WRAPPING UP THE CLASS OF 2017 DATA COLLECTION

MARCH 13, 2018
AGENDA

• Important Dates and Upcoming Deadlines
• Classifying Graduates for Whom you have Limited or No Information
• How to Submit Employment Questionnaire
• How to Submit Files for Random School/Random Graduate Review
• Who to Contact with Questions
• Q&A – Use Questions Box
## Important Dates and Upcoming Deadlines

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Employment Status Determination Date</td>
<td>March 15, 2018</td>
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<tr>
<td>Deadline to Submit Employment Outcomes Reporting (Employment Questionnaire) and Website URLs to ABA</td>
<td>April 6, 2018  (5 pm Central Time)</td>
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<tr>
<td>Deadline for Law Schools to Post Employment Summary Reports on Their Websites</td>
<td>April 16, 2018</td>
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<td>Schools Notified of Results of Website Compliance Review</td>
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CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

• If graduate is not responsive to outreach and has no online presence (LinkedIn, employer website, bar directory, etc.) → Classify as Unknown
  • No documentation required for graduates classified as Unknown

• If graduate is studying for the Bar Exam and is not employed → Classify as Unemployed – Seeking (Definitions & Instructions, p. 4-5)
  • Would also apply to graduates studying for CPA Exam, Patent Bar, etc.
  • Can only be Not Seeking if “can genuinely be supported by the graduate’s particular circumstances” (Definitions & Instructions, p. 5)
CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

• If graduate is not employed and not seeking work ➔ Classify as Unemployed – Not Seeking
  • Can be due to health, family, religious, or personal reasons (Definitions & Instructions, p. 4)
  • Include documentation/explanation for Unemployed – Not Seeking

• What if you know that graduate was recently hospitalized, just lost a spouse, was caring for a seriously ill relative, etc., and you do not feel comfortable reaching out to confirm Unemployed – Not Seeking status with the graduate?
  • Contact us for guidance and document/explain why you are making this classification
CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

• If graduate is not employed but has confirmed start date after March 15 →
  Classify as Unemployed – Start Date Deferred (Definitions and Instructions, p. 4)
  • If graduate is working at another job while waiting for a post-March 15 position to begin,
    classify graduate using the job they were in on March 15.

• Employer Contact Information for JAGs – If you cannot get a placement location from the graduate, please use the JAG headquarters address/website for employer contact information.
CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

- Graduate emails: “I am employed. Please take me off the job posting email list.”
  Does not respond to follow up and nothing is found online. How do you classify?
    - Employed – Undeterminable
    - Part-Time, Short-Term (note that you are using lowest option in each category)
    - Employer Type Unknown
    - Start Date – Use date you received info from graduate
    - Employer Name and Contact Info – note that you do not have anything and leave blank
    - Include any information you receive directly from the graduate (ex. email).
CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

• Graduate says: “I got a job as a lawyer back home.” Does not respond to follow up and nothing is found online. How do you classify?
  • Employed – Bar Required
  • Part-Time, Short-Term (note that you are using lowest option in each category unless you can support/explain an assumption/professional judgment of another classification)
  • Employer Type Unknown
  • Start Date – Use date you received info from graduate
  • Employer Name and Contact Info – note if you do not have anything and leave blank
  • Include any information you receive directly from the graduate (ex. email, phone call notes, etc.).
CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

• Graduate emails: “I am a lawyer working full-time at a law firm in Chicago.” Does not respond to follow up and nothing is found online. How do you classify?
  • Employed – Bar Passage Required
  • Full-Time, Short-Term (note that you are using the lowest option in the Long/Short-Term Category unless you can support/explain an assumption/professional judgment for Long-Term).
  • Law Firm – Unknown Size
  • Start Date – Use date you received info from graduate
  • Employer Name and Contact Info – note if you do not have anything; but do note state of employment (IL)
  • Include any information you receive directly from the graduate (ex. email) as well as explanation of any assumptions or professional judgments
CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

• Graduate emails: “I am a lawyer working full-time at a law firm in Chicago.” Does not respond to follow up but is listed on the firm webpage as “attorney.” How do you classify?
  • Employed – Bar Passage Required
  • Full-Time, Long-/Short-Term (explain your assumptions/professional judgment for the long-/short-term classification or note that you are using the lowest option in the Long/Short-Term category).
  • Law Firm – See if website lists size; otherwise, estimate size or list as unknown (do not need to document)
  • Start Date – Can use date info received from graduate or date of screenshot showing graduate at firm
  • Employer Name and Contact Info – from website
  • Include any information you receive directly from the graduate (ex. email), screen shot of webpage, explanation of any assumptions/professional judgments made
CLASSIFYING GRADUATES FOR WHOM YOU HAVE NO OR LIMITED INFORMATION

• Graduate has been non-responsive. He was listed in the Ohio Bar Directory as being employed at The James Smith Law Firm. Graduate is not listed on the firm website and nothing else can be found about him online.

