

SAMPLE EXIT INTERVIEW CHECKLIST

May 2017 graduate exit interviews: Monday, April 10 – Wednesday, May 10

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/when student plans to take the bar;
 - 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 Symplicity, 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.

Draft email for survey completion (Mail Merge):

Dear :

We need your cooperation. As you may be aware, the laws school's accrediting body, the American Bar Association (ABA), requires all law schools to collect specific information about each graduate's employment status. Please complete [this form \(insert hyperlink\)](#) to ensure that we are in compliance with ABA requirements. It should take you no more than 5-6 minutes of time.

Accurate employment data helps [law school] maintain its integrity in the law school marketplace.

Thank you in advance for your cooperation. If you have any questions or would like assistance with your job search, please contact our office at

Draft email template for texts and telephone:

I spoke/texted with [GRADUATE NAME], today at [TIME] . [FIRSTNAME] was reached at [TELEPHONE NUMBER]. [FIRSTNAME] confirmed they are employed as an [TITLE] attorney at the [NAME OF EMPLOYER]. Here are the details of their employment:

1. Employment Status: Employed in a position for which she receives a salary
2. Employment Category: Bar Required, JD Advantage, Professional, Non-Professional
3. Full-Time/Part-Time:
4. Long-Term/Short Term:
5. Type of Employer:
6. Start Date:
7. Law School Funded: Yes/No
8. Name of Employer & Address:

GRADUATE SURVEY FORM: CLASS OF 2017 NALP EMPLOYMENT REPORT AND SALARY SURVEY

NAME: _____ PHONE: _____

ADDRESS: _____

NON-RICHMOND EMAIL: _____ DATE: 12/6/17

SIGNATURE: _____

PART 1:

- Employed in a position for which you receive a salary or stipend or on a contract basis
 - Bridge to Practice Fellow
- Not Employed – Seeking Employment
- Not Employed – Not Seeking Employment
- Enrolled in a full-time degree program

If you are employed, please complete Parts 2 through 6 below. Otherwise, please complete Part 6.

PART 2:

1. Employer name and address: _____

2. Date you accepted offer:

3. Start date:

4. Annual Salary:

5. Position Title:

PART 3: Please check ONE box for each option below.

1. Full Time (35 hours a week or more)
 Part Time
2. Bar Admission Required/Anticipated (includes judicial clerks)
 - JD Advantage
 - Other Professional Position (describe) _____
 - Non Professional Position (describe) _____
3. Lasts for a year or more and has no known end point
 Lasts for a year or more and has a known end point
 Lasts for less than a year
4. Not seeking other employment
 Still seeking other employment

PART 4: Please select the type of employer you are working for and answer the applicable questions.

LAW FIRM EMPLOYER

1. Job Type:

- Associate/Entry-Level Attorney/Partner
- Staff Attorney (non-partnership track)
- Paralegal
- Law Clerk
- Manager/Administrator
- Patent Agent
- Other non-attorney position

2. Size of firm:

- Solo (you started your own firm)
- 1-10
- 11-25
- 26-50
- 51-100
- 101-250
- 251-500
- 500+

PUBLIC INTEREST/NONPROFIT EMPLOYER

1. Primary Type of Work:

- Public Defender or Appellate Defender
- Community education and organization
- Civil legal services
- Policy/advocacy
- Other (describe) _____

GOVERNMENT/JUDICIAL EMPLOYER

1. Level:

- State
- Federal
- Local (city/county/municipal)
- Other (describe) _____

2. Type of Job:

- Judicial Clerkship:
Judge Name: _____
Court Name: _____
City and State: _____
- Judicial Other (non-clerkship, ex. Staff Attorney)
- Military JAG Corps (any service)
- Military Other (uniformed or civilian)
- Prosecutor
- Public Defender
- Agency Honors Program
- Other agency (includes law enforcement)
- Legislative
- Other (describe) _____

BUSINESS EMPLOYER

1. Type of Employer:

- Legal temporary agency
- Accounting firm
- Investment banking/financial institution
- Entertainment/sports management co.
- Healthcare
- Insurance company
- Management consulting firm
- Publishing house
- Legal Process Outsourcer (LPO)
- Legal/law-related technology company
- Other technology/e-commerce company
- Trade association or political campaign
- Real Estate
- Retail trade or hospitality
- Other (describe) _____

