



COLLECTING, MAINTAINING, AND REPORTING GRADUATE EMPLOYMENT DATA USING 12TWENTY

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Data Collection Overview

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“10 Month” Employment

- Employment outcomes reporting for the ABA and NALP reflects the “10 month” status of each graduating class
- The Class of 2023 includes persons graduating with a JD degree between September 1, 2022 and August 31, 2023
- The Graduate Employment Status Date for the Class of 2023 - **March 15, 2024** - reflects a date approximately 10 months after graduation for the typical May 2023 graduate
- Originally established as a “9 month” status to capture graduate employment outcomes at the time of loan repayment and changed to “10 month” status beginning with the Class of 2014

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“At-Graduation” Employment

- “At-Graduation” employment has historically been collected by other entities
- For ABA and NALP purposes, law schools are encouraged, but not obligated, to conduct an “at-graduation” survey to obtain future contact information and demographic and employment data as of that time
- There is no requirement to re-survey graduates who provide “at-graduation” information, but it is best practice to confirm the “at-graduation” information is accurate and reflects the “10 month” status

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ABA Employment Questionnaire

- Primary purpose: **public (consumer) information**
- Accreditation requirement under the [ABA Standards and Rules of Procedure for Approval of Law Schools](#); **participation is compulsory**
- Data are subject to audit by ABA staff and possible sanctions for compliance issues
- Schools receive a summary table of data that is required to be posted online (ABA (Consumer Information) Required Disclosures page)
- Has been gathering data since 2010

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ABA Standards

- Employment Questionnaire is submitted pursuant to **Standard 104**
- The Employment Summary Report is publicized pursuant to **Standard 509**
- Law Schools are subject to the Review Protocols (within the Employment Protocols) and/or the imposition of sanctions under **Rule 15: Rules of Procedure for Approval of Law Schools**

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ABA Data Points

Key Items:

- Employment Status
- Full-Time or Part-Time
- Long-Term or Short-Term
- Employment Type
- Employment Start Date
- Employer Name & Contact Information

Documentation:

- Each "Graduate Employment File" ("file"), data, and supporting documentation, must be maintained for **three years** after the raw data is reported

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NALP Employment Report & Salary Survey (ERSS)

- Primary purpose: **public information and public good**
- Has been gathering data for nearly 50 years
- School participation is voluntary (but nearly universal)
- Schools receive extensive and detailed report & data analysis in exchange for participation
- There is **no requirement** to post your NALP school report; **posting any/all of the report is at your school's discretion**
- Data submitted are reviewed for internal consistency, but not subject to audit

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NALP Data Points

Note: Teal/bolded items are also collected by the ABA.

Demographic Information:

- Gender & LGBTQ Status
- Race/Ethnicity
- Age
- Disability Status
- Veteran Status
- Transfer Student
- Program Type
- Parental/Guardian Education

Job Information:

- **Employment Status, Type of Job, and Full-time/Part-time Job Status**
- Timing of Job Offer
- **Job Start Date**
- Source of Job
- Search Status of Employed Graduates
- **Job Duration for Employed Graduates**
- **Law School Funding***
- Additional Job Detail - Law Firm, Business, Government, Public Interest, and Education Employment
- **Geographic Location***
- Salaries and Stipends

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Differences between NALP & ABA Data

- Data due to the ABA first (usually early April) and then to NALP (usually mid-April)
 - ABA: **April 3, 2024**, for the Class of 2023
 - NALP: **TBD, but usually 7-10 days after the ABA deadline** for the Class of 2023
- An individual school's NALP and ABA data sets are unlikely to match exactly because: NALP does not break out **Law School Funded** positions "above the line"
- ABA requires a data value for **short-term/long-term & full-time/part-time** for every job, but NALP allows you to leave these fields blank if they are truly unknown

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Differences between NALP & ABA Data

GENERIC UNIVERSITY SCHOOL OF LAW

ABA
AMERICAN BAR ASSOCIATION
Legal Education and Admissions to the Bar

Phone :
Website :

EMPLOYMENT SUMMARY FOR 2022 GRADUATES

Category definitions can be found [here](#):

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	0	0	0	0	0
Employed - J.D. Advantage	0	0	0	0	0
Employed - Professional Position	0	0	0	0	0
Employed - Law School/University Funded	0	0	0	0	0
Employed - Other Position	0	0	0	0	0
Employed - Undeterminable	0	0	0	0	0
Enrolled in Graduate Studies					0
Employed - Start Date Deferred					0
Unemployed - Not Seeking					0
Unemployed - Seeking					0
Employment Status Unknown					0
Total Graduates					0
Each graduate is counted only once in this section.					

