

The most trusted legal career resource

NALP Directory of Legal Employers



The NALP Directory of Legal Employers **Web User Guide**

www.nalpdirectory.com

**www.nalp.org — www.pslawnet.org — www.nalpcanada.com —
www.nalplawsonline.org**

What is the *NALP Directory of Legal Employers*?

The annual *NALP Directory of Legal Employers* is the most widely used directory in legal recruiting. It is published each year in print and online at www.nalpdirectory.com. The 2008-2009 version includes information on more than 1,800 legal employers nationwide and is an invaluable tool for job searchers, career counselors, and legal recruiters alike. The information in the *NALP Directory* is provided directly by employers on an annual basis when they complete their NALP Forms. Employers provide their NALP Forms to law schools in preparation for OCI, and they can choose to include their information in the *NALP Directory* by paying an annual listing fee. (Public service organizations and government agencies are eligible to list in the *NALP Directory* at no charge.)

Each employer's NALP Form is presented online in HTML format with an option to view or print an abbreviated, one-page PDF version of the form which matches the version published in the print edition of the *NALP Directory*. Employers can update most of the information on their NALP Form at any time throughout the year.

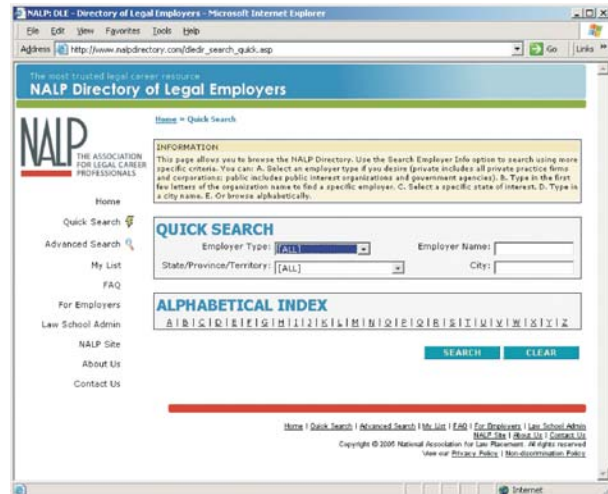
Single Office and Multi-Office Forms

Many employers choose to list several offices of their organization, and many other employers include a "multi-office form" which aggregates information from all their offices onto one form. In the print edition of the *NALP Directory*, multi-office forms are placed according to the geographic location of the primary contact information listed on the forms; they are clearly labeled "Multi-Office Forms" to help you distinguish them from single-office forms. Some employers choose to submit a multi-office form in addition to submitting forms for their individual offices; in this case, the multi-office form will provide you with an overall profile of the firm or a group of offices. Employers that centralize recruiting may submit only a multi-office form, while others may choose to submit only single-office forms.

USING THE NALPDIRECTORY.COM SITE

The Basics of Searching

Quick Search



NALPDirectory.com Quick Search

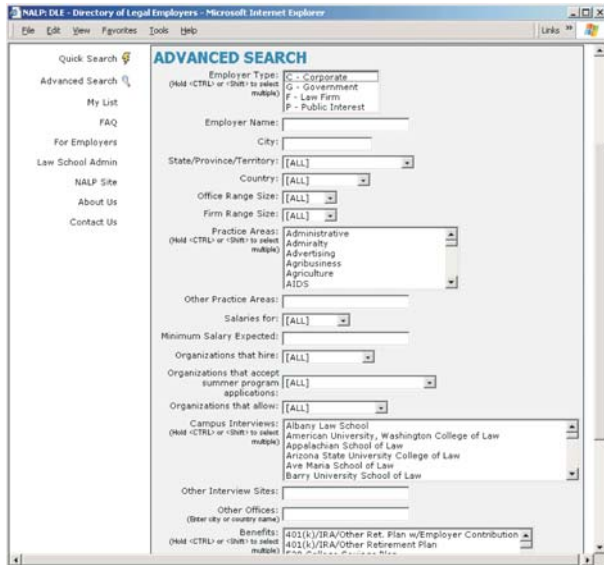
This feature allows the user to browse the directory alphabetically, or to do a search based on limited criteria — the employer type, organization name, city and/or state. Enter criteria into one or more of these fields to get a list of results, or simply click one of the letters in the Alphabetical Index to browse through the employers in the directory.



