



12twenty Masterclass: ABA & NALP Reporting Session

Your Host



Megan Evanich

Law Specialist - Customer
Success

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Your Instructors



Matt Flores

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Kyle Casey

Manager,
Enablement
kyle.casey@12twenty.com

Special Guest Instructor



Molly Nguyen, M.A.

Manager, Law School Analytics and Reporting

American Bar Association

Contact for Questions & Resources

- For questions on the Protocol, classifying graduates, etc.
 - Molly.Nguyen@americanbar.org (312.988.6804)
 - Email is the preferred method of contact; creates documentation for your file.
- For technical questions on the ABA Questionnaire System
 - EQtech@americanbar.org
- Join the ABA Career Services Listserv:
 - https://www.americanbar.org/groups/legal_education/resources/legal_education_listservs/
- Access the 12twenty ABA/NALP Resource Hub
 - <https://12twenty.zendesk.com/hc/en-us/articles/4413562315539-12twenty-ABA-NALP-Resource-Hub>

Agenda

- 12twenty Best Practices for Employment Data Collection and Reporting
 - Live Site Overview
- Common Errors and Mistakes
- Q&A

Live Site Overview

Matt Flores | Customer Success



12twenty

ABA & NALP

Agenda

- Messaging
- Errors
- Audit Log



Messaging



Hi {{FirstName}},

Congrats on your upcoming graduation! We're collecting data on post-graduation plans to enhance career support and alumni resources for you and future students.

Why It Matters:

- Career Support: Tailored tools and guidance for your next steps.
- Alumni Connections: Access to mentors in your field or location.
- Stronger Community: Data shapes programs that benefit everyone.
- It only takes a few minutes to share your plans.

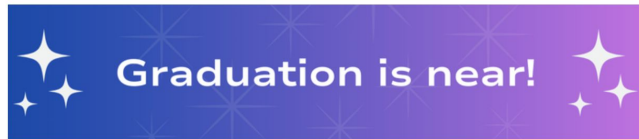
You can {{MagicLoginLink}} to get started.

Thanks for helping us build a stronger community!

Best,
Career Center|



Messaging



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Congrats on your upcoming graduation! We're collecting data on post-graduation plans to enhance career support and alumni resources for you and future students.

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Best,
Career Center

Congratulations from the Career Center  Inbox x



The Career Center <notifications@law-site.12twenty.com>
to me ▾



Hi Student,

Congrats on your upcoming graduation! We're collecting data on post-graduation plans to enhance career support and alumni resources for you and future students.

Why It Matters:

- Career Support: Tailored tools and guidance for your next steps.
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You can [Click here to login](#), to get started.

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Best,
Career Center



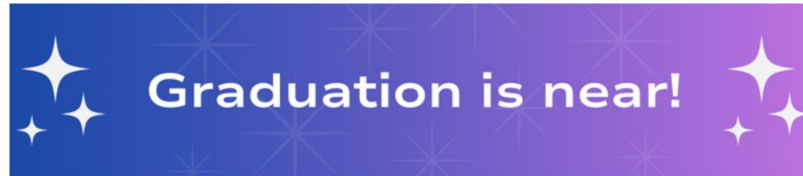
Messaging

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to me ▼



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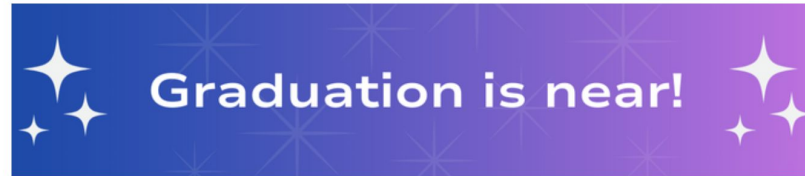
Messaging

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The Career Center <notifications@law-site.12twenty.com>

to me ▾



Hi Student,

Congrats on your upcoming graduation! We're collecting data on post-graduation plans to enhance career support and alumni resources for you and future students.

Why It Matters:

- Career and guidance for your next steps.
- Stronger Community mentors in your field or location.
- It only takes a few programs that benefit everyone.