2. Type of Job:

- Temporary attorney work
- Law clerk or paralegal
- Compliance
- In-house lawyer
- Management
- Business development/sales/marketing
- Consulting
- Tax associate (with accounting firm)
- E-discovery attorney (with an LPO)
- Landman (with an energy company)
- Self-employed
- Other (describe) _____

ACADEMIC EMPLOYER

1. Type of Employer:

- Law School
- College or University
- Elementary or Secondary Education
- Other (describe) _____

2. Type of Job:

- Faculty/teacher
- Administrator
- Research assistant/fellow/other Temp
- Other (describe) _____

PART 5: Please describe how you first learned of and made initial contact with your employer.

- Interviewed during Fall OCI
- Interviewed during Spring OCI
- Responded to Symplicity job posting
- Responded to non-Symplicity job posting
- Used school's judicial clerkship process or OSCAR
- Referral by business colleague, friend, relative, alumni or school personnel
- Self-initiated contact – targeted mailing, informational interview, networking
- Returned to or continued with pre-law school employer
- Interviewed at job fair or consortia
- Used temporary placement agency or search consultant
- Started own practice or business
- Other (describe) _____

PART 6: Please answer the demographic questions below.

DATE OF BIRTH: _____

AGE AT GRADUATION: _____

TRANSFER STUDENT:

- Yes
- No

GENDER IDENTITY:

- Male
- Female
- I do not identify as male or female
- I identify as transgender

SEXUAL ORIENTATION:

- Heterosexual
- Gay/Lesbian/Bisexual
- Other

RACE/ETHNICITY:

- Hispanic/Latino
- Black/African American
- Asian
- Native Hawaiian or other Pacific Islander
- American Indian/Alaska Native
- White/Caucasian

DISABILITY:

- No
- Yes (describe) _____

VETERAN STATUS:

- U.S. military veteran
- Military service from a country other than U.S.

GRADUATE SURVEY FORM: CLASS OF 2017 NALP EMPLOYMENT REPORT AND SALARY SURVEY

NAME OF PERSON MAKING CALL: _____ NUMBER DIALED: _____

PERSON SPOKEN WITH : _____

DATE: _____ TIME OF CALL: _____ AM/PM

SIGNATURE: _____

PART 1:

- Employed in a position for which you receive a salary or stipend or on a contract basis
- Not Employed – Seeking Employment
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IDEAS TO AUTOMATE

EMPLOYMENT DATA COLLECTION

GOOGLE FORMS



Create the Graduate Employment Survey using Google Forms to easily gather data and share the survey link with graduates. For law schools using GSuite, schools may require that students and graduates log in to their email accounts to authenticate the survey. Google Forms automatically collect the time and date of survey completion.

CREATE A DEDICATED EMAIL ACCOUNT



Dedicate a specific email address for all communications with graduates and the collection of graduate employment data. This keeps all communications in one central location to ensure consistency in record keeping and is invaluable if there are personnel changes in the office.

USE ZAPS TO AUTOMATE FUNCTIONS



Zapier (zapier.com) allows users to automate tasks and create "if-then" tasks. The first five "zaps" are free. Use Zapier to automatically create a graduate file folder for every graduate from a spreadsheet with a list of graduates. Zapier will also create PDF documents of each survey response from a Google Form and save it automatically to the graduate file. Zapier works with over 1,000 applications!

USE EMAIL TEMPLATES FOR PARTIALLY COMPLETE FILES



For graduate files with partially complete information, send graduates emails pre-filled information and ask the graduate to confirm pre-filled fields and provide missing information via email rather than completing an entire survey.

AUTOMATE YOUR OUTREACH



Stop triaging emails one at a time. Use apps like vocus.io and [Boomerang](https://boomerang.com) for Gmail to automate your email outreach. These apps allow you to schedule emails and create email merges so you can send pre-filled forms and communications to graduates. Perhaps the best feature? Both of these apps allows you to return an email to your inbox in the future if there is no response so you can easily follow up with non-responsive graduates.