• What goes in file?
  • Dated printouts/screen shots of graduate’s Bar Directory Page, firm webpage
  • Explanations for any assumptions/professional judgments you have made

• How do I classify?
  • In cases like this, it is VERY important that you explain why you are making certain classifications (Bar Required/JD Advantage, Full-/Part-Time, Long-/Short-Term) since there is nothing that confirms his specific position at the law firm.
    • If you don’t feel comfortable with making certain classifications, you can always select the lower classification – just note in the file that you have done this.
  • Start Date – Use date Bar Directory/Law Firm Page was found (could also use the date the Bar Directory page was last updated)
  • Employer Name and Contact Info – On Bar Directory/Law Firm Page
Employment Questionnaire (EQ) is due on April 6th at 5 pm Central Time

URL: www.abaquestionnaire.org
Questionnaire

Home page
Employment Questionnaire

Home Page
Employment Questionnaire Profiles Page. Definitions and Instructions, Data Entry Instructions, and Profile Report accessed here (Green Arrow)

Add/Delete/Edit Profiles can be done here (Red Arrow)
Entering Profile Data individually. You can also use this methodology for editing/updating existing profiles.
With the Excel Upload feature you can conveniently upload all of your graduate files via spreadsheet with one click.

You can download from your school's tracking software.

You can access the questionnaire template and instructions (Green arrow)

To upload your file click on the Browse button (Red arrow)
Questionnaire system opens file browser window. Select file to upload.
File selected is shown. Click Submit to upload
If there are no errors, you will receive a File Uploaded Successfully message (Red arrow). If there are any errors in the upload, the system will tell you what the error is and which row you will find it in.
Once files are uploaded in the Excel Upload section, you can then view all the profiles individually in the Profiles section. All profiles uploaded are listed here. They can be edited/deleted individually or collectively. Often schools will upload files early and edit/add others as the deadline moves closer.
You can then review the overall aggregate data for all your graduates in the system via the Summary Section.

This enables you to review every data point as necessary.

To review individual sections, click on the number in the data point area you want to review.
When you click on the number in the individual data point, all Graduate Profile numbers are displayed for your review. This can help to confirm all the graduates you are aware of, for each data point, are listed correctly.
You must submit the URL of where your final Employment Questionnaire Summary Report will be posted. You can do this via the URL for Summary Report Section.

Enter the URL and click Save.
Once you save the URL, you will receive both a date/timestamp and a confirmation the file was uploaded successfully.
HOW TO SUBMIT FILES FOR RANDOM SCHOOL/RANDOM GRADUATE REVIEW

• Due Dates Depend on Type of Review

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• URL: www.abaquestionnaire.org
EQ Protocol

Upload feature
Works similar to the Excel upload.

Click Browse, choose the file for upload, and click Submit.
Once the file has been submitted, you will receive a Files Uploaded Successfully message and the file itself will be displayed in the file listing box below with a date/timestamp (Green arrow).

You can upload a single file (up to 25Mb max. capacity for each file), or multiples files as necessary.
WHO TO CONTACT WITH QUESTIONS

• Classification/Documentation Questions
  • Kirsten Winek – kirsten.winek@americanbar.org; 312.988.6714
  • Ken Williams and Andrew Crane can also assist.

• System Uploads: Employment Questionnaire OR Files Selected for Random Graduate or Random School Review
  • Ken Williams – kenneth.williams@americanbar.org; 312.988.6739
  • Andrew Crane – andrew.crane@americanbar.org; 312.988.5132

• Joining the ABA Career Services Listserv/Updating Email for Listserv
  • Send an email to: LEAP-CAREER-SERVICES-request@mail.americanbar.org
Q&A

• Use the Questions Box for any questions you may have
  • For graduate- or school-specific questions, send to kirsten.winek@americanbar.org

• We will post Q&A sheet with answers to questions we do not get to

• Webinar, PowerPoint, and Q&A Sheet will be posted online; we will notify listserv when ready

• Please reach out to us with any questions between now and April 6