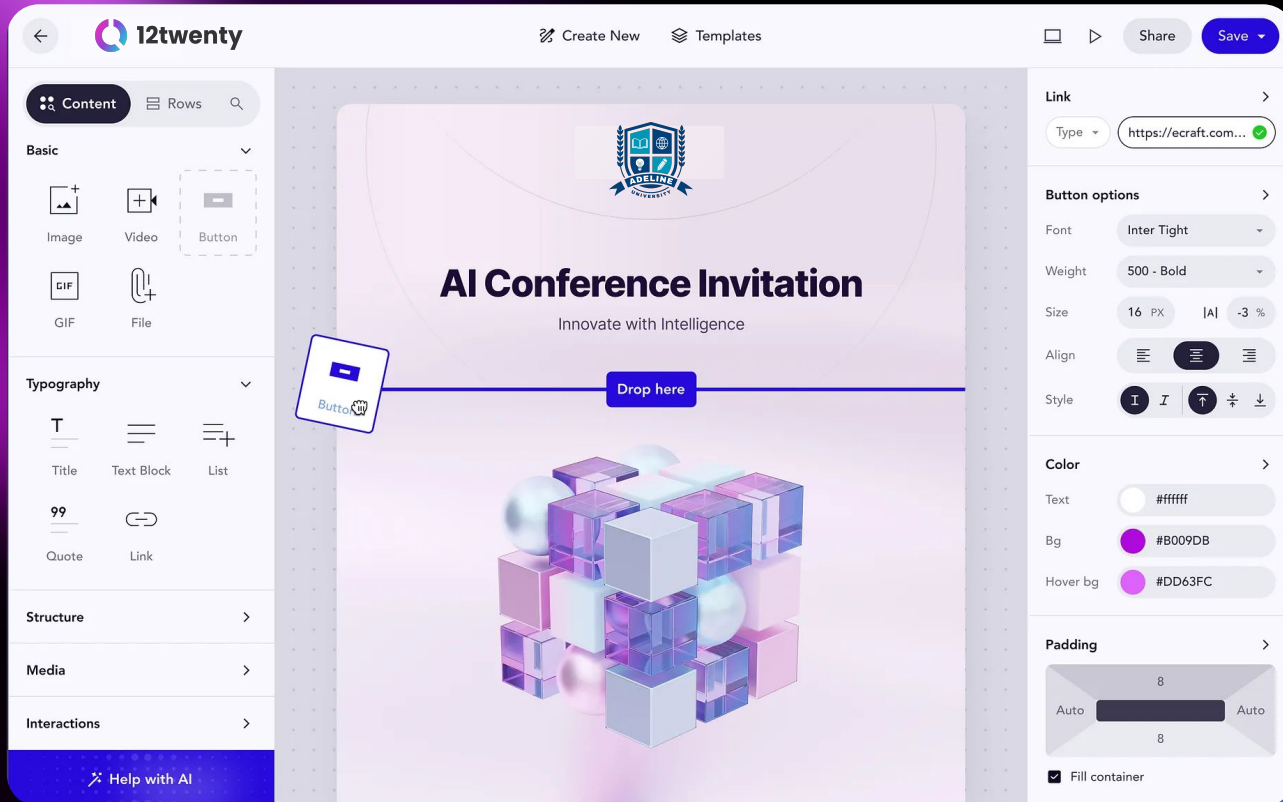
You can [Click here to login.](#) to

Thanks for your community!

Best,
Career Center



Coming Soon!



Survey On Login



University
School of Law

Hi Jesse!


Help keep us up to date! Please fill in the following information.

 Gender Identity*


-- Gender Identity --

 I identify as Lesbian/Gay/Bisexual/Transgender and/or Queer (LGBTQ)

☐ Yes ☐ No

 What is the highest level of education completed by either of your parents (or the people who raised you)?

-- What is the highest level of education completed by either of --

 Do either of your parents (or the people who raised you) have a JD?

☐ Yes ☐ No

Save & Continue

Report Status



Post JD

Please tell us about your plans

Accepted Job

Received Job

Declined Job

Judicial Clerkship

Own Venture (Non Law Firm)



Still Seeking Employment

Enrolled in Graduate Studies

Not seeking for other reasons

 Why are we collecting this data?

Profile Survey



Hi Jesse!


Help keep us up to date! Please fill in the following information.