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	0	0	0	0	0

Employment Status Known:

Bar Passage Required/Anticipated
JD Advantage
Other Professional
Other Position
Start date after March 15, 2022
Not Employed-Seeking
Subtotal

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Differences between NALP & ABA Data Review

- NALP undertakes a Quality Control process to check and verify **individual school data** and the ABA undertakes a Quality Control process at a very high level in looking at the **national data**.
- Most schools will receive a follow-up email from NALP after they review the submissions. This is normal and will often result in some changes. It is unusual for the ABA to follow up with an individual school until the school's files are reviewed during the audit.
 - Schools **should notify the ABA right away** about any NALP-identified changes that also impact ABA reporting. Likewise, schools are encouraged to notify NALP of any changes identified in the ABA audit (if before mid-June)
 - Each organization has a different timeline **for this notification**

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Class of 2022 Reporting Timeline

	Date
ABA Notifies Schools of Files Selected for Random Graduate Review	Monday, May 8 - Wednesday, May 10, 2023
Deadline to upload files selected for the Random Graduate Review	Wednesday, May 17, 2023
Deadline to Report Any Changes to Class of 2022 NALP data	June 16, 2023
Deadline to Report Any Changes to Class of 2022 ABA data	December 20, 2023
Completion of the Class of 2022 ABA Random Graduate Review Audits	Anticipated January 2024

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Class of 2023 Reporting Timeline

	Date
Graduate Employment Status Date	Friday, March 15, 2024
ABA Graduate Data Reporting Deadline/Employment Questionnaire (EQ) Deadline	Wednesday, April 3, 2024 at 5pm Central
NALP Employment Report and Salary Survey (ERSS) Due	TBD, usually 7-10 days after ABA deadline

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Survey "On Login"

Leverage smart technology to increase student response rates!

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Survey "On Login"

- ✓ Admin can now 'Require Response' for Job Phases in the Outcome Survey!
- ✓ When enabled, the option to skip the survey is removed for student users!

GENERAL CONFIGURATION

- General
- Students & Alumni
- Homepage
- Graduation Dates
- Employer Relations
- Payments

OUTCOME DATA AND ANALYTICS

- ODA Access
- Homepage
- Outcome Survey**
- Reporting
- Research Tools
- Data Export

CAREER SERVICES MANAGEMENT

- General
- Forms
- Schedule Templates
- OCI and Job Listings
- Candidate Search
- Events
- Appointments
- Resume Books
- Experiential Learning

General Attributes Picklists Notifications

Survey Settings

Program: Undergraduate Graduation Class: 2022

To configure survey availability and notifications for students and/or career advisers, select a program and graduation class above. Surveys can be independently enabled or disabled for each job phase. Post survey notifications can also be enabled and customized for each job phase.

Work Experience

Survey available to students/alumni On

Survey on login On

Require Response On

Survey available to admins On

Please add a message. After a student job outcome has been reported, the text in this box will appear as a popup.

Post Graduation

Survey available to students/alumni On

Survey on login On

Require Response On

Survey available to admins On

Please add a message. After a student job outcome has been reported, the text in this box will appear as a popup.

Internship

Survey available to students/alumni On

Survey on login On

Require Response On

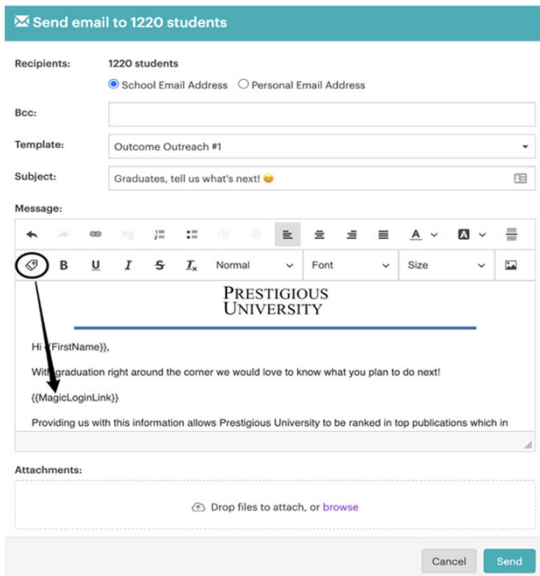
Survey available to admins On

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Magic Login Links

- ✓ Admin can now allow students to directly access their accounts without logging in using a "magic" login link sent via email!
- ✓ Magic links are safe, secure, and each unique link expires after 7 days!

