

2003 NEW YORK LAW FIRM RECRUITERS SALARY SURVEY RESULTS

Conducted by Wisnik Career Enterprises November 2003

* Not all participants completed all questions.

	Assistants	Coordinators	Administrators	Managers	Directors	TOTALS
Survey Participants	12	38	2	38	11	101
Percentage from Total Participation	11.9%	37.6%	2.0%	37.6%	10.9%	100%
Years in Current Position						
0-1 year	9	4		7	1	21
2-3 years	2	17		11	2	32
4-5 years	1	13	2	11	1	28
6-7 years		1		7	3	11
8-9 years		2		1		3
10-15 years		1		1	1	3
16-20 years					2	2
21+ years					1	1
Average Years in Current Position	1.2	3.7	4.5	3.9	9.1	4.1
Years of Experience in the Recruiting Field						
0-1 year	8	2				10
2-3 years	2	12		3	2	19
4-5 years	1	15	1	9	1	27
6-7 years	1	6	1	13	1	22
8-9 years		1		9	1	11
10-13 years		2		3	2	7
16-20 years					1	1
21+ years				1	3	4
Average Years of Experience in the Recruiting Field	1.7	4.6	5.5	7.1	12.0	6.0
Years of Overall TOTAL Work Experience						
0-1 year	4					4
2-3 years	4	4		1		9
4-5 years	1	7	1	4		13
6-7 years		11	1	2	2	16
8-9 years		6		8		14
10-15 years	2	6		21	3	32
16-20 years	1	2		1	3	7
21+ years		1		1	3	5
Average Years of Overall TOTAL Work Experience	5.1	8.2	5.5	11.2	15.5	9.7
Since You Have Been With Your Firm, Have You Had a Promotion with a Title Change?						
Yes	1	21	2	16	6	46
No	11	17	0	22	5	55
Percentage of Those With Title Changes	8%	55%	100%	42%	55%	46%
Percentage of Those Without Title Changes	92%	45%	0%	58%	45%	54%
	Assistants	Coordinators	Administrators	Managers	Directors	TOTALS
Highest Degree of Education						
J.D.	1			8	3	12
Graduate Degree--M.B.A./Masters	1	3		7	2	13
Bachelor's Degree	9	29	2	22	6	68
Associate's Degree		2		1		3
Some College	1	3				4
High School						0
Other		1				1
If you have a JD, how many years did you practice?						
1-2 years				3		3
3-4 years				2	1	3
5-6 years				1	1	2
7-8 years				1	1	2
10+ years						
Average Number of Years Practiced	0	0	0	3.5	5.5	4.1
As of January 1, 2003						
Number of Attorneys in Your Office						
1 to 75	2	5		7	1	15
76 to 125		8		6	3	17
126 to 175	1	5	1	6	4	17
176 to 225	1	5		4		10
226 to 300	1	4		5	1	11
301 to 350	3	2		3		8
351 to 400	1	2		2		5
401 to 500	3	3		3		9
500 +		2	1	2	2	7
Average Number of Attorneys in Office	283	210	325	210	200	220

