



BEST PRACTICES FOR TORONTO SUMMER AND ARTICLING RECRUITMENT ACTIVITIES

1. Introduction

These “*Best Practices for Toronto Summer & Articling Recruitment Activities*” (“Best Practices”) were prepared by the Summer and Articling Working Group of the Canadian Section of NALP (the “Working Group”). The Working Group consists of recruitment professionals including legal employers and career development officers from a number of law schools.

The Law Society of Upper Canada (“LSUC”) regulates summer recruitment in Toronto and articling recruitment across Ontario. The LSUC outlines specific procedures and guidelines regarding recruitment in the following documents:

- 1) *2018 Toronto Summer Student Recruitment Procedures*;
- 2) *2018-2019 Articling Recruitment Procedures* (items 1 and 2 are referred to collectively as the “Recruitment Procedures”); and
- 3) *Summary of Hiring Practice Guidelines* (the “Guidelines”).

The Recruitment Procedures and the Guidelines are on the Law Society of Upper Canada website at:

<http://lsuc.on.ca/recruitment-procedures/>

The Recruitment Procedures are binding on employers and students.

The purpose of these Best Practices is to provide further clarity with respect to certain aspects of the recruitment process that are not directly addressed by the Recruitment Procedures and/or the Guidelines. Accordingly, it is important that these Best Practices be read in conjunction with the applicable Recruitment Procedures, as well as the Guidelines. For ease of reference, these Best Practices cross-reference the applicable Recruitment Procedures and the Guidelines. However, employers and students participating in the recruitment process should also review the Recruitment Procedures and the Guidelines separately. Students who have questions or concerns at any stage of the recruitment process are encouraged to seek guidance from their Career Development Office (“CDO”).

2. Communication regarding on campus interviews (“OCIs”)

Q. Can employers advise students whether or not they have been granted an OCI?

A. Yes, however, many employers prefer not to advise the students directly; they leave it to the CDO to advise the students. For those employers who prefer to advise students directly, some CDOs may ask these employers to wait until a specified date before providing this information to students.

3. Communicating intent to call students on designated call days

Q. Can employers notify students in advance that the employer will call on call day?

A. Yes. While employers are not permitted to schedule (or suggest a time or date for) interviews with students prior to call day, employers are permitted to notify students that they intend to call on call day for the purpose of scheduling an interview.¹ While this helps students to plan interview schedules in advance of call day, students are not required to respond to an employer's intention to call or reciprocate their own intention to accept or decline an interview and/or meal invitation prior to call day. This is discussed further in Section 4 of these Best Practices below.

Employers may however advise students following the OCI (and before call day) of any dates of events to which ALL interviewees will be invited.

Sample communication prior to call day: "We enjoyed meeting you at the OCI and would be delighted to offer you an interview during the designated interview period. In this regard, we will contact you on call day to schedule a mutually convenient time and date. Please note that we are hosting a cocktail reception for all candidates on Monday evening, November 6th from 5:30-6:30 p.m. and hope you will be able to join us. There is no need to RSVP at this time and we look forward to speaking with you on call day."

4. Declining or cancelling interviews

Q. When should students decline or cancel interviews?

A. If a student has been notified by an employer that the employer will be calling on call day to schedule an interview, and the student has no intention of scheduling an interview with that employer, the student is encouraged to advise the employer before call day as it may enable that employer to offer an interview to another candidate.

¹ LSUC 2018 Toronto Summer Student Recruitment Procedures, Part C, Section 5 (second year summer students) and Part D, Section 4 (first year summer students); and 2018-2019 Articling Recruitment Procedures, Part C, Section 5 (recruitment by Toronto firms).

If a student becomes unavailable to attend a scheduled interview, the student should advise the employer immediately. Cancelling interviews in a timely manner is a general courtesy, and may provide an opportunity for another student.

