Houston Association of Legal Recruitment Administrators (HALRA) Salary Survey 2006

Years at Current Firm		Assistants	Coordinators	Managers
Vears at Current Firm	Survey Participants	3	17	10
0-1 year	Percentage from Total Participation	9%	54%	31%
0-1 year				
2 9 4-5 years				
4-5 years				3
6-7 years 1 1-8-9 years 1 1-9-9 years 1 1-9-1 years 1 1-9-		2	9	3
8-9 years 10-15 years 11				3
10-15 years 1 2.6			1	
Average Vears in Current Position 1.8 2.6				
Years of Experience in Recruiting Field			· .	1
0-1 year 1 3 2-3 years 2 9 4-5 years 2 8-9 years 8-9 years 2 8-9 years 10-15 years 2 2 Average Years in Recruiting Field 1.8 3.9 Years of Total Overall Experience 9-1 year 9-1 year 2-3 years 2 6 4-5 years 1 4 6-7 years 2 8-9 years 10-15 years 3 1 16-20 years 3 1 21+ years 3 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 9-1 9-1 Yes 0 6 9-1 No 3 11 9-1 Percentage with a Title Change 0% 35% 44 Highest Degree of Education 1 1 JD 1 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1	Average Years in Current Position	1.8	2.6	3.5
0-1 year 1 3 2-3 years 2 9 4-5 years 2 8-9 years 8-9 years 2 8-9 years 10-15 years 2 2 Average Years in Recruiting Field 1.8 3.9 Years of Total Overall Experience 9-1 year 9-1 year 2-3 years 2 6 4-5 years 1 4 6-7 years 2 8-9 years 10-15 years 3 1 16-20 years 3 1 21+ years 3 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 9-1 9-1 Yes 0 6 9-1 No 3 11 9-1 Percentage with a Title Change 0% 35% 44 Highest Degree of Education 1 1 JD 1 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1	Vears of Experience in Recruiting Field			
2-3 years		1	2	1
4-5 years				1
6-7 years 2 8-9 years 2 10-15 years 2 Average Years in Recruiting Field 1.8 3.9 Years of Total Overall Experience 0 0 0-1 year 0 0 2-3 years 2 6 4-5 years 1 4 6-7 years 2 8 8-9 years 1 1 10-15 years 3 1 16-20 years 3 1 21+ years 3 6.6 Since you have been with your firm, have you had a promotion with a title change? 0 6 Yes 0 6 0 No 3 11 1 Percentage with a Title Change 0% 35% 44 Highest Degree of Education 1 1 JD 1 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1 1 If you have a JD, how many years practiced? <td></td> <td></td> <td>1</td> <td>3</td>			1	3
8-9 years 10-15 years 2 Average Years in Recruiting Field 1.8 3.9 Years of Total Overall Experience 0-1 year 2-3 years 2 6 6 4-5 years 1 4 4 6-7 years 2 7 8-9 years 1 1 4 6-7 years 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	-		2	2
10-15 years 2				
Average Years in Recruiting Field			2	<u>'</u>
Years of Total Overall Experience 0-1 year 2-3 years 2 6 4-5 years 1 4 6-7 years 2 8-9 years 10-15 years 3 1 16-20 years 1 4 21+ years 3 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 9 6 No 3 11 1 Percentage with a Title Change 0% 35% 44 Highest Degree of Education JD 1 1 Masters 1 1 3 13 3 Associate's Degree 3 13 3 3 3 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		1.8		5.6
0-1 year 2 6 4-5 years 1 4 6-7 years 2 8 8-9 years 1 1 10-15 years 3 1 16-20 years 1 1 21+ years 1 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 0 6 No 3 11 Percentage with a Title Change 0% 35% 44 Highest Degree of Education 0 1 JD 1 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1 1 If you have a JD, how many years practiced? 1 1	Average rears in recording ricid	1.0	0.0	0.0
2-3 years 2 6 4-5 years 1 4 6-7 years 2 8-9 years 10-15 years 3 1 10-20 years 3 1 21+ years 1 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 0 6 Yes 0 6 0 No 3 11 1 Percentage with a Title Change 0% 35% 4 Highest Degree of Education 1 1 JD 1 1 1 Masters 1 1 1 Bachelor's Degree 3 13 3 Associate's Degree 1 1 Some College 1 1 If you have a JD, how many years practiced? 1 1	Years of Total Overall Experience			
4-5 years 1 4 6-7 years 2 2 8-9 years 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0-1 year			
6-7 years 2 8-9 years 1 10-15 years 3 16-20 years 1 21+ years 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 0 6 Yes 0 6 0 No 3 11 11 Percentage with a Title Change 0% 35% 40 Highest Degree of Education 1 1 JD 1 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1 1 If you have a JD, how many years practiced? 1	2-3 years	2	6	