 Gender Identity*


-- Gender Identity --

 I identify as Lesbian/Gay/Bisexual/Transgender and/or Queer (LGBTQ)

☐ Yes ☐ No

 What is the highest level of education completed by either of your parents (or the people who raised you)?

-- What is the highest level of education completed by either of --

 Do either of your parents (or the people who raised you) have a JD?

☐ Yes ☐ No

Save & Continue



Employment Surveys

Report Status ×

Post JD
Please tell us about your plans

Accepted Job

Received Job

Declined Job

Judicial Clerkship

Own Venture (Non Law Firm) ?

Still Seeking Employment

Enrolled in Graduate Studies

Not seeking for other reasons

⊕ Why are we collecting this data?



Employment Surveys

Report Status

Post JD

Please tell us about your plans

Accepted Job

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⊕ Why are we collecting this data?



Employment Surveys

Report Status

Post JD

Please tell us about your plans

Accepted Job

Received Job

Declined Job

Judicial Clerkship

Own Venture (Non Law Firm)

Still Seeking Employment

Enrolled in Graduate Studies

Not seeking for other reasons

⊕ Why are we collecting this data?



Errors



Identifying Errors

Leverage “Include” and “Exclude”

Categorize reports using folders and sub-folders

Create distributed reports to be notified of errors



Outcome Reported:

Student reports an outcome as a Public Defender or Government Prosecutor without **“Bar Admission Required/Anticipated”**



Outcome Reported:

Student reports an outcome as a Public Defender or Government Prosecutor without **“Bar Admission Required/Anticipated”**

12tventy
School of Law

Custom Report: [Refresh](#)

[Back to List](#) [Action](#) [Save Report](#)

Active: Yes [Detailed Employment Type: Prosecutor - Federal, Prosecut... \(8 Total\)](#) [Employment Requirement: Bar Passage Required/Anticipat... \(1 Total\)](#) [Job Phase: Post Graduation](#) [Add Filter](#) [Reset](#)

Please Note: Changes to filters will be applied to all reports. To save filter changes, click the Save Report button.

Results: 2

Student	Employment Requirement
Meehan Ngoh JD - Spring 2016	J.D. Advantage
Sam Smith JD - Spring 2019	J.D. Advantage

First Previous 1 Next Last



Outcome Reported:

Student reports an outcome as a Public Defender or Government Prosecutor without **“Bar Admission Required/Anticipated”**

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Home
Students & Alumni
Employers
Contacts
Tasks
Activity Stream
Reports
Reporting Dashboards
Custom Reports
12twenty Reports
Standard Reports
Research Tools
Interviews and Job Listings

Custom Report:

Active: Yes ▾ Detailed Employment Type: Prosecutor - Federal, Prosecut... (8 Total) ▾ Employment Requirement • Bar Passage Required/Anticipat... (1 Total) ▾ Job Phase: Post Graduation ▾ + Add Filter ⌂ Reset

Please Note: Changes made to the filters above will not be saved. Please edit the report to save changes.

Student	Detailed Employment Type	Employment Requirement
Meehan Ngoh JD - Spring 2016, 3L, JD - Alumni	Public defender or appellate defender	J.D. Advantage
Sam Smith JD - Spring 2019, 3L	Prosecutor - Federal	J.D. Advantage

