October 2023

TO: Law School Career Services Offices

FROM: Nikia L. Gray, Executive Director
          Danielle A. Taylor, Director of Research

SUBJECT: 2023 Employment Report and Salary Survey (ERSS)

We are writing to provide you with a complete set of the Class of 2023 Employment Report and Salary Survey (ERSS) instructional materials and resources, which are posted on the NALP website at: www.nalp.org/erssinfo.

Collecting and reporting this consumer information remains one of the most important endeavors that we undertake 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. For the Class of 2022, 192 ABA-accredited law schools in the U.S. submitted employment status data for 35,078 graduates, providing information on more than 97% of all graduates. With your help, we again look forward to being able to report similar coverage for the Class of 2023.

Submission Due Date

The due date for submitting employment data for the Class of 2023 is **Wednesday, April 10, 2024,** to allow you time to submit your data to the ABA by its deadline of Wednesday, April 3 and then submit your data to NALP before attending our Annual Education Conference (AEC), taking place from April 16-19 in Boston, MA. Note that the employed-by date for this class is **Friday, March 15, 2024**. Also keep in mind that per the ABA definition of employed, graduates must have commenced their employment by March 15, 2024, to count as employed. If they have accepted a job offer that will start after March 15, 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, with limited exceptions as noted in the ABA's Employment Protocols under Data Protocol 201(d).

Updates for the Class of 2023

Within the demographic section, "LGBTQ Status" has been updated to "LGBTQ+ Status." Additionally, under Business employment, the "landman (with an energy company)" option has been removed. These graduates should now be reported using the "other" business job type. These changes are also noted in the "What's New for the Class of 2023" document.

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. Of note, NALP does not require reporting of information as to terms of the job — that is, whether it is full-time or part-time and whether it is long-term or short-term for graduates where that information is not known. In cases where this information is truly unknown, it can be left blank for NALP reporting purposes.

Additionally, NALP's counts of job types, e.g., bar admission required, include law school funded positions, if any, whereas ABA counts do not. Moreover, NALP has never adopted any minimum salary thresholds for positions that may otherwise meet the exemption requirements for law school funded jobs. See the ABA's *Employment Protocols for the Class of 2023* for additional information.

Lastly, during NALP's review process many law schools will receive a follow-up email with questions about their submission that may result in changes to a graduate record(s). Schools should reach out to the ABA about any changes that also impact their ABA reporting. Likewise, any changes identified during a law school's ABA Random Graduate Review audit, and before NALP's national dataset closes in mid-June, should be communicated to NALP.

General Instructions and Guidelines for the Class of 2023

The Class of 2023 will be the *50th* consecutive law school graduating class documented by NALP's annual ERSS. Throughout this time, law school participation in the ERSS has allowed NALP to provide comprehensive, reliable, and authoritative information on the employment of new law school graduates. We are committed to continuing to provide 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 essential 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 2023*, in the *NALP Bulletin+*, and on the NALP website. Law schools, legal employers, lawyers, the media,

and prospective students all use the results. Your information will also be available in your confidential school report, which all participating NALP member 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 being used for the 2023 data collection, the booklet provides important definitions, guidelines, and answers to 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 15, 2024*, using the most current information you have. For some graduates, this status will be different than at graduation. A December (or 6-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 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 we have questions regarding 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 at: www.nalp.org/uploads/2015BestPracticesLSEmploymentOutcomes.pdf.

- *If you become aware of any changes to a graduate's record after April 10 (for information that was still current as of March 15), please contact NALP as soon as possible* and we will do our best to accommodate any changes through **Friday, June 14, 2024**. We cannot accept any changes after June 14 in order to publish the national reports and provide your school-specific report 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. If your school does not use software such as Symplicity or 12twenty for your employment reporting, please see the "ASCII Specifications" document for additional information on how to create your Class of 2023 file. NALP can also provide a reporting template upon request.

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 research@nalp.org.

The deadline to submit your data to NALP is April 10, 2024.