When searching by organization name, you will have the best results if you type in only part of the organization's name, preferably only the first name or first few letters.

Advanced Search

The Advanced Search page provides the opportunity to conduct much more specific searches. In addition to employer type, organization name, city and state, users can search based on a wide range of additional criteria, outlined below.



NALPDirectory.com Advanced Search

Advanced Search by “Country”

The list of countries included in this field is based on those countries entered by the employers who are listed in the directory.

Advanced Search by “Office Size Range” and “Firm Size Range”

The size range criteria allows users to search based on how many lawyers are in the office listed or how many lawyers are in the organization overall.

Advanced Search by “Practice Areas” and “Other Practice Areas”

In order to facilitate searches, NALP provides a standard menu list of practice areas for employers to choose from when they are completing their NALP Form.



To select more than one practice area for your search, hold the CTRL key or the Shift key as you select practice area names.

If an employer does not find the practice area they wish to include in the select list, they also have the option to type other practice area names into the “other practice areas” text field.



To conduct a search on the “other practice areas” text field, users will see best results by typing only one word in order to have the best chance for matches. For example, rather than typing “churches/religious institutions,” the user might type only the word “church” or only the word “religious” for best results.

Advanced Search by “Salaries For” and “Minimum Salary Expected”

Users can search based on whether they would like to see salaries for entry-level or summer employment by selecting the appropriate level from the “salaries for” field. If there is a minimum salary desired for the search, enter that number (with no punctuation) into the “minimum salary expected” field. The search will return all employers with that dollar amount or above. Note that entry-level salaries are presented as annual salaries, but summer salaries are presented as weekly salaries.

Advanced Search by “Organizations that Hire” 1Ls and/or LL.M.s

The field labeled “organizations that hire” allows users to search for employers that hire first-years and LL.M. students specifically. The search will return a list of employers that have responded with either Yes or Case-by-Case for hiring these types of students.

Advanced Search by “Organizations that Accept Summer Program Applications”

This field allows users to search for employers that indicate they accept applications for summer programs from joint degree candidates, evening students, judicial clerks, and students from non-US law schools.

Advanced Search by “Organizations that Allow”

This field allows users to search for organizations that allow split summers or part-time schedules.

Advanced Search by “Campus Interviews” and “Other Interview Sites”

Employers can indicate which law schools’ on-campus interview programs they usually

participate in or are planning to participate in. Note that this is NOT a comprehensive list of all employers that will be participating in OCIs at each law school. Each law school's career services office maintains the comprehensive list of participating employers. The "other interview sites" field allows employers to indicate specific career fairs, such as SEMJF and NBSA.

Advanced Search by "Other Offices"

This field allows employers to indicate locations of other offices. Many employers list more than one office in the *NALP Directory*, but many others include only one office in the *NALP Directory* and then list other offices in this field. For example, you can use this field to search for employers in New York with offices in London, or for employers in San Francisco with offices in Palo Alto.

Advanced Search by "Benefits"

Employers have the opportunity to select from a list of standard benefits. Use this search field if there is a specific standard benefit that you are looking for, such as domestic partner benefits.