5. Scheduling receptions and dinners

Q. When during interview week do receptions and dinners typically take place?

A. The timing of these events is at the discretion of employers. However, scheduling receptions between 5:00 p.m. – 7:30 p.m., and dinners after 7:00 p.m., allows students to maximize their attendance at events. Students are encouraged by CDOs to meet with as many employers as possible during recruitment periods to ensure informed career decisions.

Employers should not pressure students to accept invitations to attend receptions and dinners by implying that attendance at such events will have a negative or positive impact on ranking.

6. Interview Questions

Q. What types of questions are inappropriate for employers to ask during interviews? How should candidates be screened or selected?

A. Employers must conduct interviews (e.g., on campus interviews, in-firm interviews, cocktail receptions, dinners with candidates) in accordance with the Guidelines. The Guidelines were created by the LSUC to bring awareness and a better understanding of concerns raised regarding interview questions asked during recruitment, and to assist firms in reviewing their interview and hiring practices. The objective of the Guidelines is to ensure conformity to the ethical standards of the legal profession and with human rights legislation. The Guidelines recommend that screening applicants should be based on the job description and not be discriminatory. Interview questions should also relate to the job description. The Guidelines provide examples of inappropriate interview questions.²

7. Scheduling follow-up interviews and meetings during interview week

Q. When during interview week should follow-up interviews take place?

A. Follow-up interviews typically occur on day two or three of interview week.

8. Split summers

Q. When should students raise the possibility of a split summer with a prospective employer?

² LSUC Summary of Hiring Practice Guidelines, section 6.

A. Students are encouraged to discuss with employers the possibility of doing a split summer as early as possible in the interview process, and prior to receiving an offer.

9. Timing of offers; communication of intention to make an offer

Q. When are employers permitted to make offers to students?

A. Employers are permitted to make offers, or communicate an intention to make an offer, only in accordance with timing prescribed by the LSUC.³ All participants in the recruitment process should be aware of the applicable date and time. It should be noted that employers are permitted to communicate their intentions to make offers to their own summer students (for subsequent summer positions or articling positions), prior to the LSUC's prescribed timing. This is discussed further in Section 14 of these Best Practices below.

Q. If an employer makes an offer to a student that is contrary to the LSUC's prescribed timing, is it appropriate for the student to accept the offer?

A. The student should not accept the offer until the offer is made in accordance with the LSUC's prescribed timing. The student is also encouraged to advise and/or seek guidance from their CDO if they feel an offer was made contrary to the Recruitment Procedures.

10. "Cooling Off" Period

Q. During interview week, are there periods in which communication between employers and students is prohibited?

A. The LSUC Recruitment Procedures establish a "cooling off" period, wherein employers are prohibited from contacting students and students are prohibited from contacting employers, which extends from 3:00 p.m. to 5:00 p.m. on Offer Day.⁴

11. Improper communications; other inappropriate conduct

Q. Subject to the exception for an employer's own summer students, what are some examples of improperly communicating an intention to make an offer? What are some examples of other inappropriate employer conduct during recruitment?

A. Examples of improper employer communications that could be interpreted as an intention to make an offer include, but are not limited to:

³ LSUC 2018 Toronto Summer Student Recruitment Procedures, Part C, Section 8 (second year summer students) and Part D, Section 7 (first year summer students); and 2018-2019 Articling Recruitment Procedures, Part C, Section 7.

⁴ LSUC 2018 Toronto Summer Student Recruitment Procedures, Part C, Section 7 (second year summer students) and Part D, Section 6 (first year summer students); and 2018-2019 Articling Recruitment Procedures, Part C, Section 6.

- 1) telling a student that he or she will receive a call at 5:00 p.m. on offer day;
- 2) telling a student that he or she can cancel other interviews; and
- 3) telling a student that he or she is invited to a celebratory event taking place after the time offers can be extended.

Examples of other inappropriate employer conduct during recruitment include, but are not limited to:

- 4) pressuring a student to reciprocate and/or express a certain level of interest in the employer;
- 5) pressuring a student to spend an excessive amount of time with the employer to the exclusion of other employers; and
- 6) asking a student a hypothetical question such as “If we made you an offer, would you accept it?”