8-9 years 1 10-15 years 3 16-20 years 2 21+ years 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? Yes 0 6 No 3 11 Percentage with a Title Change 0% 35% 44 Highest Degree of Education JD 1 Masters 1 Bachelor's Degree 3 13 Associate's Degree 1 Some College 1 If you have a JD, how many years practiced?	4-5 years	1	4	3
10-15 years 3 16-20 years 1 21+ years 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 0 6 Yes 0 6 No 3 11 Percentage with a Title Change 0% 35% 4l Highest Degree of Education JD 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1 1 If you have a JD, how many years practiced? 1	6-7 years		2	3
16-20 years 1 21+ years 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 0 6 Yes 0 6 No 3 11 Percentage with a Title Change 0% 35% 40 Highest Degree of Education JD 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1 If you have a JD, how many years practiced? 1	8-9 years		1	2
21+ years 1 Average Years of Overall Experience 3.2 6.6 Since you have been with your firm, have you had a promotion with a title change? 0 6 Yes 0 6 No 3 11 Percentage with a Title Change 0% 35% 4l Highest Degree of Education 1 JD 1 1 Masters 1 1 Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1 1 If you have a JD, how many years practiced? 1	10-15 years		3	2
Average Years of Overall Experience Since you have been with your firm, have you had a promotion with a title change? Yes No No 3 11 Percentage with a Title Change 0% 35% 4I Highest Degree of Education JD 1 Masters 1 Bachelor's Degree 3 13 Associate's Degree 1 If you have a JD, how many years practiced?	16-20 years			
Since you have been with your firm, have you had a promotion with a title change? Yes 0 6 No 3 11 Percentage with a Title Change 0% 35% 40 Highest Degree of Education JD 1 Masters 1 Bachelor's Degree 3 13 Associate's Degree 5 Some College 1 If you have a JD, how many years practiced?	21+ years			
promotion with a title change? 0 6 No 3 11 Percentage with a Title Change 0% 35% 40 Highest Degree of Education 1 1 JD 1 1 1 Masters 1 1 1 Bachelor's Degree 3 13 1 Associate's Degree 1 1 1 Some College 1 1 1 If you have a JD, how many years practiced? 1 1	Average Years of Overall Experience	3.2	6.6	7.5
promotion with a title change? 0 6 No 3 11 Percentage with a Title Change 0% 35% 40 Highest Degree of Education 1 1 JD 1 1 1 Masters 1 1 1 Bachelor's Degree 3 13 1 Associate's Degree 1 1 1 Some College 1 1 1 If you have a JD, how many years practiced? 1 1	Since you have been with your firm, have you had a			
No 3 11 Percentage with a Title Change 0% 35% 40 Highest Degree of Education 0 1 <td></td> <td></td> <td></td> <td></td>				
Percentage with a Title Change 0% 35% 40 Highest Degree of Education JD 1 Masters 1 Bachelor's Degree 3 13 Associate's Degree 1 Some College 1 If you have a JD, how many years practiced?	Yes	0	6	4
Highest Degree of Education 1 JD 1 Masters 1 Bachelor's Degree 3 13 Associate's Degree 1 Some College 1 If you have a JD, how many years practiced? 1	No	3	11	6
JD 1 Masters 1 Bachelor's Degree 3 13 Associate's Degree 1 Some College 1 If you have a JD, how many years practiced? 1	Percentage with a Title Change	0%	35%	40%
JD 1 Masters 1 Bachelor's Degree 3 13 Associate's Degree 1 Some College 1 If you have a JD, how many years practiced? 1				
Masters Bachelor's Degree 3 13 Associate's Degree 5 ome College 1 If you have a JD, how many years practiced?				
Bachelor's Degree 3 13 Associate's Degree 1 1 Some College 1 1 If you have a JD, how many years practiced?				1
Associate's Degree 1 Some College 1 If you have a JD, how many years practiced?			· · · · · · · · · · · · · · · · · · ·	
Some College 1 If you have a JD, how many years practiced?		3		9
If you have a JD, how many years practiced?			-	
	Some College		1	
	If you have a JD. how many years practiced?			
			1	1
Average Number of Years Practiced N/A 0		N/A		0

