



November 2019

TO: Law School Career Services Offices

FROM: James Leipold, Executive Director
Danielle Taylor, Director of Research

**DEADLINE FOR
SUBMITTING YOUR
DATA TO NALP:**

April 15, 2020

SUBJECT: 2019 Employment Report and Salary Survey (ERSS)

We are writing to provide you with a complete set of the Employment Report and Salary Survey (ERSS) materials for the Class of 2019, including the ERSS form for the Class of 2019 that has already been posted to the NALP website.

Collecting and reporting this consumer information remains one of the most important things that we do together each year. As legal career professionals, individually and collectively, one of our professional responsibilities is to provide prospective law students and their families with complete and reliable information about their reasonable employment prospects upon graduation. That responsibility can only be met by reporting individual student employment outcomes to both the ABA and NALP on an annual basis. We were gratified that last year all 200 ABA-accredited law schools in the U.S. submitted employment status data on 33,510 graduates, providing information on nearly 98% of all graduates. With your help, we again look forward to being able to report similar coverage for the Class of 2019.

Submission Due Date

The due date for employment data for the Class of 2019 is April 15, 2020, to allow you time to submit your data to the ABA by its deadline and then submit your data to NALP before attending our Annual Education (AEC) conference April 28-May 1 in Montréal, Québec. Note that the employed-by date for this class is **March 16, 2020** due to March 15 falling on a Sunday this year. Also keep in mind that per the ABA definition of employed, graduates must have commenced their employment by March 16, 2020 in order to count as employed. If they have accepted a job offer that will start after March 16 and they are not working in another temporary job in the meantime, then they must be counted as “Employed – Start Date Deferred” in both the ABA and NALP data sets.

Last Year for Paper Forms Submission Option

If your school was one of the remaining 12 law schools that submitted your ERSS data via paper forms rather than a data file for the Class of 2018, you should have received a recent communication from NALP regarding the phase out of this submission method and alternative options. If you need this information resent, please contact us. The Class of 2019 will be the last class year that we can support the paper forms option and we highly encourage schools to begin testing alternative submission methods for the Class of 2019 in preparation for the upcoming change.



NALP and the ABA

In a few instances NALP and ABA definitions will continue to diverge. We try to keep these variances to a minimum but in some cases the differences are unavoidable. In particular, starting with the Class of 2015, the ABA tied the definitions of short-term and long-term jobs that are school-funded to a particular minimum salary threshold. NALP did not follow suit and retains definitions of short-term and long-term that are tied to how long the job is expected to last from the employer's perspective.

In August 2019, the ABA Section on Legal Education and Admissions to the Bar Council approved two changes for the ABA Employment Outcomes Protocols for the Class of 2019 that created better alignment between the ABA and NALP in two reporting areas: 1) categorizing all positions with a public defender or appellate defender's office under the Employment Type "Public Interest" and 2) categorizing graduates in the JAG Corps who have not started their positions as of March 16, but who made an irrevocable commitment to serve in the JAG Corps on or before March 16, as Employed-Bar Passage Required.

General Instructions and Guidelines for the Class of 2019

The Class of 2019 will be the 46th consecutive law school graduating class documented by NALP's annual ERSS. As you know, throughout this time, the ERSS has allowed NALP to provide comprehensive, reliable and authoritative information on the employment of new law school graduates. We are committed to continue providing this vital information and we understand that **you play the most important role in this process**. NALP's extraordinary track record to date has only been possible because of your efforts to track down your graduates and your willingness to provide information — on a confidential basis — to the NALP office. **Your participation is necessary to ensure that the ERSS remains the premier source of information** on the employment experiences of new law school graduates.

Survey results will be published in *Jobs & JDs: Employment and Salaries of New Law Graduates — Class of 2019*, in the *NALP Bulletin*, and on nalp.org. Law schools, legal employers and attorneys, the media, and prospective students all use the results. Your information will also be available in your confidential School Report, which all participating schools automatically receive. Remember that your information is confidential. No information that identifies schools or individuals is published or released by NALP. To ensure the highest possible quality data:

- *Read the instruction booklet and the separate enclosure, "Guidelines for Surveying Your Graduates,"* regardless of the format you use to submit your data. In addition to reflecting the questions and form being used for the 2019 data collection, the booklet provides important definitions and guidelines and answers most of your specific inquiries.
- *Submit a record for each graduate,* even if you have no information beyond demographics. This is vital to determining survey quality and coverage. The only exception is that you do not need to report on a graduate who is deceased.
- *Report employment status as of March 16, 2020,* using the most current information you have. For some graduates, this status will be different than at graduation. A December (or six-month) survey is highly recommended, preferably for all graduates, but at a minimum for graduates for whom you have no information, for graduates who were not employed at the time of an earlier survey, and for those known to be in a temporary situation or position and/or seeking a different position than the one held at the time of an earlier survey. Your own internal reports, of course, can be updated even after you report to NALP, and if so will then not correspond to the information submitted to NALP.

- *Please review all of the information provided by your graduates and follow up if you have questions. Your critical review and professional judgment contribute to survey integrity. Please also review the final individual records (whether paper or electronic) for each graduate for completeness and accuracy before your submission to NALP.*
- Refer to the enclosed data submission information sheet for instructions on how to submit your data. *Please return the data submission information sheet regardless of the method used to submit your data.* This sheet not only provides NALP with a contact should there be questions on your data, but also helps document survey response and coverage.
- Read and refer to the *NALP Best Practices Guide for Managing Law School Employment Outcomes*, which was written by and for CSO professionals. You can find this guide on the NALP website by clicking on the Resources & Initiatives tab > For Career Services > Employment Report & Salary Survey (ERSS) Info > NALP Best Practices Guide for Managing Law School Employment Outcomes, or by going to www.nalp.org/uploads/2015BestPracticesLSEmploymentOutcomes.pdf.
- If you become aware of any changes to a graduate's record after April 15 (for information that was still current as of March 16), please contact NALP as soon as possible and we will do our best to accommodate any changes through June 30. We cannot accept any changes after this time in order to publish the national reports in a timely manner.

If you have questions about how to create the file for NALP from your software, please contact your vendor for assistance.

THE DEADLINE FOR SUBMITTING YOUR DATA TO NALP is April 15, 2020.

The importance of this deadline cannot be overstated! Please help NALP provide timely, comprehensive reporting by submitting your data on time. NALP cannot guarantee that data submitted after the due date will be used.

If you have any questions about the survey, please contact Danielle Taylor at dtaylor@nalp.org or 202-835-1001.