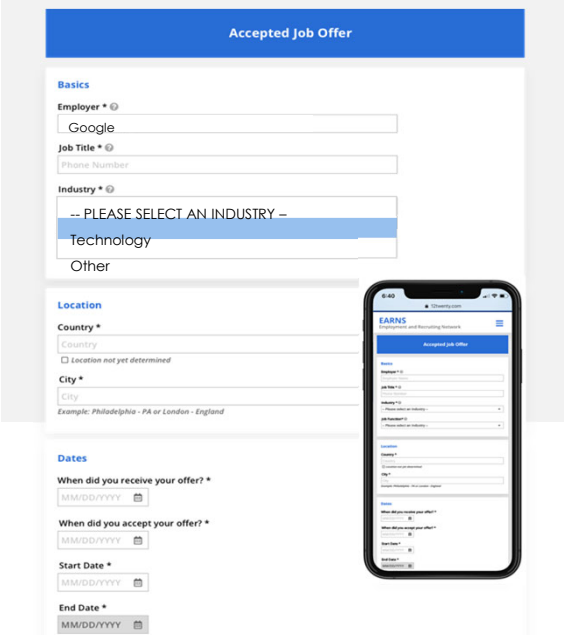


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Unmatched Survey Technology

- ✓ Mobile-first survey built for the "thumb generation"
- ✓ Intelligent Data Inferences (Industry, Employer Type)
- ✓ Clean, Accurate Data (Employer Name Autofill)



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Christina Alblas - Post Graduation - Offer Accepted Outcome Audit Log

Export to Zip | Export | Collapse All

Date	Creator	Note
09/18/2020, 12:50pm PDT	Arnela Sulovic	Note - Add Note
09/18/2020, 12:43pm PDT	Arnela Sulovic	Outcome - Edit
07/26/2020, 5:33pm PDT	Matt Flores	Outcome

Christina Alblas
Seeking Full Time Employment
Burns Undergrad - Spring 2021, * All Students
christina.alblas@prestigiousburns.edu

Post Graduation
+ Admin: Add Rumor
+ Admin: Unreported

Deloitte
Associate
07/01/2020 - Present
Offer Accepted
Approved by Arnela Sulovic (unapprove) | Included in Reporting | Last Edited: 09/18/2020

- Edit
- Delete
- Unaccept
- Add Outcome Note
- Exclude from Reporting
- View Outcome Audit Log

Have more to add? Let us know here...
+ Report Status

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Audit Preparation: Audit Logs + Notes

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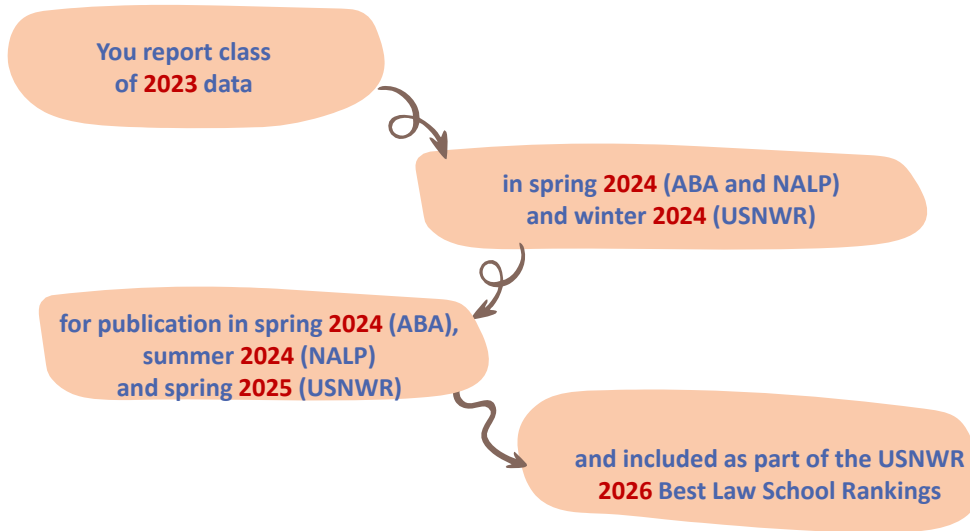
Example Timeline

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Which Year is It?

Class of 2023 Data Reporting



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Reporting in 12twenty

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The slide features a dark teal background. On the left is the 12twenty logo, which consists of stylized white icons for a leaf, a square, a circle, and a flower. To the right of the logo, the text "Reporting in 12twenty" is written in a large, white, sans-serif font. At the bottom right, in a smaller white font, is the text "NALP 2023 Annual Education Conference".

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Data Collection

- Have graduates directly input information into 12twenty if possible.
- We can see from the Outcome Audit Log that the graduate filled in the survey (and how much of the survey they directly completed). This makes your documentation process a bit easier!
- You know your graduates best – this doesn't work for all schools!

Adrian Albaqer

Amara Legal Center **18 Months**

Associate
03/19/2020 - Present
Offer Accepted
Last Edited: 04/09/2020

Amara Legal Center **At Graduation**

Associate
03/19/2020 - Present
Offer Accepted
Last Edited: 04/09/2020

Still Seeking Internship
Last Edited: 10/21/2015

Are you still seeking internship?

Have more to add? Let us know here...

