

## ALA 2025 Large Firm Key Staff Survey Survey Questions

### Contact Info

Readex Research performs survey research projects to collect data for legitimate research purposes. This survey, being conducted on behalf of ALA, involves voluntarily answering questions that are on a survey website hosted by Readex Research. If you choose to participate, the answers you provide will be kept confidential and used only in tabulation with other responses. Data reported to our clients does not identify survey participants either directly or indirectly. There are very rare occasions when individual responses are shared with a client but only for limited, legitimate, and necessary follow-up research or analysis. Email addresses may be shared with the sponsoring organization for removal from reminder emails.

If you would like to participate in this survey for ALA, please indicate your consent by clicking the "Yes" button below.

If you do not agree, do not wish to participate and do not wish to receive any reminder emails about this survey, simply click the "No" button.

- ☐ **yes, I consent**
- ☐ **no, I do not consent**

*By selecting no, you indicate you do not consent to the collection and use of your survey answers and data as outlined here and in the Readex Research [Privacy Policy](#). After selecting no, click save below to return to the Navigate page, then click close there to return to the Select Survey page. Thank you.*

**\*2. This firm meets these criteria:**

*Consists of 100 or more attorneys.*

- ☐ yes, this firm meets these criteria
- ☐ no

*This survey only applies to firms meeting these criteria. After selecting no, click save below to return to the Navigate page.*

**\*3. Can you personally provide information about staffing and compensation for your firm?**

- ☐ yes
- ☐ no

*If yes:*

*Please complete Q4 below, check the box at the bottom of the page to mark this survey section as ready to submit, then click save to return to the Navigate page, where you can answer the other survey sections.*

*If no:*

*Please select no and click save, then either share your username and password with the person(s) who can answer for your firm, or contact us to let us know who can, and we'll invite them.*

**\*4. Who should we contact if we have questions about your firm's survey?**

firm name: \_\_\_\_\_

your name: \_\_\_\_\_

your position title: \_\_\_\_\_

phone number: \_\_\_\_\_

email address: \_\_\_\_\_

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**About Your Firm**

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Please answer these questions as of January 1, 2025.

**\*1. What is your firm's full name?**

\_\_\_\_\_

**\*2. What is your firm's main website URL?**

\_\_\_\_\_

**\*3. Where is your firm's headquarters located?**

If in the US, enter city, ZIP and state. If not in the US, specify country.

US city: \_\_\_\_\_

US ZIP: \_\_\_\_\_

US state:

If not in U.S., where?

(please specify): \_\_\_\_\_

**\*4. Does your firm's Chief Operating Officer/Firm Administrator/Executive Director have an employment agreement with the firm detailing the scope and responsibilities, salary, bonuses and benefits paid, severance arrangements, etc.?**

☐ yes

☐ no

**\*5. Approximately, what was the total number of attorneys in your firm (all offices) as of January 1, 2025?**

Include both full-time and part-time attorneys .

If none enter 0.

#\_\_\_\_\_ attorneys and judges

<b>Compensation: 11001 Chief Operating Officer/Executive Director</b>	<a href="#">show description</a>
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Please answer these questions for this full-time position as of January 1, 2025.

1. Your internal code/title/reference for this position (for your use only):

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2. How many years has the current employee held this position?

- ☐ 1 year or fewer
- ☐ 1 up to 2 years
- ☐ 2 up to 5 years
- ☐ 5 up to 10 years
- ☐ 10 up to 15 years
- ☐ 15 up to 20 years
- ☐ 20 years or more

3. What is the highest level of education attained by the current employee?

- ☐ high school or equivalent (no college)
- ☐ some college (no degree)
- ☐ AA degree (2 years)
- ☐ BA/BS/BBA degree
- ☐ MBA degree
- ☐ MA/MS/MLS degree
- ☐ JD/LLB degree
- ☐ Doctoral degree (not JD/LLB)

4. What certifications (if any) have been earned by the current employee?

*Please select all that apply.*

- ☐ Certified Legal Manager (CLM)<sup>®</sup>
- ☐ Certified Public Accountant (CPA)
- ☐ Certified Employee Benefits Specialist (CEBS)
- ☐ Certified Human Resource Specialist (CHRS, SHRM-CP, SHRM-SCP, HRCI)
- ☐ Certified Network Engineer (CNE)
- ☐ other (*please specify*): \_\_\_\_\_
- ☐ none

5. What is the basis of this position's annual compensation?

- ☐ base salary
- ☐ draw based on firm profitability
- ☐ combination of base salary and draw based on firm profitability

\*6. If the current employee receives a base salary, what was the full-time annual **base salary** as of January 1, 2025?

If this position is less than full-time and reporting salary, convert to full-time (2,080 hours per year).

Exclude overtime, draws, commissions, bonuses, incentive pay, profit sharing, retirement benefits paid, other cash compensation, and the monetary value of any other benefits.

\$\_\_\_\_\_USD full-time annual base salary

**7. What percentage *merit* increase (or decrease) in annual base salary did the current employee receive in their most recent performance review?**

Merit increase is a change in base salary based on a review of performance regularly scheduled by the firm, generally given as a percentage change to the base salary, relating to the most recently completed performance review.

If the base salary is higher than a year ago, fill in a positive percent change.

If the same, fill in 0.

If lower, fill in a negative percent change.

\_\_\_\_\_ % change from one year ago

**\*8. Whether awarded or not, was the current employee eligible to earn a *bonus* and/or *other additional cash compensation* (beyond base pay) in the 12 months prior to January 1, 2025?**

☐ yes

☐ no

**\*a. If eligible, what criteria were considered in the decision to award *bonuses* and/or *additional cash compensation*?**

*Please select all that apply.*

☐ firm profitability

☐ successful completion of specific predetermined projects

☐ accomplishment of financial goals

☐ subjective judgments about performance

☐ other (*please specify*): \_\_\_\_\_

**\*b. If eligible, approximately how much *bonus* and/or *additional cash compensation* was the current employee awarded in that period (if any)?**

If nothing, fill in 0.

\$ \_\_\_\_\_ **USD** bonus (beyond base pay)

\$ \_\_\_\_\_ **USD** other additional cash compensation (beyond base pay)

**\*9. Approximately, what was the *total deferred compensation* received by the current employee in the 12 months prior to January 1, 2025?**

Total deferred compensation includes all employer contributions to profit-sharing and/or 401(k)-type plans in the 12 months prior to January 1, 2025.

\$ \_\_\_\_\_ **USD** total deferred compensation