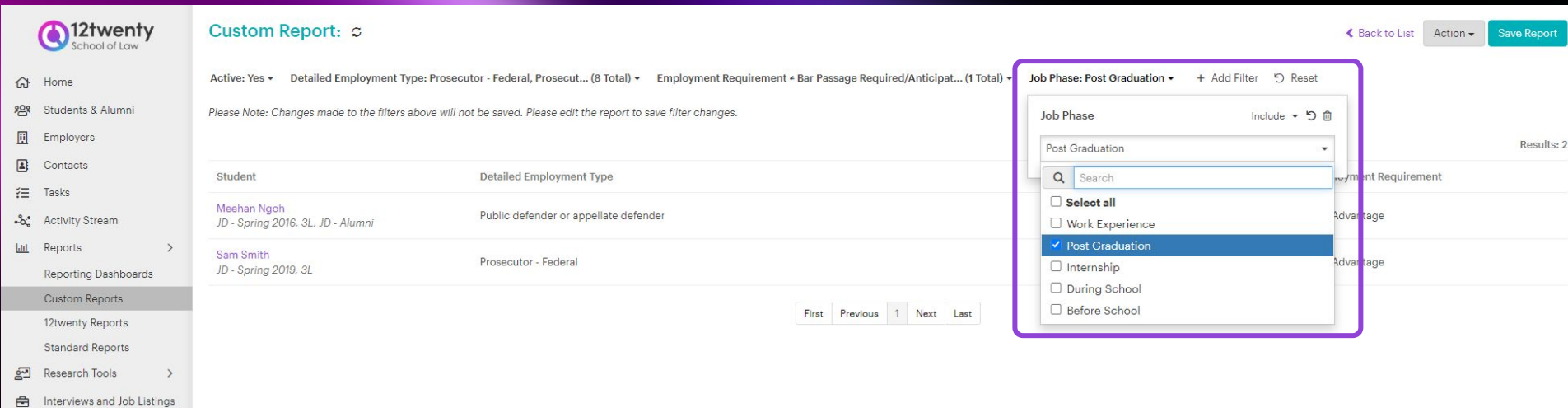
Results: 2

Employment Requirement

- ☐ Select all
- ☒ Bar Passage Required/Anticipated (includes judicial clerks)
- ☐ J.D. Advantage
- ☐ Professional Position
- ☐ Other Position

Outcome Reported:

Student reports an outcome as a Public Defender or Government Prosecutor without **“Bar Admission Required/Anticipated”**



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School of Law

Custom Report: ↻

Active: Yes ▾ Detailed Employment Type: Prosecutor - Federal, Prosecut... (8 Total) ▾ Employment Requirement: Bar Passage Required/Anticipat... (1 Total) ▾ Job Phase: Post Graduation ▾ + Add Filter ↻ Reset

Please Note: Changes made to the filters above will not be saved. Please edit the report to save filter changes.

Student	Detailed Employment Type
Meehan Ngoh JD - Spring 2016, 3L, JD - Alumni	Public defender or appellate defender
Sam Smith JD - Spring 2019, 3L	Prosecutor - Federal

First Previous 1 Next Last

Results: 2

Job Phase

Post Graduation

Search

☐ Select all

☐ Work Experience

☒ Post Graduation

☐ Internship


☐ During School

☐ Before School



Outcome Reported:

Student reports an outcome as a Public Defender or Government Prosecutor without **“Bar Admission Required/Anticipated”**



12twenty
School of Law

Home

Students & Alumni

Employers

Contacts

Tasks

Activity Stream

Reports

>

Reporting Dashboards

Custom Reports


12twenty Reports

Standard Reports

Research Tools

>


Interviews and Job Listings

Custom Report: 

◀ Back to List

Action ▼

Save Report

Active: Yes ▼ Detailed Employment Type: Prosecutor - Federal, Prosecut... (8 Total) ▼ Employment Requirement • Bar Passage Required/Anticipat... (1 Total) ▼ Job Phase: Post Graduation ▼ + Add Filter  Reset

Please Note: Changes made to the filters above will not be saved. Please edit the report to save filter changes.

Student	Detailed Employment Type	Employment Requirement
Meehan Ngoh JD - Spring 2016, 3L, JD - Alumni	Public defender or appellate defender	J.D. Advantage
Sam Smith JD - Spring 2019, 3L	Prosecutor - Federal	J.D. Advantage

First Previous 1 Next Last

Results: 2

Outcome Reported:

Student reports a **University or Law School Funded** job without submitting a **Salary** or **Stipend**



Outcome Reported:

Student reports a **University or Law School Funded** job without submitting a **Salary** or **Stipend**

12twenty
School of Law

Custom Report: [Refresh](#)

Active: Yes [Filter](#) Please Note: Please indicate how your position is funded: Include [Include](#) [Reset](#) Report to save filter changes.