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Data Collection – Short-Term / Long-Term

12twenty classifies outcomes as short-term or long-term employment via a calculated field. We do this by referring to:

- Start Date or Graduation Date, whichever comes later
- End Date submitted in the student's Outcome Survey

To classify a student's outcome as **short-term**, ensure that the **End Date** is less than 365 days from the **Start Date** or the **Graduation Date**, whichever comes later.

To classify a student's outcome as **long-term**, ensure that the **End Date** is more than 365 days from the **Start Date** or the **Graduation Date**, whichever comes later, **OR** select the "no end date" option in lieu of an End Date value.

Basics Employer *

Employer

Job Title *

Job Title

Employment Type *

... Please select a value ...

Detailed Practice Area *

... Please select a value ...

Number of Employees

... Please select a value ...

Employment Requirement *

... Please select a value ...

Location Job Country *

Job Country

Location not yet determined

Job City *

Job City

Example: Philadelphia, PA or London, England

Address 1 *

Address 1

Address 2

Address 2

Postal Code *

Postal Code

Employer Website *

Employer Website

When Offer Received Date *

Offer Received Date

Offer Accepted Date *

Offer Accepted Date

Start Date *

Start Date

End Date *

End Date

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Data Collection – Short-Term / Long-Term

* Examples from the ABA Employment Protocols

Example – Data Protocol 301(a)(4)

Can a judicial clerkship lasting only 360 days be classified as Long-Term?

Answer: Yes, it may be classified as Long-Term if it is five or fewer days under the one calendar year mark. For systems such as 12twenty that rely on dates to calculate whether a job is Short- or Long-Term, you must add a **note** to the Graduate Employment File explaining any date adjustments, who made them, and when.

Law School/ University Funded Positions

Notwithstanding Data Protocol 301 (a) on Long-Term vs. Short-Term, any graduate reported in a Law School/University Funded position can only be classified as long-term if the requirements below are met:

- (i) The Law School or its Parent Institution expects the position to last one calendar year or more

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Data Collection – At Grad / 10-Month

The screenshot displays the 12twenty system interface for a user named Matt Albertson. The left sidebar contains a navigation menu with options like Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, Interviews and Job Listings, Appointments, Events, Candidate Search, Resume Books, Experiential Learning, Resource Library, Document Review, Report a Bug, Help & Support, Orders, Notifications, and Site Management. The main content area shows the user's profile and a 'Work Experience' section that is currently closed. Below this, there are four sections for reporting experience: 'Post JD' (Boutique Law Firm, 06/15/2022 - 06/30/2023), 'Summer Job', 'During JD Job', and 'Pre JD'. Each section includes a 'Report Experience' button.

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Data Collection

- Save any supporting documentation, non-12twenty surveys, etc. in the graduate's 12twenty "file" by adding an **"Outcome Note"** to the 12twenty survey.
- These documents, along with the Outcome Audit Log, will be in one place in 12twenty for ease in uploading should this file be selected for Random Graduate Review.

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Student Profile Audit Log

Allows Administrators to view a dynamic log of actions taken within the student profile, who made what change and when.

* Includes a record of deleted outcomes.

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Post Grad Survey Reporting Period

Students & Alumni

Search by Name, Email Address or ID

Graduation Year ▾ Program ▾ Post Grad Reported Outcome ▾ Active ▾ + Add Filter ↻ Reset

Post Grad Reported Outcome

Survey Period

At Graduation ▾

No Reported Outcomes ▾

Outcome Breakdown

No Recent Information Available ▾

The Post Grad Reported Outcome filter, available on the Student Directory and Custom Student Reports, now allows users to search within a Survey Period

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12twenty Standard Reports – ABA/NALP

- One-click reports for ABA & NALP
- Easily audit your graduate data using the various summary tables

The screenshot shows the 12twenty School of Law interface. On the left is a navigation menu with 'Standard Reports' highlighted. On the right, the 'Standard Reports' section is active, showing tabs for 'NALP Report' and 'ABA Report'. Below the tabs are fields for 'Description', 'Employment Status', 'Law School/University Funded Positions', 'Employment Type', and 'Employment Location'. There are also buttons for 'Export Employment Questionnaire Report (ABA Format)' and 'Export Employment Summary Report'.

