

# Procedures Governing the Recruitment of Students for Summer 2012 Positions in the City of Toronto

MARCH 2011

These Procedures govern the recruitment of students for Summer 2012 positions in the City of Toronto. Circumvention of the Procedures is to be reported in writing to the Associate Registrar of the Office of the Registrar for the Law Society of Upper Canada. It is the responsibility of all participants in the summer recruitment program to ensure its integrity through compliance with the Procedures.

The purpose of these Procedures is to:

- 1) provide an orderly recruitment process that promotes fair dealings between students and firms and among firms, and
- 2) reduce interference with students' studies and pressures on students.

## A DEFINITIONS

The following definitions are provided for clarity:

**"firm(s)"** means all employers of summer students and includes law firms, company legal departments, government, clinics, sole practitioners, etc.

**"first year student"** means a student enrolled in a law school or registered with the National Committee on Accreditation who reasonably expects and is scheduled to commence articling in 2014 or later.

**"on-campus interviews"** means an interview conducted either at a law school, or in another location to be determined by a school, that takes place after September 7, 2011 and before October 28, 2011. Students apply directly to the firms in which they are interested. These interviews cannot last longer than 20 minutes each and students may interview only once with any firm. The notification of students regarding their on-campus interviews and the location of the on-campus interviews are within the discretion of the individual schools, subject to the requirement that the location of the on-campus interview not be at any individual firm's office.

**"recruitment activity"** means open houses, firm tours, and similar activities held for students, as well as any activity originated by a firm and directed toward specific individuals or targeted groups for the purpose of encouraging employment with that firm.

Commentary: Activities which are not considered recruitment activities include but are not limited to participation in orientation, job fair and mooted events; dinners held for prize-winners; and seminars and other educational opportunities provided to students held at their law school, the participation in all of which is open to a recognized student group (or groups) at such school(s).

**"second year student"** means a student enrolled in a law school or registered with the National Committee on Accreditation who reasonably expects and is scheduled to commence articling in 2013.

**"time"** means Toronto, Canada, time.

## **B SECOND YEAR STUDENTS**

Part B of these Procedures applies to Second Year Students.

- 1) Student applications for interviews received by 5:00pm on Wednesday, September 7, 2011 shall be treated without regard for the date of receipt.
- 2) Firms may conduct on-campus interviews of candidates for Summer 2012 positions. Discretion rests with the schools as to when the on-campus interviews will occur and how they will be organized.
- 3) There shall be no recruitment activities of second year students attending Ontario law schools between Wednesday, September 7, 2011 and Monday, November 7, 2011, inclusive, except for the scheduling of interviews and other recruitment activities that will be conducted after 8:00 a.m. on November 7, 2011 and the conducting of actual on-campus interviews. Recruitment activities are not restricted at other times.
- 4) The time and date of interviews and other recruitment activities to be scheduled for the November 7 interview week shall not be communicated in any way until 8:00 a.m. on Friday, October 28, 2011.

Commentary: That a firm will or will not be interviewing a student, that the interviewing will be conducted in accordance with these procedures, and that a firm will or will not be inviting that student to a meal, reception or similar event during the November 7 interview week, may be communicated at any time after the student's on-campus interview, but the firm shall not suggest specific times or dates and students shall not participate in the making of such appointments before 8:00 a.m. on Friday, October 28, 2011. Firms may, however, advise students, in advance but only after the student's on-campus interview, of dates of events to which all interviewees will be invited.

- 5) With the exception of on-campus interviews, no interviews for summer positions shall be conducted by firms prior to the interview week which starts at 8:00 a.m. on Monday, November 7, 2011. This rule applies to firms conducting on-campus interviews and to those not conducting on-campus interviews.

Commentary: Firms wishing to interview students from out of province law schools may attend at an out of province law school on a date or dates specified by the school for summer recruitment and interviews for summer positions. Also, where circumstances warrant, the Law Society will grant to students who are unable to attend for interviews during the scheduled interview week permission to attend for interviews prior to the established time for interviewing. These exceptions apply to the date(s) for interviewing only. Applications for exemption should be made in writing to the Associate Registrar for the Law Society of Upper Canada. All firms and students are bound by these Procedures as to the date on which offers of employment may be made.