Where questions or concerns arise, students are strongly encouraged to seek guidance from their CDO.

12. Time to consider offers

Q. Can students take time to consider offers prior to accepting or declining an offer?

A. Yes. The LSUC Recruitment Procedures provide time for students to consider offers that have been made to them.⁵ If needed, students are permitted to take this time to consider their options. However, students should consider the “rank order” of their preferred employers prior to the time that offers are to be made, so that they can accept or decline offers expeditiously. Declining offers quickly allows employers to make offers to other students.

13. Conduct after accepting an offer

Q. After accepting an offer, can students keep other offers open or continue to interview? If an employer knows that a student has accepted a position at another organization, can the employer still offer the student a position?

A. No. Students who accept an offer must immediately notify employers from whom they have an outstanding offer or with whom they have scheduled interviews. Students who accept an offer must honour that commitment, regardless of what offers are subsequently received, and

⁵ LSUC 2018 Toronto Summer Student Recruitment Procedures, Part C, Section 8 (second year summer students) and Part D, Section 7 (first year summer students); and LSUC 2018-2019 Articling Recruitment Procedures, Part B, Section 5 and Part C, Section 7.

must not thereafter interview with other prospective employers. An employer must not knowingly make an offer to a student who has already accepted a position at another organization.⁶

14. Notifying summer students of offers to return

Q. When should employers extend offers to hire back their own summer students for a subsequent summer position or an articling position?

A. The LSUC recruitment procedures provide that employers are not permitted to extend offers of employment until a prescribed date.⁷ However, with regard to an employer's own summer students, an employer is permitted to communicate, prior to the prescribed date, an early offer of employment. Employers are encouraged to communicate these early offers to their own summer students regarding returning employment (for articling or a subsequent summer) before the application deadline. Summer students who receive early offers must respond within two business days by notifying the employer that the student accepts, rejects or is holding an offer. Holding an early offer means that the offer remains open until either the student notifies the employer of acceptance or rejection of the offer or the earliest time until which offers of employment for that recruitment process must be allowed to remain open. Employers are not permitted to put undue pressure on students to communicate an acceptance or rejection of an early offer.⁸ Once an employer communicates an early offer, the student is entitled to rely upon that communication, regardless of whether the student applies to other employers and participates in the recruitment process, provided the student has notified the employer that he or she is holding the offer. Employers are encouraged to advise their students accordingly.

These Best Practices are reviewed annually prior to the fall recruitment period by the NALP Summer and Articling Recruitment Group. If you have comments or suggestions, please contact your CDO.

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⁶ LSUC 2018 Toronto Summer Student Recruitment Procedures, Part B, Section 9; and LSUC 2018-2019 Articling Recruitment Procedures, Part B, Section 9.

⁷ See Note 3, above.

⁸ LSUC 2018 Toronto Summer Student Recruitment Procedures, Part C, Section 9 (second year students); and LSUC 2018-2019 Articling Recruitment Procedures, Part B, Section 10.

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Student Professionalism During the Interview Season:

A Quick Guide to Your Ethical Responsibilities in the Offer and Decision-Making Process

Fall interviewing season is stressful. Thinking about offers and decisions may seem like the least of your worries — and yet how and when you respond to offers makes a tremendous difference. Your offer could even expire if you don't focus on your response deadline. Equally important, your professionalism in responding to offers sets the tone for your relationship with employers who have expressed an interest in you. But what should that professionalism include? And what are all those "NALP Timing Guidelines" or "Principles and Standards for the Timing of Offers and Decisions" your career services office keeps talking about?

Here are some of the questions law students most often ask about these ethical standards. These answers provide you with a quick guide to the essentials of navigating the fall interviewing season with professionalism.

What are the NALP timing guidelines and why are they important?