	Assistants	Coordinators	Administrators	Managers	Directors	TOTALS
Responsibility of your department:						
Recruiting of Law Students	10	32	1	32	8	83
Managing Summer Program	9	32	1	26	8	76
Lateral Recruiting	11	27	2	21	7	68
Partner Recruiting	7	20	1	14	2	44
Attorney Development/Orientations/Training	8	19	1	20	7	55
CLE Coordination	3	15	1	16	3	38
Administering Evaluation Process for Attorneys	3	17	1	14	6	41
Managing Recruitment Staff	7	30	2	13	4	56
Exit Interviews	6	20		14	3	43
Diversity Initiatives	6	21		20	6	53
Paralegal Recruiting	1	2		6	2	11
Other Responsibilities (I.e., HR/Marketing/Office Manager/other: Hiring and Training Rec. Coordinators)		8		9	2	19
Your Responsibility:						
Recruiting of Law Students	8	31	2	27	9	77
Managing Summer Program	7	29	2	29	10	77
Lateral Recruiting	5	21		27	10	63
Partner Recruiting	1	10		20	5	36
Attorney Development/Orientations/Training	2	14		21	8	45
CLE Coordination	1	10		8	5	24
Administering Evaluation Process for Attorneys	1	15		9	8	33
Managing Recruitment Staff		11	1	28	9	49
Exit Interviews	1	8	1	14	6	30
Diversity Initiatives	1	12	1	17	7	38
Paralegal Recruiting	1	4		2	5	12
Other Responsibilities (I.e., HR/Marketing/Office Manager/other: Develop and administer firm policy, associate staffing, associate outplacement, associate compensation process, events)	1	7		9	5	22
Do You Have a Recruiting Assistant or Secretary?						
Full-Time Recruiting Assistant	6	15	1	27	9	58
Full-Time Secretary	1	6	1	17	1	26
Part-Time Recruiting Assistant		5		3	1	9
Part-Time Secretary		3		4	4	11
Does Your Firm Have a Firm-Wide Recruitment Director?						
Yes	9	22	1	14	7	53
No	3	16	1	23	1	44
Percentage with Firm-Wide Recruitment Director	75%	58%	50%	38%	88%	55%
Percentage without Firm-Wide Recruitment Director	25%	42%	50%	62%	13%	45%
Reporting Structure: Who does your department report to?						
Hiring Partner	9	31	2	32	8	82
Managing Partner	6	14	1	16	3	40
Executive Director	2	14	1	11	5	33
Office Administrator	4	9	1	17	2	33
Recruiting/Associates Committee	5	8	1	8	2	24
Human Resources	3	6	2	5		16
Other (Lawyer Development Committee, Associates Committee Chair, Associate Evaluation Committee Chair, Chief Officer for Rec. & Development, Chair Partner of Professional Development Committee)	2	3		7	1	13
Salary						
30-35K	3					3
36-40K	5	1				6
41-45K	3	1				4
46-50K	1	8				9
51-55K		6	1			7
56-60K		8				8
61-65K		6		1		7
66-70K		4		2		6
71-75K		2		3	2	7
76-80K			1	1		2
81-85K		1		6		7
86-90K		1		3		4
91-95K				5	3	8
96-100K				3		3
101-105K				4		4
106-110K				1		1
111-115K						0
116-120K				1	1	2
121-125K				1	1	2
126-130K				1		1
131-150K				5	2	7
151-175K				1	1	2
176K+					1	1
TOTAL	12	38	2	38	11	101
Salary Average (in Thousands)	38.7	58.3	65.5	99.3	120.9	78.3
Salary Ranges	30-50K	36-90K	51-80K	61-175K	71-176K	30-176K

	Assistants	Coordinators	Administrators	Managers	Directors	TOTALS
Do You Receive Overtime in Addition to Your Salary?						
Yes	12	13	1	0	0	26
No	0	25	1	38	9	73
Percentage Receiving Additional Overtime	100%	34%	50%	0%	0%	26%
Percentage Not Receiving Additional Overtime	0%	66%	50%	100%	100%	74%
Overtime Ranges						
less than 1K						0
1-2K	1	1				2
3-4K	2					2
5-6K	4	6	1			11
7-8K	1	1				2
9-10K	1	2				3
10K+		1				1
Average Overtime Pay (in Thousands)	6.2	7.2	6.5	n/a	n/a	6.7
	Assistants	Coordinators	Administrators	Managers	Directors	TOTALS
Feel Fairly Compensated						
Yes	7	12	0	20	8	47
No	5	23	2	15	3	48
Percentage Who Feel Fairly Compensated	58%	34%	0%	57%	73%	49%
Percentage Who Don't Feel Fairly Compensated	42%	66%	100%	43%	27%	51%
Did You Receive a Bonus Last Year?						
Yes	4	31	2	34	11	82
No	3	6	0	0	0	9
Percentage With a Bonus Last Year	57%	84%	100%	100%	100%	90%
Percentage Without a Bonus Last Year	43%	16%	0%	0%	0%	10%
Bonus Ranges						
less than 1K	2	4		1		7
1-2K	2	15		1	1	19
3-4K		6	1	7		14
5-6K		3	1	4	2	10
7-8K				5	1	6
9K				6	2	8
10K+		1		7	4	12
Average Bonus Size Last Year (in Thousands)	1.5	3.3	5.5	7.4	8.3	5.6
Those Who Combined Vacation/Sick/Personal Days:						
Total Number of Days Off						
9 to 12						0
13 to 16		1				1
17 to 20		5		1	2	8
21 to 24		1		1		2
25 to 28	1	3	1	2		7
29 to 32		3		4		7
Average Total Number of Days Off	27	23	27	27	19	24
Those Who Split Their Vacation/Sick/Personal Days:						
Vacation						
1 week						0
2 weeks	4	1		1	1	7
3 weeks	4	11		10		25
4 weeks	1	12	1	19	5	38
5 weeks		1			1	2
6 weeks					1	1
Average Vacation Time (in weeks)	3	4	4	4	4	4
Sick Leave						
none						0
1 day						0
2 days						0
3 days						0
4 days						0
5 days		3		4	1	8
6 days	3	4		2		9
7 days				3	1	4
8 days	2	3		5		10
9 days					1	1
10 days	2	4		1	5	12
12 days						0
13 days						0
14 days						0
15 days						0
18 days						0
20						0
21						0
unlimited		7		10	1	18