- 6) No communication of offers of employment or the intention to make such offers shall be made prior to 5:00 p.m. on Wednesday, November 9, 2011, subject to the exception noted below.

Exception: Firms may communicate their intentions to students employed with the firm in the summer months of 2011 prior to Wednesday, November 9, 2011. Students receiving such communications may voluntarily communicate their own intentions. Firms shall not pressure students to commit or reveal their own intentions prior to the deadline for acceptance of offers.

- 7) Any offers made after 5:00p.m on Wednesday, November 9, 2011 shall be left open until 5:00 p.m., Thursday, November 10, 2011. Offers made Thursday, November 10, 2011 shall be left open until 5:00 p.m. on that day, and offers made after 5:00 p.m. Thursday, November 10, 2011 shall be left open for a reasonable period of time.

## **C FIRST YEAR STUDENTS**

Part C of these Procedures applies to First Year Students.

- 1) Student applications for interviews received by 5:00pm on Wednesday, January 25, 2012 shall be treated without regard for the date of receipt.
- 2) There shall be no recruitment activity of first year students attending Ontario law schools between Wednesday, January 25, 2012 and Tuesday, February 21, 2012 inclusive, except for the scheduling of interviews and other recruitment activities that will be conducted after 8:00 a.m. on February 21, 2012. Recruitment of first year students is not restricted at other times.
- 3) The time and date of interviews and recruitment activities to be scheduled for the February 21 interview week shall not be communicated in any way until 8:00 a.m. on Friday, February 10, 2012.

Commentary: That a firm will or will not be interviewing a student, that the interviewing will be conducted in accordance with these procedures, and that a firm will or will not be inviting that student to a meal, reception or similar event during the February 21 interview week, may be communicated at any time, but the firm shall not suggest specific times or dates and students shall not participate in the making of such appointments before 8:00 a.m. on Friday, February 10, 2012. Firms may, however, advise students, in advance of the dates of events to which all interviewees will be invited.

- 4) Interviews shall not be conducted prior to 8:00 a.m. on Tuesday, February 21, 2012.

Commentary: Firms wishing to interview students from out of province law schools may attend at an out of province law school on a date or dates specified by the school for summer recruitment and interviews for summer positions. Also, where circumstances warrant, the Law Society will grant to students who are unable to attend for interviews during the scheduled "interview week" permission to attend for interviews prior to the established time for interviewing. These exceptions apply to the date(s) for interviewing only. Applications for exemption should be made in writing to Associate Registrar of the Office of the Registrar, Law Society of Upper Canada. All firms and students are bound by these Procedures as to the date on which offers of employment may be made.

- 5) No communication of offers of employment or the intention to make such offers shall be made prior to 5:00 p.m. on Thursday, February 23, 2012.
- 6) Any offers made after 5:00 p.m. on Thursday, February 23, 2012 shall be left open until 5:00 p.m., Friday, February 24, 2012. Offers made Friday, February 24, 2012 shall be left open until 5:00 p.m. on that day, and offers made after 5:00 p.m. Friday, February 24, 2012 shall be left open for a reasonable period of time.

## **D GENERAL PROCEDURES**

- 1) Any firm, either within or outside of the City of Toronto, seeking to recruit a summer student who will spend a significant portion of the summer with the City of Toronto office shall be governed by these procedures with respect to the recruitment of that student.
- 2) Firms shall not put undue pressure on students to reveal their intention of acceptance of an offer of employment prior to the deadline. Firms shall not knowingly make an offer to a student who has already accepted a position at another organization.
- 3) Students shall deal with offers as expeditiously as possible and notify firms from whom they have an outstanding offer or with whom they have scheduled and interview. Students who accept an offer shall honour the undertaking and not thereafter take interviews with other firms.
- 4) The dates for receipt of resumes, scheduling of interviews, conducting interviews and the timing and communication of offers will be adjusted each year. Submissions for consideration may be forwarded the Associate Registrar of the Law Society of Upper Canada at the end of the recruitment cycle.