Index: Employment Data Collection Resources

This index serves as a guide to help you find the most commonly used sections of important documentation relating to Employment Data Collection for the ABA:

- Employment Questionnaire: Definitions and Instructions (EQ)
- Protocol FAQs (FAQ)
- NALP/ABA FAQs (NALP/ABA)
- PowerPoint Presentation Protocol and Statement on Review of Law Graduate Employment Data (PPT)

Numbers listed in the Index refer to page numbers, not question numbers.

Each of these documents can be found at https://www.americanbar.org/groups/legal_education/resources/questionnaire.html

If you have a question about how to classify a graduate, please contact Kirsten Winek at kirsten.winek@americanbar.org.

Adding/Updating Graduate Employment Information: Protocol: 8-9; FAQ: 3, 9-10; NALP/ABA: 2, 4; PPT: 8, 18-26
Associate: FAQ: 4-5; NALP/ABA: 4
Bar Passage Required: EQ: 2
Business/Industry: EQ: 6
Checking/Updating Employment Status as of March 15: FAQ: 10
Communications with Law School Employee Outside Career Services: Protocol: 8-9; FAQ: 5, 9; PPT: 11
Communications with Third Parties: Protocol: 8-9; FAQ: 9; PPT: 11, 15
Contacting Graduates: Protocol: 7-8; FAQ: 7-8
Database/Excel Files with Information Reported to ABA: Protocol: 9-10; FAQ: 12
Deadline for Graduate Employment Files to be Complete: FAQ: 10
Deficient File: Protocol: 4, 5, 6; FAQ: 14, 15
Documentation Guidelines: Protocol: 6-9; PPT: 8, 18-26
Documentation of Dates/Times/Who Completed: Protocol: 7, 8; FAQ: 4, 11; PPT: 8, 18-26
Education: EQ: 7
Email Communications: FAQ: 4, 9; NALP/ABA: 6-7; PPT: 18, 23, 26
Employed, Definition of: EQ: 1
Employer Name and Contact Information: Protocol: 4, 10; FAQ: 3, 7; NALP/ABA: 3, 5, 6
Employment Category: Protocol 4, 9-10; FAQ: 3
Employment Status: Protocol: 4, 9; FAQ: 3
Employment Type: Protocol: 4, 10; FAQ: 3
Full-Time: EQ: 2; Protocol: 4, 10; FAQ: 3
Government: EQ: 6
Graduate Degree: EQ: 4
Graduate Employment Files: Protocol: 4, 9; FAQ: 2
Graduate-Provided Data/Surveys, Completed by Graduate: Protocol: 6-8; FAQ: 3, 9-10; PPT: 8, 18-26
Graduate-Provided Data/Surveys, Not Completed or Partially Completed by Graduate: Protocol: 6-9; FAQ: 3, 5-7; 9-10; NALP/ABA: 4-5; PPT: 8, 18-26
Graduation Date: EQ: 1
JD Advantage: EQ: 2
Judicial Clerkship: EQ: 2, 7
Key Items of Reported Employment Information: Protocol: 4; FAQ: 2-3; PPT: 16
Law School/University Funded: EQ: 2, 3-4; Protocol: 4, 10; FAQ: 5
Law School/University Funded – Exceptions: EQ: 3
Law Firms: EQ: 6
Law Firm Size: EQ: 6
Legal Temporary Agency: EQ: 6
Length of Time to Retain Records: Protocol: 7; FAQ: 12
Level 1 Review: Protocol: 4; FAQ: 13-14; PPT: 6
Level 2 Review: Protocol: 4-5; FAQ: 14; PPT: 6
Level 3 Review: Protocol: 5; FAQ: 14; PPT: 6
Long-Term: EQ: 2; Protocol: 4, 10; FAQ: 3
Non-Professional Position: EQ: 3
Oral Communications: Protocol: 7,8; FAQ: 5; PPT: 8, 18, 24-26
Part-Time: EQ: 2; Protocol: 4, 10; FAQ: 3
Professional Judgement: Protocol: 2; FAQ: 7; NALP/ABA: 5
Professional Position: EQ: 3
Public Defender: EQ: 6
Public Interest: EQ: 6
Random Graduate Review: Protocol: 3, 5-6; FAQ: 15, 17; PPT: 5
Red Flag Review: Protocol: 3, 6; FAQ: 16, 17; PPT: 7
Reporting Changes After the Deadline: FAQ: 10; NALP/ABA: 8
Resume: FAQ: 4
Selecting the Lesser Option: FAQ: 6-7; NALP/ABA: 5
Short-Term: EQ: 1-2; Protocol: 4, 10; FAQ: 3
Solo Practice: EQ: 6; FAQ: 7
Start Date: Protocol: 4, 10; FAQ: 3; NALP/ABA: 2, 5
Start Date Deferred: EQ: 1, 4
State or Country of Employment: EQ: 7
Studying for Bar Exam: EQ: 4-5
Third Party Data (websites, social media, state bar websites, firm/organization websites, etc.): Protocol: 9; FAQ: 4, 9; NALP/ABA: 7; PPT: 9-10; 12-14, 18
Unemployed – Not Seeking: EQ: 4
Unemployed – Seeking: EQ: 4-5
Unknown, Employment Status: EQ: 5
Unknown, Employer Type: EQ: 7
Undeterminable, Job Category: EQ: 4
Website, Posting Employment Data on Law School’s: Protocol: 10-11; FAQ: 13
Website Compliance Review (Standard 509): Protocol: 3-4; FAQ: 12-13; PPT: 4

If you have any questions about your data or how to classify a particular graduate, please contact us. If you have a question that is not indexed, please also contact us. We’re ready to assist!