Percentage With Unlimited Sick Leave	0%	33%	n/a	40%	11%	29%
Percentage Without Unlimited Sick Leave	100%	67%	n/a	60%	89%	71%
Average Number of Sick Leave Days	8	7	n/a	7	9	8
Personal Days	Assistants	Coordinators	Administrators	Managers	Directors	TOTALS
none		3		3		6
1 day						0
2 days	3	5		8	3	19
3 days	3	8		7	2	20
4 days		1				1
5 days		1		1	1	3
6 days						0
7 days					1	1
8 days						0
9 days						0
10 days		1				1
20 days						0
unlimited		3		2	1	6
Percentage With Unlimited Personal Leave	0%	14%	n/a	10%	13%	10%
Percentage Without Unlimited Personal Leave	100%	86%	n/a	90%	88%	90%
Average Number of Personal Leave Days	3	3	n/a	2	3	2
Discretionary Days						
none						0
1 day						0
2 days						0
3 days						0
4 days						0
5 days	1					1
6 days						0
7 days						0
8 days	1					1
9 days						0
10 days	1	1		2		4
13 days		1		1		2
Average Number of Discretionary Days	8	12	n/a	11	n/a	10
Any Other Benefits?						
Work from home		2		5	2	9
Four day work week				1		1
Flex days		1	1	2	1	5
Day care	1	4	1	8	1	15
Blackberry		7	1	20	5	33
Palm Pilot			1	1	1	3
Cell phone		2	1	3	3	9
Computer (lap top)	1	9	1	12	3	26
Transportation discounts	8	22	2	26	7	65
Health club memberships	6	15	1	25	8	55
Other (i.e. subsidized tuition assistance)		2		2	1	5
Does Your Firm Offer a 401 (K) Plan?						
Yes	12	38	2	37	9	98
No	0	0	0	0	0	0
Percentage of Firms Offering a 401 (K) Plan	100%	100%	100%	100%	100%	100%
Percentage of Firms Not Offering a 401 (K) Plan	0%	0%	0%	0%	0%	0%
If Yes, When Can You Start Participating?						
N/A						0
Immediately	4	15	2	20	4	45
3 months	3	7		4		14
1 year	2	8		8	6	24
2 years						0
other		4		3	7	14
Do You Get Profit Sharing?						
N/A	3	9	1	11	4	28
Immediately		2		3	1	6
3 months		2				2
1 year	2	5		3	1	11
2 years		3		1		4
other		4		5	1	10
	Assistants	Coordinators	Administrators	Managers	Directors	TOTALS
Do You Get Matching Benefits?						
N/A	3	3		6	5	17
Immediately		2	2	6	2	12
3 months		2		1		3
1 year	1	7		6	1	15
2 years	2	3		5		10
other		5		6		11
Other Incentives: i.e. Pension Plan, Employee Contribution, health care	3	4		7	3	