



SAMPLE EXIT INTERVIEW CHECKLIST

May 2016 graduate exit interviews: Monday, April 18 – Tuesday, May 12

To collect the most complete and accurate at-grad employment data and to set ourselves up for 10-month employment data collection, please do the following:

1. Open the student's At-Grad Survey while the student is in your office and let them know where it is, how to access it in Symplicity, and that the 10-month survey will be located in the same place beginning February 1, 2017. Let them know that we will be emailing them then to ask them to complete the survey and if they do it right away, we will stop bugging them. If not, . . .
2. Review each question on the survey and complete/correct the survey while the student is there to confirm/clarify answers. Push back on:
 - a) Whether student is currently working anywhere, whether the position might turn into a permanent position, or if they can stay while continuing to seek; and
 - b) Whether student has any post-bar offers outstanding.
3. In addition to the survey questions, please ask/note:
 - a) Where student plans to take the bar and when (esp. if student plans to take more than one);
 - b) Whether student has an updated LinkedIn page---stress the importance of creating one and keeping it up to date whether they are seeking or employed; and
 - c) Geographic and practice areas of interest, if the student is still seeking.
4. If student is not employed, please ask/note:
 - a) Geographic preference;
 - b) Practice-area preference;
 - c) Professors they have come to know over their time in law school who might be helpful in their job search; and
 - d) Remind them that Career Services will continue to work with them in the same way as they work with students (access to alumni/attorney jobs through Vincent, resume/cover letter review, interview preparation, networking/job search strategy, events specifically-targeted at recent grads).
5. In the Administrative Notes Section of the At Grad Survey, note the date and location of your discussion with the grad, and your name or initials.



Sample ABA Audit Timeline

April/May	Ascertain the precise composition of your class with assistance from your registrar. Remember, your class consists of graduates from September 1, 2015 to August 31, 2016. Graduation Survey completed by students; data checked by CSO prior to graduation. Exit interviews allow CSO staff to double-check and clarify information with the graduates. This is also a good time to remind them of your post-graduate services and to let them know to expect the 10-month survey in January/February. These 10-minute meetings can be “required” by having them pick-up graduation tickets at those meetings. If graduation is not ticketed, schools can create a slip that evidences that a grad completed the exit interview prior to picking up his/her cap and gown.
October/November	This time is primarily focused on assisting un/underemployed graduates with their job searches. Substantiation begins; bar admission ceremony check-in; start creating your files.
January	Happy New Year! Expect to receive an email from the ABA announcing the Employment Questionnaire (EQ) portal opening. Print LinkedIn and law firm web site substantiation. For the next three months, you should be substantiating records and completing data that meets your professional judgment. Channel your Inner Nancy Drew. Start entering data into the EQ portal.
February	Ten-month surveys can be created and populated with At Graduation Survey data. They can then be sent to graduates for review and updating: through Symplicity, using another form of online survey, or on paper. As surveys are returned, check for thoroughness and accuracy. Reach back out to graduates for necessary clarification.
March 15	Deadline for graduate to be employed <i>and at work</i>. If you have not done so already, start populating your EQ survey. Run your 10-month survey on Symplicity and add those records to your files.

	Finalize data and conduct an internal audit to insure accuracy.
April 7	EQ closes at 5 p.m. EST. No extensions. Your dean must sign off.
April 15	Law schools to have Employment Summary Reports posted on their websites in compliance with Standard 509.
May 15	Auditing begins by ABA, including website compliance, Red Flag review, random school review, etc.
May 30	Graduate employment files due for submission to auditor.
August 15	ABA notifies schools of audit results.
September 30	Additional reviews pursuant to Red Flag Review protocols and outside consultant reports.
October 1	Pop some champagne! You're done for the time being. Cue the 1L advising appointments which start on October 15th.



Bar Swearing In Ceremony

April 18, 2017

Name: _____

Email: _____

Please check one of the following:

- ☐ I have secured **FULL-TIME employment** (35 hours/week+)
- ☐ I have secured **PART-TIME employment** at this time
- ☐ I am currently unemployed and seeking employment

*If employed **FULL-TIME** or **PART-TIME**, please answer the following:*

Employer: _____

City, State: _____

Check all that apply:

- ☐ My position is **LONG-TERM** (more than a year; this category includes full-time judicial clerkships)
- ☐ My position is **SHORT-TERM** (less than a year; temporary)
- ☐ My position **requires a J.D. degree** (judicial clerkships included here)
- ☐ My position **does not require a J.D. degree (J.D. Advantage, compliance, and related jobs)**

This reflects my employment status on April 18, 2017.

Signature



ABA AUDIT PROTOCOL: IMPROVING THE QUALITY OF YOUR GRADUATE DATA

FOUNDATIONAL DOCUMENTS

- ABA Protocol for Reviewing Law Graduate Employment Data, and Statement of Procedures for Collecting, Maintaining, and Reporting Law Graduate Employment Data: <http://goo.gl/5rwb2A>
- ABA Frequently Asked Questions (FAQ) Document: <http://goo.gl/pcjpKW>
- ABA Data Policy & Collection Committee website:
[http://www.americanbar.org/groups/legal_education/committees/data_policy_and_collection_co
mmittee.html](http://www.americanbar.org/groups/legal_education/committees/data_policy_and_collection_committee.html)
 - o The Protocol & Statement of Procedures and the FAQ document can also be found on this page
 - o Also available on this page is a recording of the April 2015 NALP AEC presentation about the Protocol and audit process

NALP RESOURCES

- NALP ERSS webpage: <http://www.nalp.org/erssinfo> - The *NALP Best Practices Guide for Managing Law School Employment Outcomes* is available on this webpage, as well as downloadable copies of the ERSS forms
- Relevant NALP Bulletin Articles
 - o Cox, Marcelyn. *Complying with the ABA Protocol & Statement of Procedures: Develop Your Own Best Practices*. NALP Bulletin, October 2015.
 - o Schaab, Shannon. *Maximizing Self-Reported Graduate Employment Data: Five Tips for Getting Graduates to Respond to Employment Surveys*. NALP Bulletin, December 2015.
 - o Bono, Eric & DiFranco, Heather. *Life With the Protocol: Lessons Learned from the First Year Under the ABA Audit Protocol*. NALP Bulletin, May 2016.
 - o Denny, Katrina. *Newcomer's Corner: Employment Reporting and the ABA Protocol - What's All the Hype About?* NALP Bulletin, November 2016.
 - o Kowalski, Karen M. *The Inaugural ABA Employment Data Review: Selected Schools Share Their Experiences*. NALP Bulletin, December 2016.

- o Powell, Stephanie D. *Data Differences: Reporting Accurate Employment Data to Both the ABA and NALP*. NALP Bulletin January 2017.
- Joint NALP/ABA Webinar, presented on January 26, 2016 is available at <http://www.nalp.org/webinars>

ABA AUDIT PROTOCOL: IMPROVING THE QUALITY OF YOUR GRADUATE DATA

POINTS OF CONTACT

- Ken Williams, Data Specialist, ABA Section of Legal Education and Admissions to the Bar, (312) 988-6739, kenneth.williams@americanbar.org
- Bill Adams, Deputy Managing Director, ABA Section of Legal Education and Admissions to the Bar, william.adams@americanbar.org

Please note that NALP cannot speak for the ABA or say whether something will satisfy the ABA or pass muster in an audit. NALP members and leadership should be used as a resource to relay concerns or suggestions for NALP's continued dialogue with the ABA regarding the implementation of the Protocol & Statement of Procedures.