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12twenty Standard Reports – ABA

- Click the “Employment Status table”
- Set filters and be sure to select “10 month”
- Table will display each employment status classification
- Drill down into specific graduate by exporting the raw data set
- Note – your total entries and total graduates should match. If they don't the system will flag each student with multiple outcomes*

ABA Report
Employment Status

Go to: Employment Status

Graduation Year: 2022 | Graduation Term: Full Academic Year | Program: JD | Survey Period: 10 Months

Dual Degree: All

[Generate Report](#)

[Export Raw Data](#) | [Export Results](#)

Employment Status	Full Time Long Term	Full Time Short Term	Part Time Long Term	Part Time Short Term	Number
Employed - Bar Passage Required/Anticipated (includes judicial clerks)	30	1	0	0	31 / 60.8%
Employed - J.D. Advantage	2	0	0	0	2 / 3.9%
Employed - Professional Position	1	0	0	0	1 / 2.0%
Employed - Other Position	0	0	0	0	0 / 0%
Employed - Law School/University Funded	3	3	0	0	6 / 11.8%
Employed - Undeterminable	0	0	0	0	0 / 0%
Enrolled in Graduate Studies					0 / 0%
Employed - Start Date Deferred					0 / 0%
Unemployed - Not Seeking					0 / 0%
Unemployed - Seeking					0 / 0%
Employment Status Unknown					11 / 21.6%
Total Entries Counted					51 / 100%
Total Graduates					51

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12twenty Standard Reports – ABA

- Click the “Export Employment Questionnaire Report (ABA Format)”

12twenty
Employment Solutions

Standard Reports

NALP Report | **ABA Report**

[Export Employment Questionnaire Report \(ABA Format\)](#) | [Export Employment Summary Report](#)

Description

Employment Status

Law School/University Funded Positions

Employment Type

Employment Location

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12twenty Standard Reports – ABA

2. Add the filters that correlate to the current reporting cycle and "Generate Report" to download the EQ Excel file to your computer.

* The first export we will use as an audit file

The screenshot shows the 12twenty Standard Reports interface. A dialog box titled "Generate and Export ABA Report" is open, allowing users to filter and generate reports. The dialog box contains the following fields and options:

- Grad Year: 2023
- Grad Term: Full Academic Year
- Program: JD
- Survey Period: 10 Months
- Dual Degree: All
- Include Student Name and ID: Yes

A pink box highlights the "Generate Report" button at the bottom right of the dialog box. The background shows the 12twenty navigation menu with "Standard Reports" selected.

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12twenty Standard Reports – ABA

3. Add the filters that correlate to the current reporting cycle and "Generate Report" to download the EQ Excel file to your computer.

**This export will be what we will upload into the ABAQuest System*

Once uploaded to the ABAQuest System, this spreadsheet will populate the Employment Summary Report you will later post on your website

The screenshot shows the 12twenty Standard Reports interface. A dialog box titled "Generate and Export ABA Report" is open, allowing users to filter and generate reports. The dialog box contains the following fields and options:

- Grad Year: 2023
- Grad Term: Full Academic Year
- Program: JD
- Survey Period: 10 Months
- Dual Degree: All
- Include Student Name and ID: Yes

A pink box highlights the "Generate Report" button at the bottom right of the dialog box. The background shows the 12twenty navigation menu with "Standard Reports" selected.

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12twenty Standard Reports – NALP

1. Click the “Export NALP Format Report/Submit to NALP”

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12twenty Standard Reports – NALP

- Click the Class Summary Table”
- Set filters and be sure to select “10 month”
- Table will display each employment status and NALP demographic data
- Drill down into specific data sets by exporting the raw data
- Note – your total entries and total graduates may not match depending on the demographic data collected.

		Full-Time Long-Term Salaries						
		Number Reported	% of Reported	# with Salary	25th Percentile	Median	75th Percentile	Mean
Gender Reported:								
Women	29	55.8%	23	\$45,000	\$145,000	\$160,000	\$106,217	
Men	23	44.2%	15	\$65,000	\$125,000	\$160,000	\$116,934	
Non-binary or Chose to Self-identify	0	0%	0	I/D	I/D	I/D	I/D	
Subtotal	52	100%						
Race Reported:								
People of Color	13	32.5%	10	\$42,500	\$140,000	\$160,000	\$113,650	
White/Caucasian	27	67.5%	20	\$60,000	\$117,500	\$160,000	\$108,275	
Subtotal	40	100%						
Gender And Race Reported:								

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12twenty Standard Reports – NALP

- NALP graduate demographic data is collected during the sign up process on the student profile.
- This can be updated by the student or advisor at anytime.
- All demographic questions in 12twenty are optional and up to the law school to enable – 12twenty make sure any changes made to survey are conveyed to the school.

