years

31% of you have joined legal recruiting in the last 3 years

50% have joined your current firm in the past 3 years

HALRA & RADS Industry Survey 2013

By Eva Wisnik

May 2013



Wisnik Career Enterprises, Inc.
www.wisnik.com
212.370.1010 • ewisnik@wisnik.com