JOB OFFER CHECKLIST

Things to consider before accepting an offer:

WORK

- Type of work
  - What type of work do first year associates typically do?
  - If it is a litigation position, will you actually go to court? If so, when?
- Practice areas
  - Does the employer have practice areas that are truly of interest to you?
  - If not, would there be any opportunity to cultivate a practice in that area down the road?*
- Pro bono*
  - Are there opportunities to do pro bono work? What type?
  - Does it count toward your billable requirement?
- Billable hours*
  - What are the requirements v. the employer expectations?
  - Are there any non-billable requirements?
  - Do associates receive credit for pro-bono and other non-billable work?
- Generating new business for the firm*
  - If you bring in clients, will you receive credit? A percentage of the fees?
  - What is expected of associates with respect to generating new business?

EMPLOYER

- Turnover
  - Why did the last person leave?
  - How often do people leave? Or, how long do associates typically stay?
- Culture and management Style
  - Are you comfortable with the environment?
  - How do people treat each other?
  - What is the employer’s management style?
  - Are supervisors “hands-on” or “hands-off”?
- Firm’s financial stability*
  - Does the firm seem to have a steady flow of work?
  - Can you get a sense for how the firm is structured from a business point of view?
  - Is business tied to multiple clients or just one major client?
- Contracts and firm policies
  - Is everything in writing?
  - Where/how can you access firm policies?

FINANCIAL CONSIDERATIONS/BENEFITS

- Salary
  - Is it competitive/in the range with other first year associates from Loyola?
  - Is there room to negotiate?
  - When are salaries reviewed? What type of increase is usually offered?
• Bonuses
  o Are they merit-based? Are they given out at the end of the year or more frequently?
  o Are they productivity-based, for meeting or exceeding billable requirements?*

• Benefits (they can account for an additional 25-35% of your salary)
  o Medical
  o Dental
  o Vision
  o Disability
  o Life Insurance
  o Dependent Care
  o Flexible Spending Accounts

• Retirement plans
  o Is there a retirement plan such as a 401K, and if so, when are you eligible to participate?
  o Does the employer contribute?

• Time off
  o Will you receive vacation days and if so, how many?
  o Will you receive sick days and if so, how many?
  o Is there a maternity/paternity leave policy?

• Parking and public transportation
  o Is it paid for or subsidized?
  o Any subsidies for public transportation?

• Fees
  o Does the employer pay for your state bar fees, required continuing education course fees and/or other association membership fees?

• Technology
  o Does the employer provide PDAs, cell phones or laptop computers?
  o Any opportunities to telecommute?

CAREER GROWTH

• Future career goals
  o Will this job be a springboard to a job you want in the future?

• Training and mentorship
  o How does the employer approach training and mentorship?
  o Is there a formal training program or is it “learn as you go?”

• Professional development
  o Are there opportunities to receive MCLE credit?
  o Does the employer pay for training and professional development courses?

• Performance reviews
  o When are they given?
  o Who gives them? How is information collected?
  o What are the implications of a review?
  o Are there opportunities to review others?

• Partnership opportunities*
  o If you are interested, what does the track to partnership look like?
  o Equity and/or non-equity?

* This information is specifically geared for law firms whereas other information applies to all employers.