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Survey “On Login” for Attributes

The survey form includes the following questions and options:

- What is the highest level of education completed by either of your parents (or the people who raised you)?
 - High school diploma or GED
- Do either of your parents (or the people who raised you) have a JD?
 - Yes
 - No
- Identify as Lesbian/Gay/Bisexual/Transgender and/or Queer (LGBTQ)
 - Yes
 - No
- Gender Identity*
 - Man
- Race/Ethnicity*
 - Multiracial
- Additional questions:
 - Disability*
 - Yes
 - No
 - Decline to state

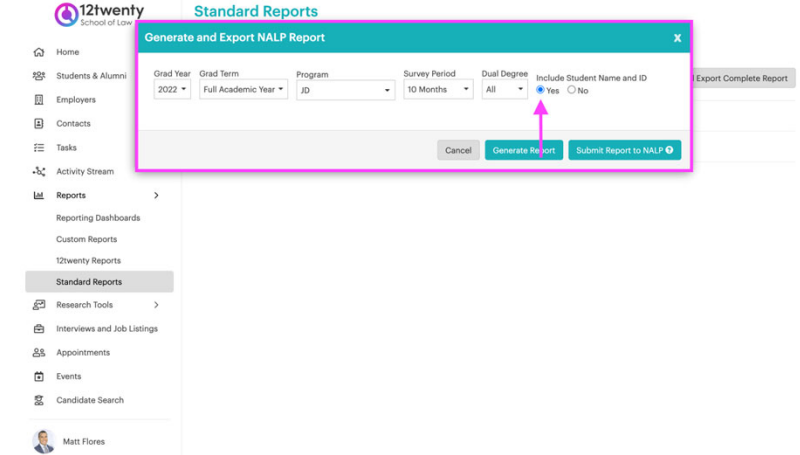
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12twenty Standard Reports – NALP

2. Add the filters that correlate to the current reporting cycle and "Generate Report" to download the ERSS Excel file to your computer.

* The first export we will use as an audit file



The screenshot shows the 'Generate and Export NALP Report' dialog box with the following settings: Grad Year: 2022, Grad Term: Full Academic Year, Program: JD, Survey Period: 10 Months, Dual Degree: All, and Include Student Name and ID: Yes. The 'Generate Report' button is highlighted with a pink arrow.

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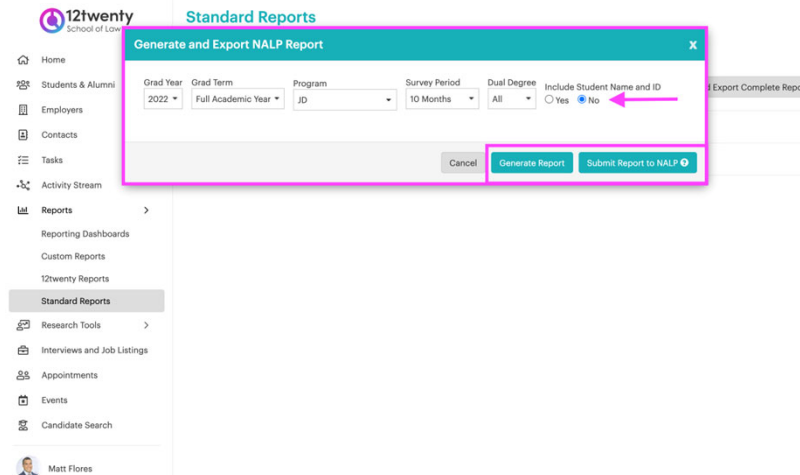
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12twenty Standard Reports – NALP

3. Add the filters that correlate to the current reporting cycle and "Generate Report" to download the ERSS Excel file to your computer.

This export will be what we will submit to NALP

*!"Submit Report to NALP" button will generate the report, download a copy to your computer and submit the report to NALP. This action cannot be undone.



The screenshot shows the 'Generate and Export NALP Report' dialog box with the following settings: Grad Year: 2022, Grad Term: Full Academic Year, Program: JD, Survey Period: 10 Months, Dual Degree: All, and Include Student Name and ID: No. The 'Submit Report to NALP' button is highlighted with a pink arrow.

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One-Click Reports...Beyond the Standards

12twenty Reports allow you to quickly identify deeper insights including **Year-Over-Year Outcome Analysis**

Student Reporting

Graduation Class: 2022, 2021, 2020
 Assigned Adviser: All
 Job Phase: All
 Work Authorization: All
 Desired Employment Type: All
 Include Rumor Jobs: Exclude students with only rumor jobs
 Included in Reporting: Only outcomes included in reporting
 Offer Timing: Real Time
 Program: Survey Period
 Dual Degree: All
 Survey Period: 10 Months

Student Outcomes¹

	# of Students			% of Students			% of Known Employment Statuses			% of Reporting		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Total Known Employment Statuses	50	1	5	98%	2.4%	62.8%	100%	100%	100%	96.2%	100%	100%
Bar Passage Required	44	1	4	88.3%	2.4%	50%	88%	100%	80%	84.6%	100%	80%
JD Advantage	3	0	0	5.9%	0%	0%	0%	0%	0%	5.8%	0%	0%
Judicial Clerkship	2	0	0	3.9%	0%	0%	4%	0%	0%	3.8%	0%	0%
Other Professional	1	0	0	2%	0%	0%	2%	0%	0%	1.9%	0%	0%
Non-professional	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%
Employed - Job Type Unknown	0	0	1	0%	0%	12.5%	0%	0%	20%	0%	0%	20%



Random Graduate Review



Adrian Albaqer

Describe yourself... What's your headline?