Virtually all ABA-accredited law schools and the majority of the largest legal employers of lawyers in the United States (large law firms, governmental agencies, and some corporations and public service organizations) belong to NALP. One of the fundamental reasons NALP was formed in 1971 was to promote fairness and informed decision-making during the recruitment process. Together, the law schools and employers belonging to NALP have developed and agreed to abide by the "NALP Principles and Standards," a set of guidelines that offers an ethical framework for all participants in the recruiting process.

Under the NALP timing guidelines, employers are required to leave offers open for specified lengths of time to allow you to complete your interviewing schedule so that you may make an informed decision about this important first step in your legal career. You as a law student also have certain ethical responsibilities affecting such areas as response dates and how many offers you can hold. It is important for you to remember that a lack of responsiveness can have a negative impact on your reputation and future career.

When, exactly, do I have to respond to offers and what is the reaffirmation requirement?

The NALP timing guidelines are specific to the type of offer a candidate receives and the date the offer was extended. Moreover, it is important that candidates read each offer letter carefully to determine the employer's reaffirmation requirement. The timing guidelines specify that employers offering full-time positions to commence following graduation to candidates not previously employed by them — and employers offering positions for the following summer to candidates not previously employed by them — should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks following the date of the offer letter. In addition, the guidelines state that candidates should reaffirm these offers within 14 days from the date of the offer letter if the employer requests such reaffirmation in the offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period. Candidates must read offer letters carefully, as each firm will have different reaffirmation requirements.

Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least October 1 or 28 days following the date of the offer letter, whichever is later. In addition, candidates should reaffirm these offers (dated prior to or on September 2) within 30 days from the date of the offer letter if the employer requests such reaffirmation in the offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 30-day period.

If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the law school's on-campus interview pro-

gram, that offer should not expire until at least 28 days following the first day of the law school's on-campus interview program. Employers offering positions for the following summer to candidates previously employed by them should also leave those offers open until at least 28 days following the first day of the law school's on-campus interview program.

Regardless of what the guidelines say, be sure you understand by what precise date your offer expires. If you have any uncertainty as to when the employer needs to have your response, do not hesitate to contact them and clarify the exact expiration date.

Students should decline offers by direct contact with an employer as soon as possible. As soon as the offer is declined, the employer is able to give that offer to another student. It is unprofessional and reflects poorly upon students if students permit offers to expire.

Do NALP's timing guidelines ever allow employers to require my decision sooner?

First, it is important to note that the NALP guidelines were formulated specifically to promote fairness amid the pressures of the fall interviewing season. When offers are made at other times of the year, the NALP guidelines simply state that offers should remain open for at least two weeks after the date made.

Second, the NALP timing guidelines state that employers with 40 or fewer attorneys in all offices are required to keep offers made through December 15 open for at least three weeks and offers made after December 15 open for at least two weeks. Because smaller employers generally cannot forecast their hiring needs a year in advance and must staff their offices as needs arise, they are less likely to participate in fall interviewing, but you should be aware of this provision.

What if I need more time to decide?

The NALP guidelines state that candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire. Again, professionalism should govern any requests for extensions of time. Employers need to know whether they have met their hiring needs. Consider requesting an extension only when there is a compelling reason to do so.

For candidates pursuing an opportunity with a public in-

terest or government organization NALP guidelines state "students may request that an employer extend the deadline to accept the employer's offer until as late as April 1 if the student is actively pursuing positions with public interest or government organizations. Students may hold open only one offer in such circumstances. Employers are encouraged to grant such requests." (Principles & Standards Part V.B.2 & C.2)

If your decision is affected by the plans of your significant other, NALP has developed "Interpretations" of the Principles and Standards that encourage employers to grant extensions, but keep in mind that the Interpretations are not requirements.

How many offers can I consider at once?

Pursuant to NALP Principles and Standards Part V.A.3, a student should not hold open more than five offers of employment at any one time. For each offer received that places a student over the offer limit, the students should, within one week or receipt of the excess offer, release an offer. This is one of the most important provisions of the NALP guidelines. If you hold excess offers, you are preventing employers from extending those offers on a timely basis to others in their pool of candidates.

