



COLLECTING, MAINTAINING, AND REPORTING GRADUATE EMPLOYMENT DATA USING SYMPPLICITY

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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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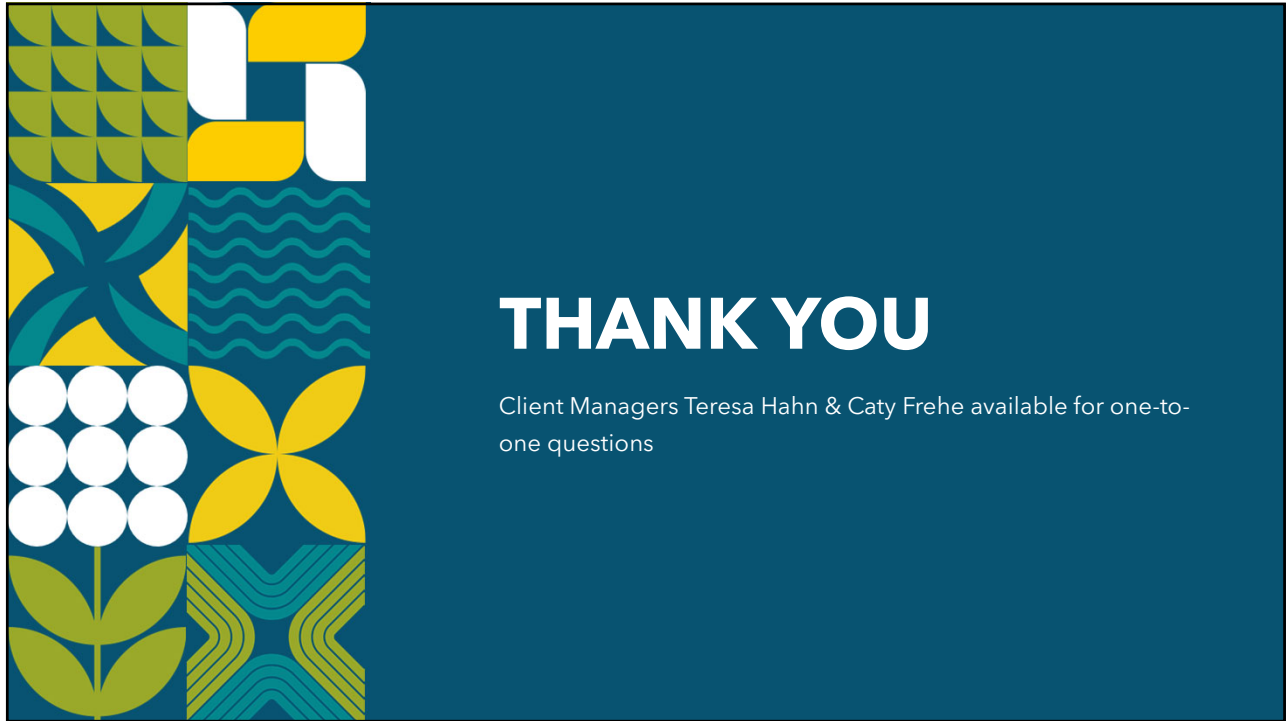


Class of 2023 Reporting Timeline

	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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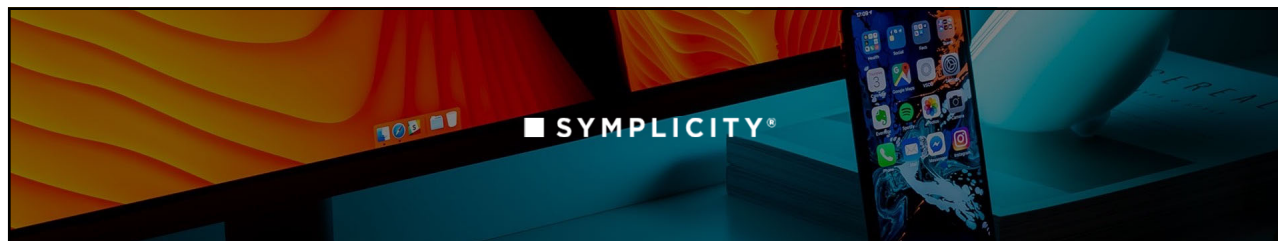
Overview

Designed to collect employment and demographic information for post-graduation employment in collaboration with NALP and the ABA

- Configuration review
- Confirming the correct students have access to the survey
- Setting the survey year
- How students access the survey
- Tools for managing surveys
- Reporting

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Configuration

- Review system settings
- Add custom questions to the “Additional Questions” section
- Confirm the “Ethnicities” picklist aligns with NALP

Additional Questions

Needs more information
 Yes No

What state do you plan to sit for the bar?

When do you plan to sit for the bar?