Job Phase: Post Graduation Outcome Type: Clerkship Base Salary: 0 - 0 + Add Filter Reset

Results: 1

Student	Base Salary	Stipend
Alexa Amos JD - Spring 2020	\$0.00	\$0.00

First Previous 1 Next Last

Please indicate how your position is funded:

Funded in whole or in part by the university or law school

☐ Select all

☐ Employer funded (traditional employment)

☒ Funded in whole or in part by the university or law school

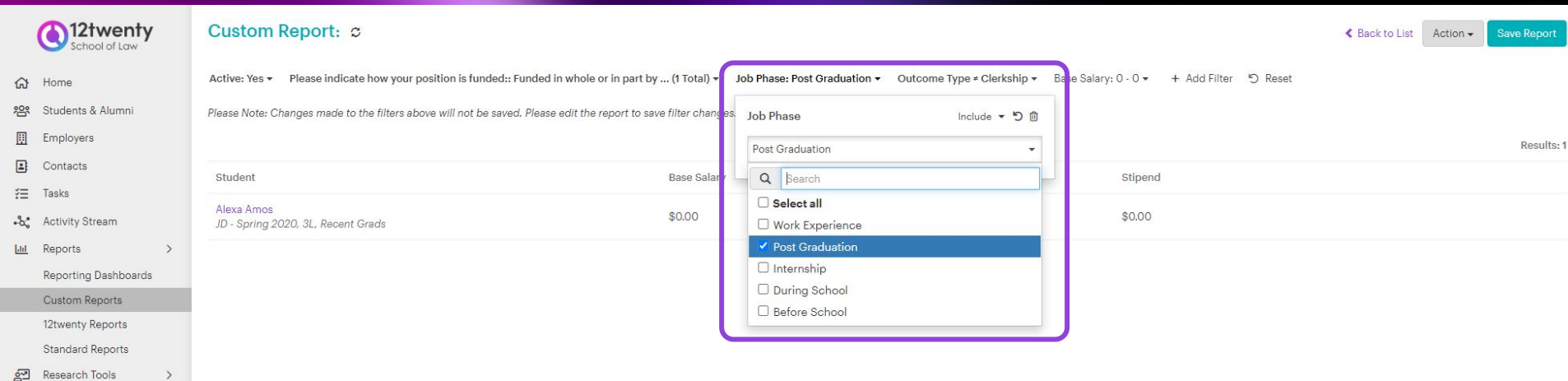
☐ Grant from an outside organization (e.g., Skadden Fellowship, Equal Justice Works)

☐ No special funding



Outcome Reported:

Student reports a **University or Law School Funded** job without submitting a **Salary** or **Stipend**



12twenty
School of Law

Custom Report: ↻

Active: Yes ▾ Please indicate how your position is funded:: Funded in whole or in part by ... (1 Total) ▾ Job Phase: Post Graduation ▾ Outcome Type: Clerkship ▾ Base Salary: 0 - 0 ▾ + Add Filter ↻ Reset

Please Note: Changes made to the filters above will not be saved. Please edit the report to save filter changes.

Student	Base Salary	Stipend
Alexa Amos JD - Spring 2020, 3L, Recent Grads	\$0.00	\$0.00

Results: 1

Job Phase Include ▾ ↻

Post Graduation ▾


Search

- ☐ Select all
- ☐ Work Experience
- ☒ Post Graduation
- ☐ Internship
- ☐ During School
- ☐ Before School





Outcome Reported:

Student reports a **University or Law School Funded** job without submitting a **Salary** or **Stipend**



12twenty
School of Law

Custom Report: 

Active: Yes ▾ Please indicate how your position is funded:: Funded in whole or in part by ... (1 Total) ▾ Job Phase: Post Graduation ▾ Outcome Type ▾ Clerkship ▾ Base Salary: 0 - 0 ▾ + Add Filter  Reset

Please Note: Changes made to the filters above will not be saved. Please edit the report to save filter changes.

Student	Base Salary	Stipend
Alexa Amos JD - Spring 2020, 3L, Recent Grads	\$0.00	\$0.00

Results: 1

First Previous 1 Next Last

- Home
- Students & Alumni
- Employers
- Contacts
- Tasks
- Activity Stream
- Reports
 - Reporting Dashboards
 - Custom Reports
 - 12twenty Reports
 - Standard Reports
- Research Tools



Outcome Reported:

Student reports a **Law Firm Size** without a **Law Firm** employment type



Outcome Reported:

Student reports a **Law Firm Size** without a **Law Firm** employment type

12twenty
School of Law

Custom Report: [↻](#)

Active: Yes ▼ Total Size of Law Firm (size of entire firm by total number of attorneys): Solo (you have started your own... (9 Total) ▼ Employment Type (Outcome) = Law Firm ▼ Job Phase: Post Graduation ▼ + Add Filter ↻ Reset

Please Note: Changes to filters will be applied to the report to save filter changes.