If you are genuinely having trouble deciding among a number of employers, ask yourself why. Do you need to do further research on the employers? Should you have another conversation with one or more of your contacts at a firm? Do you need to revisit a firm to be sure it's right for you? While you should be cautious about assuming employers will be willing or able to pay for endless visits, you will find that employers are anxious to facilitate your decision-making process and to help you determine whether they are the right "fit."

Some students hesitate to reject an offer — even when it is clearly not of interest — because they are reluctant to "break the bad news" to an employer. As sorry as employers might be to receive your rejection, they will respect your professionalism — and your awareness of their firms' interests — if you reject on a timely basis and do so by phone or email (not "snail mail"). Employers need to be able to extend new offers as promptly as possible, and there are other students waiting and hoping to receive those offers.

What are the best practices for communication with employers?

The way you communicate with employers during the in-

terview season is extremely important — failure to communicate professionally can seriously affect an employer's perception of you. While you may feel overwhelmed and stressed during this process, it is critical that you keep courtesy in mind and communicate appropriately with employers. If an employer contacts you for any reason, respond with an acknowledgment as soon as possible. Everyone understands that students are busy during this season but sending a simple acknowledgment that you received a voicemail or email does not take much time, while the failure to do so can easily alienate the person who contacted you. During the season, you are likely to receive multiple follow-up calls or emails. If you do not feel that speaking with someone would be helpful to your decision-making process, send an email letting the person know that you received the message, that you appreciated the call or email, and that you will reach out if you have any further questions. Be sure to have a voicemail greeting that is professional in tone and nature. Make sure your email, phone number, and address are as up-to-date as possible.

After you receive an offer from a firm, you may receive invitations to an offer dinner or reception, or to other firm events. You should always RSVP (yes or no) promptly. If you do commit to attending an event, you should show up. If you cannot attend for any reason after you have accepted the invitation, you should let the employer know as soon as possible — do not be a “no show.” Similarly, do not simply show up for an event if you have not RSVP'd in advance.

What if the employer I am interviewing with is not a NALP member or is not abiding by the NALP Guidelines?

Compliance with the NALP Principles and Standards is voluntary. However, most NALP member employers and most law schools do take the Principles and Standards seriously because they respect the need for ethical guidelines to promote fairness in the interviewing and offer process. Violations of the NALP guidelines should be reported to your career services office.

How can I learn more?

Read the full text of the Principles and Standards at www.nalp.org/principles (or go to www.nalp.org > *Principles & Standards* > *Full Text of NALP Principles & Standards*) A set of Interpretations of the Principles and Standards were developed to guide employers; they are not requirements but may help you understand how employers are

most likely to interpret the Principles and Standards.

The Interpretations can be found at www.nalp.org/interpretations (or go to www.nalp.org > *Principles & Standards* > *Interpretations*). ■

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| Regulatory Body or Voluntary Guidelines | NALP (Principles and Standards for Law Placement and Recruitment Activities) | <p>In Canada, summer and articling student recruitment is governed by the various provincial law societies (lawyer regulatory body) and/or the local bar association.</p> <p>Toronto: Law Society of Ontario (mandatory rules)</p> <p>Vancouver: Vancouver Bar Association (voluntary guidelines for all downtown Vancouver employers regarding summer and articling recruitment) and Law Society of BC (mandatory rules for all downtown Vancouver employers regarding articling recruitment only)</p> <p>Calgary: Summer and Articling Recruitment Protocol (voluntary guidelines which are followed by most larger downtown Calgary firms)</p> |
| On Campus Interview dates | End of July to first full week of August (further recruiting for non-biglaw and other employers takes place in September onward) ¹ | <p>Toronto: Mid-September to Mid-October</p> <ul style="list-style-type: none"> • Each school offers 1 or 2 days of Toronto employer OCIs per year. • Separate OCIs also held for Vancouver and Calgary employers in late September to early October. |
| Locations | Campuses, Hotels | <p style="text-align: center;">Campuses</p> <ul style="list-style-type: none"> • Curtained booths or offices • In-person or Videoconference OCIs |
| Size | Varies by school and market, but for larger or more sought-after schools, it's around 100 or more employers | <p>Varies by school and market; 5 employers to 55 employers</p> <ul style="list-style-type: none"> • University of Toronto hosts 55 Toronto OCI employers over 2 days of OCIs. Many employers send multiple teams of interviewers. • Allard Law at UBC hosts 5 Toronto employers in-person and 7 Toronto employers via videoconference over 1 day of OCIs. 35 Vancouver employers participate in 2 days of OCIs at Allard Law. |