JD - Spring 2020, JD - 3L, Recent Grads, JD - Alumni

Elmira.Arnt@gmail.com

Jobs and Job Offers Application Materials Interviews Background **Admin** More

Student Information

Student ID: 1000001
ABA Graduate ID: 41437
 Expected Graduation: Spring (05/16/2020)
 Assigned Adviser: Justin Trudeau, Dwayne Johnson
 Email: Elmira.Arnt@gmail.com
 Alternate Email: adrian.albaqer@burns.edu
 Active: Yes

Find any graduate during the Random Graduate Audit using their permanent ABA ID assigned at sign up



Random Graduate Review Uploads

Upload your 12twenty **Outcome Audit Logs** and additional notes/supporting documentation.

- Clicking the "Export" button on the 12twenty Outcome Audit Log will download a zip file that includes any supporting documentation that was attached to the "Outcome Notes" in 12twenty.

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Random Graduate Review Uploads

➤ You should upload both the **"At Graduation"** and the **"10 Month"** Outcome Audit Logs for your selected graduate, especially if the graduate input their own information .

- You do not need the 1-2 page summary sheet of the graduate's survey as this is covered by the Outcome Audit Log.

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ABA Random Graduate Review Audit

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Acceptable Documentation (Appendix C of the Protocols)

- Graduates are considered the best source of information on their own employment data, but schools are responsible for correcting information they know is misreported and further investigating information that appears to be potentially misreported
- Graduate's resume
- Website of graduate's employer
- Direct communications with graduate's employer (including former classmate working for the same employer as graduate)
- Written or oral communications between the graduate and any member of the Law School faculty or administration
- LinkedIn, Twitter, Facebook
- Attorney Registration or Bar Directories
- Business Registration pages such as those maintained by a Secretary of State
- Direct communications with the graduate's family
- Job postings for the same job with the graduate's employer
- Government or non-profit sponsored personnel directory

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Selection and Review Process

- Each accredited law school is subject to an annual Random Graduate Review
- **4% or 5 files**, whichever is greater using normal rounding, are selected at random
- Review of the underlying documentation for each selected file to confirm the information is fully supported and matches the information submitted in the Employment Questionnaire
- Each school receives a **"results" email** outlining any compliance issues and/or notes

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Compliance Determination & Data Storage

- **90%** of a Law School's files must be in compliance (number of files found sufficient/number of files selected)
- Schools are subject to additional levels of **"Elevated Review"** based on Random Graduate Review results
- A **"Red Flag Review"** applies to unusual or extraordinary situations primarily related to Standard 509 (ABA Required Disclosures)
- Each law school must keep all Graduate Employment Files (underlying documentation) for no less than **three years** from the Graduate Data Reporting Deadline
 - Class of 2022, Class of 2021, and Class of 2020 files should be maintained through April 3, 2024

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Common Mistakes

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Common Mistakes

- Missing **documentation** in one or more files
- Information in a file "creates pause"
- Graduates self-report their "**Employer Type**" as "**Other**," which codes as "Employer Type Unknown"
- Not fully substantiating "**rumor jobs**" and/or "**offer received**" outcomes
- Using "Phone Call" as the Knowledge Source as a substitute for an outcome note describing the phone call
- Edits to the Employment Questionnaire unrelated to new information received about graduates' March 15 status

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Common Mistakes found by NALP

- School pulls wrong file from 12twenty. Please submit your **"10 Month"** file and not your "At-Graduation" file
- A graduate is missing NALP relevant employer type information. The **Employment Type, Type of Job**, and **Detailed Employment Type** fields in 12twenty should be completed (as applicable). If not, your NALP Employer Type code will not populate
- An unusually high **annual salary** is reported. 12twenty will annualize salaries for your NALP file so make sure that the salary reported matches the time period reported (e.g., per year, per month)
- NALP demographic fields, such as **Parental Education Level, Parent JD**, and **LGBTQ+ Status** have no or limited data. Make sure all of the NALP demographic items are enabled and encourage graduates to complete demographic information when gathering employment outcomes
 - Consider using the **"Survey on Log-in"** feature to prompt students/grads to answer a particular question the next time they log-in

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Common Mistakes - Random Graduate Review Documentation

- Not **providing a key or re-naming** audit logs to ensure it is clear which selected graduate ID number corresponds to which file
- Not providing the **at-graduation audit log** if the at-graduation audit log is copied over to a 10 month outcome
- Not ensuring any **attachments** are included in the zip file(s)
 - Attachments in at-graduation outcomes **do not** copy over when this outcome is copied to a 10 month outcome

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Group Exercise Answers & Discussion

Q1: Which of the following are not data points collected by the ABA and/or NALP? Select all that apply.