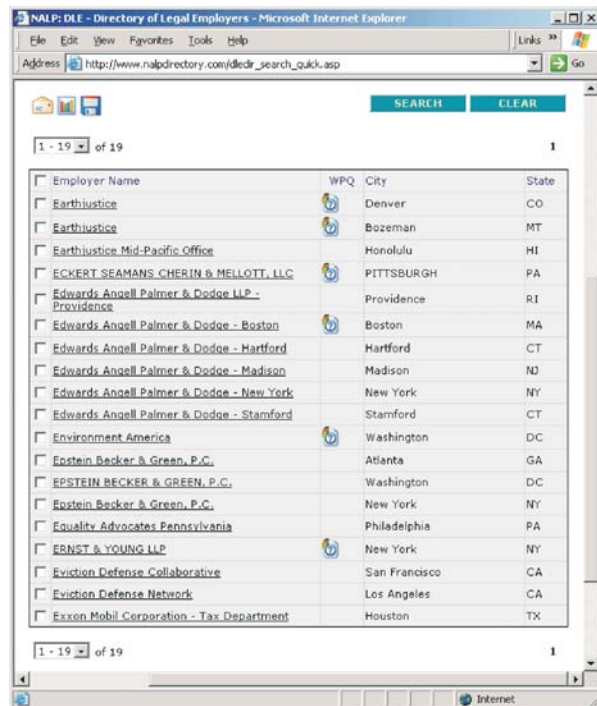
Why can't I find the organization I'm searching for?

There are several reasons you that might find no results or unexpected results for a particular search. Some might include:

- If you are searching for a specific employer, it could be that you are using an incorrect spelling or that the employer has changed names. There is also a possibility that the specific employer has not chosen to list in the *NALP Directory*.
- If you included punctuation in the firm name, you should try searching on only the first few letters of the name rather than the full name. Also think about whether the employer's name is an acronym or might contain an abbreviation and try searching for different versions (for example, ACLU/A.C.L.U./American Civil Liberties Union or U.S./US/United States).
- If you have included a large number of search criteria, try searching with fewer criteria. If you are searching for a specific practice area, think about other practice areas that might be related, or try using the text search field labeled "Other Practice Areas."

I have a list of search results. Now what?

Once you have done a quick or advanced search, you will see a list of search results that looks similar to this:



NALPDirectory.com Search Results

Each underlined organization name links directly to that organization's detail page, which will show the full NALP Form for that organization or office (as you can see, some employers, such as Edwards Angell, list several offices). Clicking on the results page column headers (Employer Name, WPQ, City, and State) will sort the list of results based on that column. For example, to see all of the organizations in Connecticut, you can click the State column head to sort the list by state.

If there is an icon in the WPQ column, the organization has completed an additional information piece called the Workplace Questionnaire, which provides more detail on work/life balance, training and professional development, diversity, compensation and benefits, and more. Clicking on the WPQ icon for an employer will take you directly to the Workplace Questionnaire for that employer. Sorting the list of results by the WPQ column will bring all employers with a completed Workplace Questionnaire to the top of the list.

Mail Merge Downloads, Comparison Charts, and My List

At the top and bottom of each results page you will see three icons:



Mail Merge Downloads



Comparison Charts



Add to My List

Mail Merge Downloads

The mail merge download feature of the *NALP Directory* provides the employer name, the name and title for the recruiting contact within the employer, and a postal mailing address. The download feature is available free of charge to law students and graduates who have been registered by their career services office (using the Law School Admin tool) and as a fee-based service to all other parties. Users may download information on up to 50 employers at a time by selecting the employer names with the checkboxes on the left of the results page and then clicking the mail merge icon shown above. The download file is provided in a comma-delimited, plain-text format which can be imported into most word processing or spreadsheet applications.