¹ Some firms like to interview and extend offers to candidates before OCIs. The timeframe for that is early July.

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| Student application/bidding process | Howard/Georgetown: Given about 3 to 4 weeks prior to OCI to research all firms and apply to them (often called “bidding” on employers) | <p>Toronto: Common Application Deadline: 3rd Monday in August at 5pm EST (Aug 20, 2018 for 2L Summer 2019 Toronto positions)</p> <ul style="list-style-type: none"> • viLawPortal opens 1 month before application deadline. • Students apply directly to employers (no resume collection) • Some law schools may set earlier internal application deadlines for their own students, depending on their OCI dates <p>Vancouver: Common Application Deadline: 1st Wednesday of September</p> <ul style="list-style-type: none"> • Some law schools may set earlier internal application deadlines for their own students, depending on their OCI dates <p>Calgary: No Common Application Deadline. Firms typically request applications in early to mid September. Some law schools may set a common application deadline for Calgary OCI employers.</p> |
| Employer pre-selection process | Where applicable, employers choose whom they wish to interview around 10-12 days after student bidding closes ² | <p>Toronto: Employers typically choose whom they wish to interview around 7-15 days before each OCI program.</p> <ul style="list-style-type: none"> • Students can accept or decline each individual employer’s OCI invitation. • Some schools permit students to schedule their own OCIs; other schools auto-schedule OCIs. |
| Student on campus interviews | Some (usually at the top of the class) will have an average of 15-20 interviews in the course of a week | Depends on number of employers OCing at the school. A top student who has applied broadly will have 20 to 30 interviews over 2 days. The median number of OCIs per student will be 5 to 8 interviews over 2 days. |

² Some schools operate off of a lottery system where employers do not have control over whom they interview. Students are matched with employers for interviewing based on an algorithm that factors in how students rank the firms they apply to. Some schools employ a “hybrid” process where part of an employer’s interview schedule will be chosen through lottery and the other part pre-selected by the employer.

Callback dates / In-Firm Interview Period

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|  USA | <p>Will start the first full week of August.</p> <p>Some callback offers are given on the spot during on-campus screening interviews; others are made by phone usually within a day or two.</p> |
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|  Toronto |  Vancouver |  Calgary |
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| <ul style="list-style-type: none"> • Intention to call emails: Permitted anytime for Toronto employers. Non-OCI employers send ITC emails anytime between application deadline and interview call day. OCI employers typically send ITC emails shortly after OCIs, but sometimes as late as the day before Interview Call Day. • Interview Call Day: Last Friday of October at 8am EST. Firms will phone on this day to advise candidates that they have been invited for an in-firm interview, to be scheduled for interview week. Interview offers made via phone. • Interview Week: 1st Mon, Tues, and Wed of November (Nov 5-7, 2018 for 2L summer 2019 positions). Realistically, 1st interviews are held on Monday with top candidates invited back on Tuesday and Wednesday. It is practically difficult to accept interview invitations from more than 6 employers. Most candidates who have scheduled 1st interviews on Tuesday find that they will cancel these interviews in order to spend more time with preferred employers on Tuesday and Wednesday. • Cooling off period: 3pm EST to 5pm EST on Wednesday of Interview Week. No contact permitted between students and employers. | <ul style="list-style-type: none"> • Intention to Call Emails: Permitted on the Wednesday before Interview Call Day, starting at 8am, until 8pm on the Thursday before Interview Call Day. • Interview Call Day: Typically scheduled on the 1st Thursday of October, at least 1.5 weeks before Interview Week (Thurs, Oct 4, 2018 at 8am for 2L Summer 2019 positions). Interview offers made via phone. • Interview Week: Typically 3rd week of October on Monday, Tuesday, Wednesday. Vancouver employers will typically conduct 1st interviews on Monday and Tuesday, and follow-up interviews on Tuesday and Wednesday. | <ul style="list-style-type: none"> • No regulated in-firm interview period. In-firm interviews typically held in September and October, after OCIs, but before Job Offer Day. • In-firm interview invitations can be deceptively casual, i.e., a firm will tell a student, “If you’re in Calgary over the next little while, drop by the office for a coffee.” which means that the firm would like to see the student for an in-firm interview invitation. Other firms may have a more structured in-firm interview process, where students are formally invited to the firm on a specific day at a specific time. |