Number of Attorneys in Houston Office (as of 1/1/06)		

	Assistants	Coordinators	Managers
1-100	2	10	2
101-150	1	1	1
151-200		2	1
201-250			2
251-300		3	1
301-350		1	3
351-400			
401-500			
500+			
Number of Attorneys Firm-wide			
1-100		2	
101-150		1	
151-200			
201-250			
251-300	1	1	1
301-350			
351-400		2	2
401-500	1	1	2
500+	1	10	5
Number of 2006 Summer Associates - 1st half			
No Summer Associates			2
1-10 Summer Associates		8	
11-20 Summer Associates	3	3	4
21-30 Summer Associates			
31-40 Summer Associates		1	1
40+ Summer Associates			1
Number of 2006 Summer Associates - 2nd half			
No Summer Associates	3	8	3
1-10 Summer Associates			1
11-20 Summer Associates		2	1
21-30 Summer Associates			2
31-40 Summer Associates		1	1
Number of 2006 Summer Associates - Total			
1-10 Summer Associates		8	1
11-20 Summer Associates	3	4	2
21-30 Summer Associates			
31-40 Summer Associates		1	2
41-50 Summer Associates		1	1
51-60 Summer Associates			
61-70 Summer Associates		2	2
71-80 Summer Associates		1	2
Are you in Firm Headquarters?			
Yes	0	7	6
No	3	10	4
Percentage in Firm Headquarters	0%	41%	60%

Department size including yourself		
1	8	

	Assistants	Coordinators	Managers
2	2	4	4
3	1	1	1
4 to 6		4	4
7 to 9			1
Department consists of:			
Secretaries			
1	1	4	6
2			
3		1	
Assistants			
1		3	5
2			1
3	3		
Coordinators			
1		15	3
2	2	1	3
3			
4		1	
Managers			
1	1	5	8
2			2
Directors		_	
1		5	
Do you think your department is staffed engrenaistaly?			
Do you think your department is staffed appropriately? Yes	2	8	0
No	0	9	8 2
INO	0	9	
Do you work full-time?			
Yes	3	17	10
No	0	0	0
Percentage who Work Full-Time	100%	100%	100%
Your Responsibilities:			
Recruiting law students	3	16	8
Managing summer program	2	16	8
Lateral recruiting	2	12	5
Partner recruiting	2	5	5
Attorney development/Orientations/Training	2	10	5
CLE coordination	2	6	2
Administering evaluation process for attorneys	3	5	3
Managing recruitment staff		4	10
Exit interviews	1	7	5
Diversity initiatives	2	9	8
Paralegal recruiting		3	0
Other responsibilities: marketing, HR, office event planning,			
conflict checks, Mentor Programs	2	11	3