Comparison Charts

Users may create custom comparison charts based on the search results page. Select up to 20 employer names with the checkboxes on the left of the results page and then click the comparison chart icon. Available comparisons include:

- Organization Demographics – Information on number of partners, associates, paralegals, support staff, etc.
- Organization Diversity – Information on attorney gender, race and other diversity criteria.
- Attorney Hiring Information – Information on number of attorneys hired and expected hires.
- Summer Hiring Information – Information on number of summer clerks or semester interns hired and expected hires.
- Work Assignments/Schedule – Information on work assignments and part-time schedule availability.
- Number of Offers Made – Information on number of summer associates considered for offers and number of offers made.
- Hours – Information on associate total hours worked, hours billed to clients and minimum required billable hours.
- Salaries – Information on salaries paid to summer and entry-level associates only.
- Partnership Data – Information on partnership track and number of associates promoted to partner.
- Seniority Data – Information on attorney seniority in the organization.
- Location of Other Offices – Information on offices in other cities.
- Training and Professional Development – Information on training and professional development.
- Pro Bono Information – Information on pro bono.

My List

Users can create and save a custom list of employers by selecting employer names with the checkboxes on the left of the results page, then clicking the “add to my list” icon and entering their email address. Once the list has been saved on the site, users can add or delete employers from the list. Your list will be saved for two weeks each time you make a change.

READING THE NALP FORM

Definition of terms

Abbreviations used throughout the *NALP*

Directory include:

Y = yes

N = no

NA = not applicable

CBC = case by case

TBD = to be determined

NC = not collected

UNK = unknown

WPQ = Workplace Questionnaire

Sections of the NALP Form

The Employer Info section

This section provides contact information for the office or offices included on the form, including the recruiting contact and hiring attorney.

The Office/Organization Size section

Information about the size of the office and the organization are included here, along with information about whether this is a multi-office form and, if so, which offices are included on the form. It also shows the total number of attorneys in the listed office, as specified by the organization in the Demographics section.

The Demographics section

The demographics chart is intended to provide information on the diversity of the employer’s lawyer population. The racial and ethnic categories

shown are based on standard EEOC classifications. NALP also collects information on openly GLBT and disabled lawyers.

In this section, a zero means “zero reported.” Employers also have the option of responding with “UNK” to indicate the number in a particular category was unknown, or “NC” to indicate the information was not collected. Employers cannot leave any of the fields blank — blank fields default to zero. The counts provided in this chart are a snapshot of an organization’s demographic profile as of February 1 of the year indicated and cannot be changed by the employer after publication.

The lawyer types are those indicated most frequently by NALP member organizations, and include Partners/Members (equity and non-equity), Associates, Summer Associates, and All Other Lawyers. Employers are asked to include only those lawyers hired directly by their organization (excluding any contract attorneys) in their demographic data. The “All Other Lawyers” column includes staff attorneys, of counsel, and other lawyers who are not on a partnership track.

It is important to note that the number of lawyers reported under “Primary Practice Areas” may be greater than the number of lawyers reported in a firm’s demographic chart because some lawyers may practice in more than one area.

The Other Offices section

This section allows an employer to indicate where it has other offices and how many lawyers are in those other offices. If an employer has not included any information in this section, the section will not appear online.

The Primary Practice Areas section

It is important to note that the number of lawyers reported under “Primary Practice Areas” may be greater than the number of lawyers reported in a firm’s demographic chart because some lawyers may practice in more than one area.

The Compensation and Employment Data section

Employers indicate in this section the number of lawyers and students who began working at an organization in the prior two years and the anticipated hiring for the coming year. The years indicated in the columns for hired and expected hires refer to the date the lawyer or summer associate/intern actually began working at the organization, not the student's year of graduation or the year the offer was made.

“Laterals” or “Experienced” include lawyers who began working at an organization after working at another position. “Post-clerkship” are lawyers who began working for an organization immediately following a judicial clerkship, while “entry-level” lawyers joined directly from law school. “Post-3Ls” are law school graduates hired to work during the summer between graduation and a judicial clerkship, LLM program, or other employment. They may or may not hold offers of regular employment. The number of former summer associates or interns in each category is indicated in parentheses.