- **“At graduation” employment**
- Salary
- Employer website
- Employment Status
- **Whether a job is 100% remote, hybrid, or 100% in person**
- **Office size (for law firms)**
- **Whether a job is the result of an internship**

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Group Exercise Answers & Discussion

Q2: What is the recommended order of actions when you have one or more classification questions?

- Contact the ABA and/or NALP -- **3**
- Review the available resources from the ABA and NALP for the relevant graduating class -- **1**
- Try to obtain more or clarifying information using any of the generally reliable sources of information listed in Appendix C of the ABA Employment Protocols -- **2**

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Group Exercise Answers & Discussion

Q3: Which of the following is considered to “create pause”? Select all that apply.

- A graduate reports being a law clerk and in a Bar Passage Required position
- A graduate reports being a JD Advantage judicial law clerk
- A graduate who failed the bar exam reports being a solo practitioner
- A graduate reports being in a JD Advantage “in house counsel” position

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Group Exercise Answers & Discussion

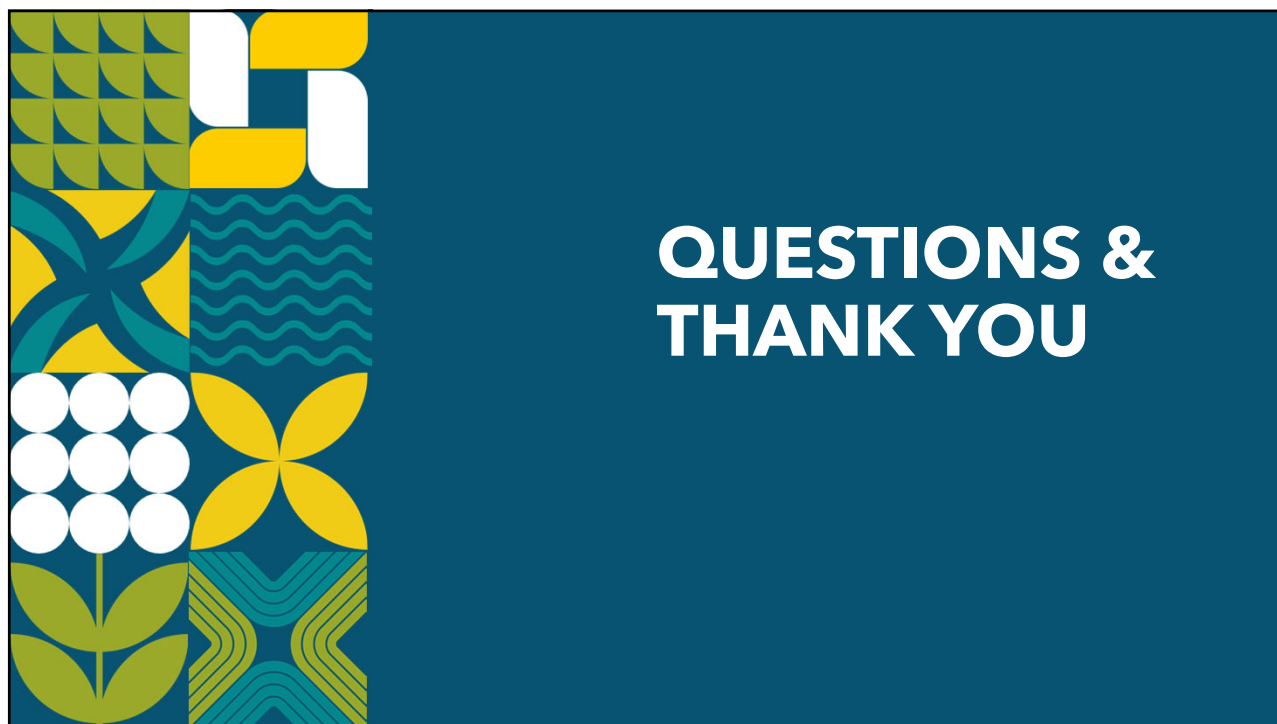
Q4: One of my graduates reported a judicial clerkship that will start on September 1, 2023 and end on August 30, 2024. This graduate is populating as in a short-term position in our 12twenty system. Is that correct? If not, what should we do to fix this?

Which of the following are true statements? Select all that apply.


- This is a 12twenty issue that requires outreach to their support team
- **This is considered a long-term position. There is a minor variation in the end date that results in the position falling short of one year by an insignificant amount of time**
- **You should change the end date to a date that is more than 365 days from the start date and after the Graduate Employment Status Date (ex. September 15, 2024)**
- **You should add an outcome note to explain that you have changed the end date to an arbitrary date in order for the system to code the position as long-term**
- This is considered a short-term position and the outcome should be left as is

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