Results: 6

Student	Employment Type	Total Size of Law Firm (size of entire firm by total number of attorneys)
Adriana Albert JD - Spring 2022	Government	11-25 attorneys
Akshay Alsa JD - Spring 2012	Business & Industry	251-500 attorneys
Alejandro Ambroz JD - Spring 2012	Other	501+ attorneys
Celia Chou JD - Spring 2013	Education	501+ attorneys
Collin Cour JD - Spring 2014	Business & Industry	501+ attorneys
Cory Craciun JD - Spring 2014, 3L	Government	51-100 attorneys

First Previous 1 Next Last

Outcome Reported:

Student reports a **Law Firm Size** without a **Law Firm** employment type



Home
Students & Alumni
Employers
Contacts
Tasks
Activity Stream
Reports
Reporting Dashboards
Custom Reports
12tventy Reports
Standard Reports
Research Tools
Interviews and Job Listings
Appointments
Events
Candidate Search
Resume Books

Custom Report:

Active: Yes ▼ Total Size of Law Firm (size of entire firm by total number of attorneys): Solo (you have started your own... (9 Total) ▼

Please Note: Changes made to the filters above will not be saved. Please edit the report to save filter changes.

Student	Employment Type	Total Size of Law Firm (size of entire firm by total number of attorneys)
Adriana Albert JD - Spring 2022, Recent Grads	Government	
Akshay Alsaif JD - Spring 2012, 3L	Business & Industry	
Alejandro Ambriz Lopez JD - Spring 2012, 3L	Other	
Celia Chou JD - Spring 2013, 3L	Education	
Collin Courie JD - Spring 2014, 3L	Business & Industry	501+ attorneys
Cory Craciun JD - Spring 2014, 3L	Government	51-100 attorneys

First Previous 1 Next Last

Back to List Action Save Report

Employment Type (Outcome) • Law Firm ▼ Job Phase: Post Graduation ▼ + Add Filter Reset

Employment Type (Outcome) Exclude

Law Firm

Search


☐ Select all
☐ Business & Industry
☐ Education
☒ Law Firm
☐ Government
☐ Public Interest
☐ Other

Results: 6



Outcome Reported:

Student reports a **Law Firm Size** without a **Law Firm** employment type



Home

Students & Alumni

Employers

Contacts

Tasks

Activity Stream

Reports >

Reporting Dashboards

Custom Reports

12twenty Reports

Standard Reports

Research Tools >

Interviews and Job Listings

Appointments

Events

Candidate Search

Resume Books

Custom Report:

Active: Yes

Total Size of Law Firm (size of entire firm by total number of attorneys): Solo (you have started your own... (9 Total)

Employment Type (Outcome) = Law Firm

Job Phase: Post Graduation

+ Add Filter

Reset

Please Note: Changes made to the filters above will not be saved. Please edit the report to save filter changes.

Student
Adriana Albert JD - Spring 2022, Recent Grads
Akshay Alsaif JD - Spring 2012, 3L
Alejandro Ambriz Lopez JD - Spring 2012, 3L
Celia Chou JD - Spring 2013, 3L
Collin Courie JD - Spring 2014, 3L
Cory Craciun JD - Spring 2014, 3L

Employment Type
Government
Business & Industry
Other
Education
Business & Industry
Government

Total Size of Law Firm (size of entire firm by total number of attorneys)
11-25 attorneys
251-500 attorneys
501+ attorneys
501+ attorneys
501+ attorneys
51-100 attorneys

First

Previous

1

Next

Last

Results: 6



Outcome Reported:

Student reports a **Law Firm Size** without a **Law Firm** employment type

Job - Offer Accepted

(*) indicates a required field for students only (not required for administrators).

Basics

Employer * ⓘ
Simpson Thacher & Bartlett LLP ⓘ

Job Title * ⓘ
Job Title

Employment Type * ⓘ
Business & Industry ▼

Detailed Employment Type
Healthcare ▼

Job - Offer Accepted

(*) indicates a required field for students only (not required for administrators).