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| Offers | <p>Happens in waves:</p> <ul style="list-style-type: none"> • The first wave of offers usually comes within a day or two after callbacks (sometimes the day of or on the spot); • The second wave may come a week or more, depending on how soon “first-wave” students decline/accept offers | <p>Toronto:</p> <ul style="list-style-type: none"> • Wed at 5pm EST of Interview Week. • Offers made via phone. <p>Vancouver:</p> <ul style="list-style-type: none"> • Thurs at 8am PST of Interview Week. • Offers made via phone <p>Calgary:</p> <ul style="list-style-type: none"> • No set time period, but larger firms who follow the Protocol extend job offers on the same day and time as Vancouver’s Job Offer Day (i.e. Thurs at 8am PST of Vancouver Interview Week). • Offers made via phone |
| Student Acceptances | <p>They have 28 days from the offer to make a final decision; they cannot have more than 5 offers at a time</p> | <p>Toronto:</p> <ul style="list-style-type: none"> • All offers made at or after 5:00 p.m. on Wednesday, November 7, 2018 shall be allowed to remain open until at least 5:00 p.m. on Thursday, November 8, 2018. Any offers made at or after 5:00 p.m. on Thursday, November 8, 2018 shall be allowed to remain open for a reasonable period of time. <p>Vancouver:</p> <ul style="list-style-type: none"> • Offers must be kept open for 24 hours. <p>Calgary:</p> <ul style="list-style-type: none"> • Offers must be kept open for 6 hours. |
| Law firm courting of students with offers | <p>Various dinners, receptions, and “second visits” are arranged to help students with their decisions; Frequent phone calls and emails from partners, associates, and alumni</p> | <ul style="list-style-type: none"> • During Interview Week, there are various breakfasts, lunches, dinners, receptions and follow-up visits arranged with candidates to assess interest and court top candidates. • There is no courting after Job Offer Day. <p>Toronto: There is a blackout period on recruitment between the application deadline and the 1st day of Interview Week, with the exception of On-Campus Interviews.</p> <p>Vancouver: There is a blackout period for 2 weeks before Interview Week.</p> |
| Complete hiring for next summer class | <p>Late September / Early October</p> | <p>Vancouver – mid-October</p> <p>Calgary – mid-October</p> <p>Toronto – early November</p> |

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| Law firm marketing to students | <p>All year but heavier in winter.</p> <ul style="list-style-type: none"> • Events include receptions both on-campus and in individual law firm offices or restaurants, dinners, panels, and career/professionalism workshops. • Employers are not allowed to formally recruit 1Ls individually or en-masse prior to Dec. 1st; but they are permitted to hold networking or educational programs | <p>Law firm networking events, and career services programming, begins in 1L, during Orientation Week and throughout the 1L year.</p> <ul style="list-style-type: none"> • Events are organized by the law firms independently; may include many students (i.e. receptions) or a limited number of students, or individual students (i.e. dinners). Law firms also attend law school organized events, including Career Fairs. • Firm tours and open houses are arranged by law firms throughout the summer before 2L. |