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Provide Student Access

- Confirm your class list is in alignment with your registrar's list
- Remove access to the survey for those who no longer need it
- Assign rights to "Use Grad Survey" to desired students

Set the Year of Survey

- The Year of Survey drives the questions display
- Set the Year of Survey with Batch tools

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Jobs OCI Events Employers Resources Counseling

Tell us where you are working [Complete Now](#)

Graduate Employment Survey
Provide timely information about your employment status.

Experiential Learning
Gain experience with co-ops or internships.

Job Search
Search for jobs and get personalized recommendations.

Public Profile
Showcase your academic and professional achievements.

Add a Resume
Upload a resume to get started with your job search.

Complete the Graduate Employment Survey
Please take a few minutes to complete the Graduate Employment Survey. This information will remain strictly confidential.
[Take the Survey Now](#)

Account Information

Personal Information
Provide your basic info such as name, and timezone.

Graduate Employment Survey
Complete the at-graduation employment survey to help us improve our career services.

Module Tiles & Reminder Link My Account > Grad Survey

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<h2>Tools for Managing Surveys</h2>	Create 10-Month Survey	Creates a copy of the "at Grad" survey including notes and attachments
	Review Surveys	Identify surveys that potentially have missing information e.g., incomplete, or missing job location information
	View Printable Surveys	Used to print survey responses, includes admin notes, custom questions are not included
	Graduate Outcomes Report	Includes event logs noting the date, time and user who entered the data

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Reporting & Dashboards

12%
Government

- 53.85% State
- 30.77% Local
- 15.38% Federal
- 0% Territorial
- 0% International
- 0% Tribal

- Standard Dashboard
- Custom Reports
- Predefined Salary Summary Report

Average	Minimum	25th Percentile	Median	75th Percentil
451,255,829	3	23,750	50,000	138,750
477,791,466	3	20,000	50,000	111,111
477,791,466	3	20,000	50,000	111,111
477,791,466	3	20,000	50,000	111,111

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Exporting Data

NALP & ABA

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Survey ID	School Code	Program	Transfer	Age	Birth Date	Gender
1	12345				07/06/1995	Female
2	12345	Full-time/	No		08/09/1995	Male
3	12345	Part-time/	No		08/19/1995	Male
4	12345	Full-time/	Yes		02/17/1995	Female
5	12345	Full-time/	No		09/20/1995	Male
6	12345	Part-time/	Yes		04/09/1995	Male

Graduate	BarPass	BarPass	JDAdv	JDAdv	Profess	Profess
1	Yes	FTLT				
2			Yes	FTST		
3					Yes	FTLT
4						
5	Yes	FTLT				
6	Yes	FTLT				
7						

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Graduate Employment Reporting

Using Symplicity

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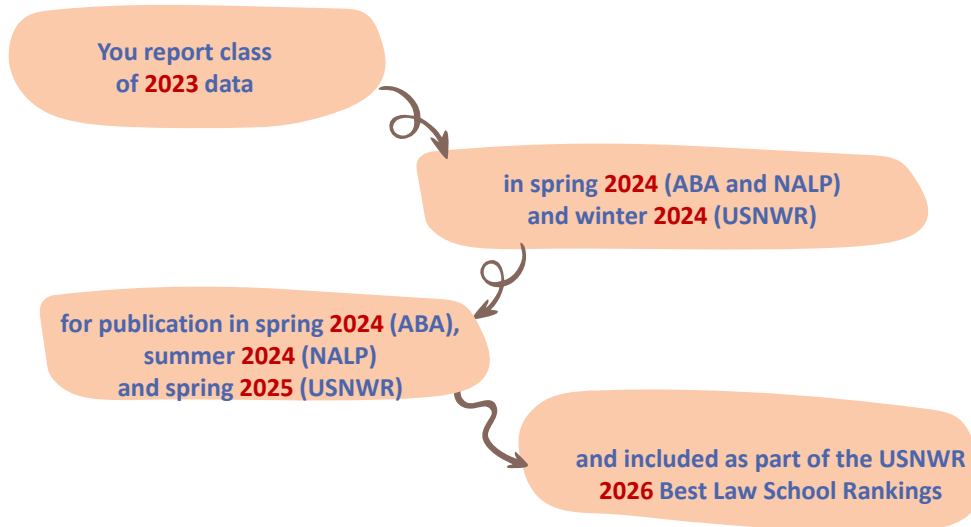
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Which Year is It?

Class of 2023 Data Reporting



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The Class of 2023

- Each year you will submit employment information for the previous years' graduating class.
- Contact the Registrar's Office in September to get a final list of those students who graduated with a Juris Doctor degree. For the next reporting period that would be between September 1, 2022 and August 31, 2023.
- Keep in mind, you maybe finalizing employment statistics for one class, and beginning the process for another.

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Timing



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Tips for Smaller Law Schools

February:

Students are invited to a **Graduation Fair** where several offices are represented (i.e., Student Affairs, Registrar). During this time, students get measured for their cap and gowns. The Career and Professional Development Center has a table and students must fill out their Graduate Employment Survey. Be careful not to make students more anxious. They need to understand the job market and when employers hire.