Basics

Employer * ⓘ
Simpson Thacher & Bartlett LLP ⓘ

Job Title * ⓘ
Job Title

Employment Type * ⓘ
Law Firm ▼

Detailed Employment Type
-- Please select a value -- ▼



Outcome Reported:

Student reports a **Law Firm Size** without a **Law Firm** employment type

Job - Offer Accepted

(*) indicates a required field for students only (not required for administrators).

Basics

Employer * ⓘ
Simpson Thacher & Bartlett LLP ⓘ

Job Title * ⓘ
Job Title

Employment Type * ⓘ
Law Firm

Detailed Employment Type
-- Please select a value --

Job - Offer Accepted

(*) indicates a required field for students only (not required for administrators).

Basics

Employer * ⓘ
Simpson Thacher & Bartlett LLP ⓘ

Job Title * ⓘ
Job Title

Employment Type * ⓘ
Law Firm

Type of Job
-- Please select a value --

Detailed Employment Type
Law Firm/Private Practice

Total Size of Law Firm (size of entire firm by total number of attorneys) *
501+ attorneys

-- Please select a value --

- Solo (you have started your own law firm as a solo practitioner)
- 1-10 attorneys
- 11-25 attorneys
- 26-50 attorneys
- 51-100 attorneys
- 101-250 attorneys
- 251-500 attorneys
- 501+ attorneys
- Unspecified
- Bar Passage Required/Anticipated (includes judicial)



Outcome Reported:

Student reports a **Law Firm Size** without a **Law Firm** employment type

Job - Offer Accepted

(*) indicates a required field for students only (not required for administrators).

Basics

Employer *

Simpson Thacher & Bartlett LLP

Job Title *

Job Title

Employment Type *

Law Firm

Type of Job

-- Please select a value --

Detailed Employment Type

Law Firm/Private Practice

Total Size of Law Firm (size of entire firm by total number of attorneys) *

501+ attorneys

-- Please select a value --

Solo (you have started your own law firm as a solo practitioner)

1-10 attorneys

11-25 attorneys

26-50 attorneys

51-100 attorneys

101-250 attorneys

251-500 attorneys

501+ attorneys

Unspecified

Bar Passage Required/Anticipated (includes judicial)

Job - Offer Accepted

(*) indicates a required field for students only (not required for administrators).

Basics

Employer *

Simpson Thacher & Bartlett LLP

Job Title *

Job Title

Employment Type *

Business & Industry

Detailed Employment Type

Healthcare

Audit Logs



Audit Logs

Purpose: Track changes made to Student Profiles and Outcomes

How: 12twenty stores the date, time, and values of each record when it is created or altered.

Why:

- Provides the original and newly selected value(s)
- Captures the creation of the record
- Ensures changes are logged and available for auditing



Audit Logs

Purpose: Track changes made to Student Profiles and Outcomes

Example Outcome Audit Log

04/25/2023, 10:58am PDT	Jake Smith (Student)	Outcome - Add	Stock Options	None → No	Is this a short-term position?	None → No
			What is your approximate start date?	None → 04/03/2023	Job Phase	None → Post Graduation
	Address 1	None → 100 Street Name Blvd.	Base Salary Pay Period	None → per year	Job Title	None → Immigration Paralegal
	North America Region	None → Mid-Atlantic	Carried Interest Pay Period	None → per year	Knowledge Source	None → Student Reported
	World Region	None → North America	North America Region - Alternate Grouping	None → 5	Number of Employees	None → 51-200
	Offer Received Date	None → 03/27/2023	Total Compensation Pay Period	None → per year	Survey Period	None → At Graduation
	Reported Date	None → 04/25/2023	Metro Area	None → Los Angeles -- CA	Timing of Offer	None → Before graduation
	Outcome Type	None → Job	Employer Website	None → FirmSite.com	Employment Type	None → Law Firm
	Is Rumor Job	None → No	Postal Code	None → 90401	Practice Area	None → Government Regulation
	Offer Status	None → Accepted	Employer	None → The Law Firm	Detailed Employment Type	None → Law firm - private practice
	Is Approved	None → No	Include in Reporting	None → Yes	Employment Requirement	None → Professional Position
	Student	None → Jake Smith	Is this a full-time position?	None → Yes	I'm volunteering and not currently receiving compensation	None → No
	Location Type	None → On Site	Is this a full-time position (Own Venture)?	None → Yes	Total Size of Law Firm (size of entire firm by total number of attorneys)	None → 11-25 attorneys
	Country	None → United States (USA)	Yes! I would like to share this experience with my peers via the Student & Alumni Directory, excluding any fields marked with a protected icon	None → No	Please indicate how your position is funded:	None → Employer funded (traditional employment)
	Country serving	None → United States (USA)	Is this a short-term position?	None → No	Type of Job	None → Paralegal
	US State / Canada Province	None → California	Job Phase	None → Post Graduation	Detailed Practice Area	None → Immigration and Nationality Services
	Start Date	None → 04/03/2023	Job Title	None → Immigration Paralegal	Are you working in a law-related capacity?	None → Yes
	12twenty ID	None → 150080057325139	Knowledge Source	None → Student Reported	City	None → Los Angeles - CA
	Start Date	None → 04/03/2023	Number of Employees	None → 51-200	Work During Bar Prep	None → Yes
	Base Salary	None → 80000	Survey Period	None → At Graduation		
	Estimated Total Compensation	None → 80000				
	Currency	None → USD				
	Stock Options	None → No				



