

Placement Data: All data in this section relate to graduates of the class of 2010 (graduates from September 1, 2009 to August 31, 2010) in their employment status as of **February 15, 2011**.

General Instructions

Entering placement data in the Placement section of the Annual Questionnaire is done through an individual Profile for each graduate. The first data field is a text box for a graduate profile ID. There is space for 10 digits. Each individual profile must have a unique profile ID number. This number can be any fixed 4 digit number assigned by the school. After entering the ID in the text box, you should keep that ID with the related student's information in your private law school files. Do not include the student's name in the profile.

There are five sub sections within the Placement section.

1. Employment Status
2. Employment by Law Schools
3. Employment Type
4. Employment Location
5. Salary

The first section is Employment Status which contains five questions as listed below. You *must* make at least one selection.

1. Employment Status

- 1) Is this graduate employed?
Is this graduate's employment long-term? If yes, check "long-term" box.
Is this graduate's employment short-term? If yes, check "short-term" box.
If long-term/short-term is unknown, check "unknown" box.
- 2) Is this graduate pursuing a graduate degree FT?
- 3) Is this graduate unemployed – not seeking?
- 4) Is this graduate unemployed – seeking?
- 5) Is this graduate's employment status unknown?

If question 2, 3, 4, or 5 is answered Yes, the remaining Sections will be "grayed out," and data will be unable to be entered. Click on the Save button and the profile is complete.

For question 1, if answered Yes, you must answer the **Graduate Employment Term** below it specifying whether the employment term is "Long Term", "Short

Term”, or “Unknown”. Once Graduate Employment Term has been answered you will then move to Section 2 **Employment By Law School**.

2. Employment by Law Schools

1) Is this graduate employed by your law school or university?

If *No* is selected, please move to Section 3 **Employment Type**. The Graduate Placement Type drop down will be grayed out and disabled

Select *Yes* from the drop down if the graduate is employed by the law school, and then choose the Graduate Employment Type for this employment, “Long Term”, “Short Term”, or “Unknown”.

Now move to Section 3 **Employment Type** to choose the type of employment for this graduate. Please choose the employment type that matches the graduate’s employment. You can only answer one question in Section 3 **Employment Type**. Once you have made a selection, the remaining questions in this section will be grayed out and disabled.

3. Employment Type

- 1) Is this graduate employed in a law firm – solo?
- 2) Is this graduate employed in a law firm – 2-10?
- 3) Is this graduate employed in a law firm – 11-25?
- 4) Is this graduate employed in a law firm – 26-50?
- 5) Is this graduate employed in a law firm – 51-100?
- 6) Is this graduate employed in a law firm – 101-250?
- 7) Is this graduate employed in a law firm – 251-500?
- 8) Is this graduate employed in a law firm – 500+?
- 9) Is this graduate employed in a law firm of unknown size?
- 10) Is this graduate employed in business and industry?
- 11) Is this graduate employed in a government position?
- 12) Is this graduate employed in a public interest position?

- 13) Is this graduate employed in a judicial clerkship - federal?
- 14) Is this graduate employed in a judicial clerkship – state or local?
- 15) Is this graduate employed in academia?
- 16) Is this graduate employed with employer type unknown?

For **Part 4. Employment Location**, choose whether the graduate is employed in the United States or is employed in a foreign country and answer the accompanying Location question as well. You can only choose one of the two questions. Once one is chosen, the other will be disabled.

4. Employment Location

- 1) Is this graduate employed in the United States?
- 2) Is this graduate employed in a foreign country?

Please answer the salary for the graduate. If unknown, leave blank and select “Unknown” from the accompanying drop down.

5. Salary

- 1) What is the graduate's salary?

DEFINITIONS

EMPLOYMENT STATUS

Short-term. A short-term position is one that has a definite term of less than one year. Thus, a clerkship that has a definite term of one year or more is not a short-term position. In addition, a position that is envisioned by the graduate and the employer to extend for one year or more is not a short-term position even though it is conditioned on bar licensure. Thus, a long-term position that is conditioned on passing the bar exam by a certain date does not become a short-term position because of the condition.

Long-term. A long-term position is one that does not have a definite term of less than one year. It may have a definite length of time as long as the time is one year or longer. It may also have an indefinite length but is expected to last more than one year. Just because a short-term position may evolve into a long-term position does not make the position a long-term position.

1) Employed. The graduate was employed as of February 15, 2011. The employment may be in a position that requires bar passage, in a position for which a JD is preferred, in a position in another profession, or in a non-professional position.

2) Pursuing graduate degree full-time. The graduate was pursuing a further graduate degree as of February 15, 2011. Such academic programs include degree-granting and non-degree granting programs. Whether a graduate is enrolled "full-time" is determined by the definition of full-time given by the school and program in which the graduate is enrolled.

3) Unemployed – not seeking. As of February 15, 2011, the graduate was "not seeking" employment outside the home and was not employed. Graduates who were not seeking employment because of health, family, religious, or personal reasons are included. A graduate who was performing volunteer work and was not seeking employment is included. Also included is a graduate who was offered a position, turned it down, and was not seeking further employment as of February 15, 2011.