This section also includes salary information for entry-level lawyers and summer associates. Note that entry-level salaries are presented as annual salaries, but summer salaries are presented as weekly salaries. Employers that ordinarily state summer salaries by the month divide the monthly salary by 4.3 to arrive at a weekly salary. The numbers included are intended to be gross salaries, not net salaries, and should not include bonuses or other types of compensation, which are included in the Clerkship/Credit/Supplemental Compensation section (see below).

The Student Employment Information section

Summer Program Results — The number of second-year students considered for full-time offers is computed by deleting those students who have withdrawn their names from consideration for personal reasons or who have accepted a judicial clerkship and therefore may not receive an offer.

Special Candidates — Law firms indicate if they will accept applications for the summer program from joint degree students and evening students and whether such applicants are considered first or second year students. Organizations also indicate their interest in applications from students who will be judicial clerks or who are from non-U.S. law schools.

Hiring Criteria — Employers are encouraged to list specific criteria regarding academic performance, journal experience, moot court, technical background, and other hiring factors. Job seekers use this section to help determine their prospects for candidacy.

The Attorney Hours section

Average associate hours worked include the total number of hours recorded on all projects by all full-time partnership track associates who worked the entire year, divided by the number of such associates. Billing adjustments or other write-offs have not been deducted.

Average associate billable hours are the number of hours recorded on all client matters by the same associates, divided by the number of such associates. Billing adjustments or other write-offs have not been deducted.

Hours Policy Details include information on what other hours are credited toward billable hours (e.g., professional development time, pro bono work, etc.).

The Clerkship/Credit/Supplemental Compensation section

This section allows employers to provide information about additional credit or compensation provided, as well as to spell out any information on other compensation such as bar stipend, bar review course, bonus policy, and judicial clerkship bonus structure.

The Benefits section

Employers have the opportunity to select from a list of standard benefits and may also provide additional information in the comment area.

Additional benefits information is included on the Workplace Questionnaire.

The Work/Life Information section

This section allows employers to indicate whether they allow part-time schedules and on what basis and to provide additional comments. Additional work/life balance and organization culture information is included on the Workplace Questionnaire.

The Training and Professional Development section

In this section, employers provide information about evaluations, coaching and mentoring programs, practice area rotation, etc., as well as additional information in the comment area.

The Partnership Data section

Law firms indicate whether their firm has two or more tiers of partnership structure and the number of years for the typical partnership track.

The Diversity Recruitment and Retention Efforts section

This section provides employers with the opportunity to describe their specific efforts to increase the presence and retention of under-represented groups.

The Campus Interview section

Employers can indicate how many law schools they visited and career fairs they participated in for the prior year. They can also provide a list of which law schools' on-campus interview programs they usually participate in or are planning to participate in. Note that this is NOT a comprehensive list of all employers that will be participating in OCIs at each law school. Each law school's career services office maintains the comprehensive list of participating employers. The "other interview sites" field allows employers to indicate specific career fairs, such as SEMJF and NBSA.

The Pro Bono Information section

In the Pro Bono section, employers are asked to indicate whether pro bono participation is reported as a percentage of firm billable hours (and to specify that percentage) or whether it is reported based on average hours per attorney (and to specify the average number of hours). Also, employers indicate in this section the percentage of partners, associates, and other lawyers who participate in pro bono activities; in calculating this number, employers are told to include only those lawyers who have worked more than ten hours of pro bono per year. Significant additional information about pro bono is included on the Workplace Questionnaire.

The Public Interest Fellowships section

This section allows employers to provide specific information on any public interest fellowships they sponsor. For additional information on public interest fellowships, visit PSLawnet, NALP's Public Service Law Network, at www.pslawnet.org.

The Non-Discrimination Policy section

Many employers choose to provide the full text of their non-discrimination policy or a link to that policy on the employer's web site.

The Narrative section

An employer's narrative provides an opportunity for the employer to provide additional information that does not appear elsewhere on the NALP Form. For example, NALP recommends that employers use this space to clarify or explain any item, describe the organization's overall culture, provide information on a specific city, or focus on details specific to the office described on the form.