March:

Begin setting up **3L Exit Interview for 3L's**. We ask students to give us their geographic and practice-area preferences at this time.

May:

Regalia Pick-up: The Career and Professional Development Center is in attendance. Students must stop at our table before they can pick up their regalia. This ensures that we have most of the students before they go into bar preparation.

June/July: We limit email correspondence during the bar exam, but contact students based on their geographic and practice-area preferences when positions come into the office.

August: Begin reaching out to students about job opportunities and re-engaging them after the bar exam.

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Other Approaches

Fall:

Use Simplicity Survey Tool to get a glimpse of 3Ls who are employed and identify who needs help. Provide resources, help them develop their 3L job search plan, polish application materials and prep for interviews.

February-April:

Release the at-grad version of the Graduate Employment Survey and have them complete it with follow up as needed to fix errors. Set meetings for those who are on the market. Alternatively, require a 3L Exit Interview and have the student fill out the survey while you talk them through it. For those seeking, that may require another meeting(s) to discuss strategy. If your administration allows it, make the survey and exit appointment mandatory to meet graduation requirements.

Ensure you have their preferred contact information and method as well as their bar exam date and jurisdiction.

June:

Roll over the at-grad surveys to 10-month surveys.

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Communication



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Ways to Communicate

- Phone Calls (be creative and call outside of standard business hours)
- Emails (use emails to entice the graduate to call you back)
- Text Messages (some schools use apps that can text without revealing personal cell phone numbers)
- LinkedIn or Facebook Messenger

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Communication Frequency

- Keep communication going after the students graduate and really pick it up after the bar exam. Personalize your messages. Send them job openings. The more communication from you, the more likely they will tell you once they have accepted employment.
- Be creative in your approach, especially with those who have not been particularly responsive to your outreach.

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Detective Work



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- Check out social media posts (i.e., LinkedIn, Twitter, Instagram, Facebook). **Remember, anything you print, must be dated.**
- Bar Registries are helpful, but only after the graduate has been admitted.
- Work with your Registrar's Office - they may have phone numbers of parents - who love to share information about their children.
- A month before the April deadline, reach out to your dean, associate deans, faculty, and staff on your missing graduates. See if they have any information they can share on those that are still seeking.
- Make phone calls to graduates outside the normal business day. Early morning phone calls or calls after the work day tend to get answered.
- Be creative

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Avoid the Pitfalls



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Mistakes by Graduates Filling Out Their Surveys

- Employed - Start Date Deferred - Graduates will believe that this is the category for them since their position starts after the bar exam. Start Date Deferred is for any graduate starting their position after March 15, 2024.
- Pursuing a Graduate Degree - Graduates who fill out their Graduate Employment Survey while still in school believe that this field relates to them since at that moment in time, they are still in school.
- **Students need constant reminders that this information is based on employment after March 15, 2024.**
- **Get all the information the first time. You do not want to have to reach out to the graduate months later to complete missing items.**

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Key Points



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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"
- Not assigning the correct **"year"** of survey
- Not double-checking that documentation to support the Employer Contact Information Key Item populates into the Graduate Employment Survey if the employer is in the system
- Not including a date/time stamp for Administrative Notes and/or attachments
- 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 format from Symplicity
 - NALP file must be submitted as a **.xml file**
- **Office Size** exceeds **Firm Size** for Law Firm Employment (for both ABA and NALP purposes, only Firm Size matters, but it is important that it is correct)
- A NALP **ERSS City Code** does not populate because the employer address is not complete and/or the city is spelled incorrectly
- NALP **Race/Ethnicity** codes do not populate correctly because you haven't reached out to Symplicity for instructions on updating your Race/Ethnicity picklist options
- A graduate has submitted new job information in between the ABA and NALP reporting deadlines. Ensure any new information **is still accurate as of the Employment Status Date of March 15**

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Common Mistakes - Random Graduate Review Documentation

- Uploading documentation that is not supported by the system (**non-8.5x11 documents, fillable PDFs**)
- Not providing the **Graduate Outcomes Log**
- Not providing the **"printable surveys"** if relying upon the "additional notes" section and/or the salary field for graduates who have self-reported

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GROUP EXERCISES

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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
- Level of government job
- **Office size (for law firms)**

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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: The Employment Protocols say to report only one position, but one of my graduates entered two positions in their Symplicity Graduate Employment Survey. How do we decide which one to report?

Which of the following are best practice steps to take in this scenario? Select all that apply.

- Reach out to Symplicity for assistance in resolving this issue
- Reach out to your supervisor and/or the Law School Dean to determine which position the Law School would like to report
- Check to see if you assigned a "year of survey" in your Symplicity system
- Evaluate whether both positions reflect employment as of March 15, 2024
- Reach out to the graduate for clarification if one or both positions are reported as full-time

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QUESTIONS & THANK YOU

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