4) Unemployed – seeking. As of February 15, 2011, the graduate was "seeking" employment but was not employed. A graduate who was performing volunteer work and was seeking employment is included. Also included is a graduate who was offered a position, turned it down, and was seeking another position as of February 15, 2011. A graduate who was studying for the bar exam and was not employed as of February 15, 2011 is considered to be seeking employment unless classification of the graduate as "not seeking" can genuinely be supported by the graduate's particular circumstances. A graduate who was employed but seeking another job should be reported in the category held as of February 15, 2011 and not as unemployed.

5) Employment status unknown. The law school does not have information from or about the graduate upon which it can determine the graduate's employment status.

6) Law school funded. A job is law school funded if the law school or the university of which it is a part pays the salary of the graduate directly or indirectly and in any amount. Thus, a person employed in the law library has a law school funded position. Similarly, if the position is in the university's library, the position is law school funded. The position may be either a long-term position or a short-term position. Thus, a graduate may be hired in a permanent position in the university's office of legal counsel and that position will be a long-term position

because it does not have a definite term of less than one year. However, a graduate whose position is less than one year is in a short-term position. Thus, a graduate hired as a seasonal recruiter by the law school's admission office is in a short-term position. The position is funded directly if the graduate is on the payroll of the law school or the university. The position is funded indirectly if the law school or the university funds another entity in any way to pay the salary. The position is funded indirectly if it is paid through funds solicited by an outside donor. Thus, a graduate employed in the law library and whose salary is paid by the law school is funded directly by the law school. A graduate who is employed by a legal services office whose position is funded in any amount by the law school is funded indirectly by the law school.

- **Since the information to answer this question is inherently available to the law school, the burden of answering this question is on the law school and does not depend on the answer that the graduate may provide in any employment survey. Accordingly, either a "yes" or "no" must be checked; there is no unknown category.**

EMPLOYMENT TYPE

7-15) Law Firms. A law firm, other than a "solo practice" is a group of attorneys practicing law together regardless of their specific legal relationship. Any job in a law firm, including associate, law clerk, law firm librarian, paralegal, and clerical position is included. A law firm is included if it is a private and for-profit firm even though it may perform substantial public interest work. However, a firm whose practice primarily involves under-represented clients, or groups that advocate for community interests, is included in the Public Interest category.

A graduate hired by, and working directly for, a law firm on a contract basis is included. However, a graduate working at a law firm but employed by an agency that places attorneys in temporary positions is included in the Business and Industry category.

Questions 7 – 14 ask for the total number of attorneys in the entire firm. If the firm has multiple offices, this includes the total of all attorneys in all of the offices. All attorneys employed in all offices should be included regardless of their status in the firm.

The category of "solo practice" applies to a graduate who has truly established his or her own solo practice. If the graduate is a clerk or associate for a solo practitioner, the firm size is should be "Law firm – 2-10."

16) Business and Industry. Business and industry employers include legal temporary agencies, accounting firms, investment banking and financial institutions, entertainment/sports management companies, insurance companies,

management consulting firms, publishing houses, technology/e-commerce companies, trade associations, political campaigns, etc.

Positions held in business and industry include temporary attorney work, temporary law clerk or paralegal work, in-house counsel, management, business development/sales/marketing, human resources, consulting, etc.

In-house counsel includes positions with the legal department of a company if that position reports directly or indirectly to the office of general counsel.

A graduate working at a law firm but employed by an agency that places attorneys in temporary positions is included in the Business and Industry category.

17) Government. Government employers include federal, state and local governments. Government positions include positions in governmental agencies, military positions and prosecution positions.

18) Public Interest. Public interest positions include:

- Legal services positions that are funded by the Legal Services Corporation or a similar funding entity. It also includes positions with other organizations that provide indigent or reduced-fee legal services, such as prisoners' legal services and campus legal services.
- Public defender and appellate defender positions regardless of whether the office is a governmental or private entity.
- Public interest and non-profit employers, including private non-profit advocacy, religious, social service, fund-raising, community resource, or cause-oriented organizations. Public interest employers also include labor unions and non-profit policy analysis and research organizations.

19-20) Judicial Clerkships. Judicial clerks include those who are assigned to a specific judge, as well as those who perform duties for two or more judges on a court. Separately report federal and state clerkships.

Do not include in this category a graduate who obtained a clerkship that started after February 15, 2011. Report that graduate according to his or her employment status as of February 15, 2011.

21) Academia. Academic positions include those at any academic level, including elementary, secondary, and higher education, and regardless of whether they are at private or public institutions. Positions include faculty member, teacher, librarian, administrator, and in-house legal counsel. Positions outside the academic sphere of an educational institution, such as positions at university hospitals and similar university-related entities, should be reported as a

position in business and industry if the institution is a private institution or government is the institution is public.

This category only includes employment in an academic institution; it does not include pursuing a degree or being enrolled in an academic program at an academic institution.