Do you have a Firm-wide Recruitment Director?			
Yes	3	12	8
No	0	5	2
Percentage with a Firm-wide Recruitment Director	100%	70%	80%

	Assistants	Coordinators	Managers
Reporting Structure			
Hiring Partner	2	15	9
Managing Partner	2	6	3
Executive Director	1	4	2
Office Administrator	2	6	2
Recruiting/Associates Committee		4	2
Human Resources		2	0
Other: Recruiting Director, Manager of Employment		6	3
Other. Necruting Director, Manager of Employment		0	3
Salary			
\$30-35K	1	1	
\$36-40K	2	2	
\$41-45K		3	1
\$46-50K		3	1
\$51-55K		6	1
\$56-60K			3
\$61-65K		1	2
\$66-70K			
\$71-75K			1
\$76-80K		1	
\$81-85K			1
Salary Average	\$36.2K	\$49.4K	\$60K
Salary Ranges	\$30-40K	\$30-80K	\$41-85K
Do you receive Overtime?		4	
Yes	3	4	0
No The state of th	0	13	10
Percentage Who Receive Overtime	100%	24%	0%
Overtime Ranges			
Less than \$1K		1	
\$1-2K	1	2	
\$3-4K		1	
\$5-6K	1		
\$7-8K			
\$9-10K	1		
Average Overtime Pay	\$5.5K	\$1.8K	N/A
Do you feel fairly compensated?			
Yes	1	6	5
No	2	10	5
Percentage Who Feel Fairly Compensated	33%	38%	50%
Did you receive a bonus last year?			
Yes	3	17	10
No	0	0	0
Percentage Who Received a Bonus Last Year	100%	100%	100%
		<u>-</u>	
Ponus Pongos		T	
Bonus Ranges:			

Bonus Ranges:			
Less than \$500	1		
\$501-\$1K	1		1
\$1.5-3K	1	12	3
\$3.5-5K		4	4

	Assistants	Coordinators	Managers
\$5.5-7K		1	1
\$7.5-9K			1
Average Bonus Received Last Year	\$866.3	\$2.2K	\$2.4K
Benefits:			
Vacation/Sick/Personal Days - combined			
3 weeks			
4 weeks		2	1
4.5-5 weeks		4	<u> </u>
Average Vacation/Sick/Personal Weeks -combined	N/A	4.5	4
Vacation (weeks)			
2	2	1	3
3	_	8	3
4		1	2
5			
Unlimited		1	
Average Vacation Weeks	2	3	2.9
Sick Leave (days)			
2			1
3			
5		1	
6		1	
7			
8	1	2	1
9			
10	1	1	
Unlimited		7	4
Average Sick Days	9	7.4	5
Personal (days)			
0		2	
2		1	
3			
4			
5		1	
7			
10			2
Unlimited		5	3
Average Personal Days	N/A	1.8	10
Additional Benefits:			
Work from home	+	2	
Four day work week		2	1
Flex days			<u>l</u>
Day Care			
Blackberry	1	10	7
Cell Phone		10	1
Computer - lap top		3	3
Transportation discounts (i.e. parking)	2	13	8
Health Club Memberships		10	1
Do you receive 401(k)?			<u> </u>
Yes	3	17	10
No	0	0	0
Percentage Who Receive 401(k)	100%	100%	100%
When Can You Start Participating?	10070	10070	10070
Immediately	2	9	7

	Assistants	Coordinators	Managers
1 Month		1	
3 Months	1	3	1
6 Months		1	
1 Year		3	1
Other			
Profit Sharing			
N/A		8	3
Immediately		3	1
3 Months		1	1
6 Months			1
1 Year	1	3	
2 Years	1		
Other			1
Matching Benefits?			
Yes	2	10	5
No		6	2
Do You Contribute to your Medical Plan?			
Yes	2	13	7
No	1	4	3
Percentage Who Contribute to Medical Plan	66.6%	76.5%	70.0%