Audit Logs

Purpose: Track changes made to Student Profiles and Outcomes

Change Log

04/25/2023, 11:20am PDT Janet Ross Outcome - Edit

Additional Job Sources	None	→ Referral by business colleague, friend, relative, alumni, or school personnel, Self-initiated contact, e.g. a targeted mailing, an informational interview, or the result of networking
Job Source	None	→ Self-initiated contact, e.g. a targeted mailing, an informational interview, or the result of networking
Does this position require a law degree?	None	→ Yes
Did this job come as a result of an internship you had with this employer?	None	→ No
Yes! I would like to share this experience with my peers via the Student & Alumni Directory, excluding any fields marked with a protected icon	No	→ Yes
Job Title	Paralegal	→ Associate Attorney
Employment Requirement	Professional Position	→ Bar Passage Required/Anticipated (includes judicial clerks)
Are you still seeking another job?	None	→ No
Type of Job	Paralegal	→ Associate/Entry-level attorney
Is Approved	No	→ Yes
Additional Custom Job Sources	None	→ Referral by business colleague, friend, relative, alumni, or school personnel Self-initiated contact, e.g. a targeted mailing, an informational interview, or the result of networking



Audit Logs

Purpose: Track changes made to Student Profiles and Outcomes

Change Log

04/25/2023, 11:20am PDT Janet Ross Outcome - Edit

Additional Job Sources	None	→	Referral by business colleague, friend, relative, alumni, or school personnel, Self-initiated contact, e.g. a targeted mailing, an informational interview, or the result of networking
Job Source	None	→	Self-initiated contact, e.g. a targeted mailing, an informational interview, or the result of networking
Does this position require a law degree?	None	→	Yes
Did this job come as a result of an internship you had with this employer?	None	→	No
Yes! I would like to share this experience with my peers via the Student & Alumni Directory, excluding any fields marked with a protected icon	No	→	Yes
Job Title	Paralegal	→	Associate Attorney
Employment Requirement	Professional Position	→	Bar Passage Required/Anticipated (includes judicial clerks)
Are you still seeking another job?	None	→	No
Type of Job	Paralegal	→	Associate/Entry-level attorney
Is Approved	No	→	Yes
Additional Custom Job Sources	None	→	Referral by business colleague, friend, relative, alumni, or school personnel Self-initiated contact, e.g. a targeted mailing, an informational interview, or the result of networking

Outcome Note

Creator	None	→	Janet Ross
Date	None	→	04/25/2023
Has Attachment	None	→	No
Note Text	None	→	Graduate filled out employment survey, and responses were reviewed for accuracy and completeness during a phone exit meeting with Janet Ross on April 30, 2023. Values were updated to reflect accurate employment.
Visibility	None	→	2
Owner	None	→	Janet Ross
Create Date	None	→	04/30/2023 10:27am
Modify Date	None	→	04/30/2023 10:27am
Admin Visibility	None	→	All Groups
Student Visibility	None	→	Me Only

Tip: Create a custom **Note Type** called "Outcome Audits," "Outcome Verification," "ABA/NALP," or similar to help your team quickly run reports specifically for notes that relate to outcomes.



Thank You!

Contact us at customersuccess@l2twenty.com

