

## **Manitoba Articling Student Recruitment Guidelines for the 2024 - 2025 Articling Year**

These Guidelines are prepared pursuant to Law Society Rule 5-6.1 and concern the recruitment of articling students for positions within the City of Winnipeg. They set out the procedures for the recruitment of articling students in Winnipeg and were developed by representatives of the Manitoba Bar Association (MBA), The Law Society of Manitoba, the Manitoba Law Students Association and the University of Manitoba, Faculty of Law. **All Winnipeg firms and organizations engaged in the recruitment of articling students for the 2024 - 2025 articling year, and all candidates applying to such employers, are expected to adhere to the guidelines and dates set out below. Workplaces outside of Winnipeg who also wish to participate in this recruitment may do so by submitting their firm profile in accordance with the guidelines. By doing so, they will be required to follow the deadlines and procedures set out in these guidelines.**

### **Guidelines & Important Dates to Remember For Firms, Organizations and Students**

#### **Firm Profiles**

- Employers are to provide profiles containing information about the firm's practice, office facilities, the number of articling positions available, the documents required for the application (resume, cover letter, copies of transcripts), the contact person, address to which applications must be sent, and all other pertinent information to both:
  1. The Faculty of Law, Career Development Office, via email: [lisa.griffin@umanitoba.ca](mailto:lisa.griffin@umanitoba.ca) (phone: (204) 474-7932)
  2. The Law Society of Manitoba, via email: [lehnes@lawsociety.mb.ca](mailto:lehnes@lawsociety.mb.ca) (phone: 204-926-2042)

**no later than 4:00 p.m., Monday, March 20th, 2023.** All postings received by this date will be accessible to Robson Hall students through the Faculty of Law Career Development website on Friday, March 24<sup>th</sup>, 2023, by noon and to all others from the Law Society of Manitoba by emailing a request to [lehnes@lawsociety.mb.ca](mailto:lehnes@lawsociety.mb.ca). *Profiles received after Monday, March 20th, 2023, will be posted as soon as possible.*

#### **Application Deadline**

- The application deadline for students to submit resumes, cover letters and transcripts directly to the Employers for 2024-2025 articling positions shall be **12:00 (noon), Tuesday, May 16<sup>th</sup>, 2023.**

### **Interview Call Day**

- Interview offers may only be made between the hours of **10:00 a.m. - 2:00 p.m., Friday, May 26<sup>th</sup>, 2023**. No communication regarding interviews may be made prior to this time.

### **Interview Period**

- **8:00 a.m., Monday, June 5<sup>th</sup>, 2023, to 5:00 p.m. to Tuesday, June 13<sup>th</sup>, 2023**. Interviews shall not be conducted prior to 8:00 a.m. on Monday, June 5<sup>th</sup>, 2023. Firms and organizations may interview students at a location of their choosing. Both the Law Society of Manitoba and the Faculty of Law may provide space upon request. Please contact [lehnes@lawsociety.mb.ca](mailto:lehnes@lawsociety.mb.ca) or [lisa.griffin@umanitoba.ca](mailto:lisa.griffin@umanitoba.ca) if you require either. Firms cannot communicate with students between this **Interview Period** and the **Earliest Offer Date** described herein.

### **Eligible Students**

- Approved principals or their delegates may make an offer of an articling position only to students who have, at a minimum, completed their second year of law studies. Only students who have, or will have obtained an LL.B., J.D. or CQ from the National Committee of Accreditation on or prior to June 30, 2024 will be eligible to apply for 2024- 2025 articling positions.

### **Earliest Offer Date**

- Approved principals or their delegates may **not** make an offer of an articling position in Winnipeg for the 2024- 2025 articling term **before 2:00 p.m. on Wednesday, June 14<sup>th</sup>, 2023**. Offers made on June 14, 2023 must remain open until 10:00 a.m. of the following morning. Offers made on June 14, 2023 can be accepted or rejected by students anytime before 10:00 a.m. on June 15<sup>th</sup>, but must be responded to by that time. *Offers made **after** June 15<sup>th</sup>, 2023 must be responded to no later than 10:00 a.m. the following morning.*

### **Content of Offers**

- At the time the offer is made firms must provide students with the name and contact information of the person to whom the student should communicate acceptance or rejection of the offer. Firms are also encouraged to include pertinent information with the offer, such as the proposed start date, salary and benefits.

### **Communication of Acceptance/Rejection**

- As a courtesy to firms and fellow students, students shall deal with offers received as soon as reasonably possible. Once a student has accepted an offer from one firm, the student must promptly communicate his/her rejection to any other firm that has extended an offer to the student. Failure to promptly

communicate rejection of an offer prejudices the offering firm, as well as fellow students to whom subsequent offers may be made.

### Accepted Offers

- Once an offer has been accepted, neither the employer nor the student may withdraw from the agreement without the permission of the Chief Executive Officer of the Law Society of Manitoba.

### Offer of Articling Positions after June 15th, 2023

- Firms and organizations may contact students directly to fill any unfilled articling positions. Offers made after June 15th, 2023 must remain open until 10:00 a.m. the following day, unless accepted or rejected by the student.

### Communication of Results

- Once an offer has been accepted, the student and the employer **must immediately** advise **both**:
  1. Lisa Griffin; Career Development, University of Manitoba, Faculty of Law by email: [lisa.griffin@umanitoba.ca](mailto:lisa.griffin@umanitoba.ca) or phone: (204) 474-7932.
  2. Lisa Ehnes, Law Society of Manitoba, by email: [lehnes@lawsociety.mb.ca](mailto:lehnes@lawsociety.mb.ca) or phone: (204) 926-2042

### Timeline

Employer profiles/postings due at both Robson Hall and the Law Society of Manitoba:	4:00 pm CDT, Monday, March 20th, 2023
Profiles/postings available to students:	12:00 pm (noon) CDT, Friday, March 24 <sup>th</sup> , 2023
Application deadline for students:	12:00 pm (noon) CDT, Tuesday, May 16 <sup>th</sup> , 2023
Interview offers:	Between 10:00 am and 2:00 pm CDT, Friday, May 26 <sup>th</sup> , 2023
Interview period:	8:00 am, Monday, June 5 <sup>th</sup> , 2023 to 5:00 pm CDT, Tuesday June 13 <sup>th</sup> , 2023
Earliest offer date:	No earlier than Wednesday, June 14th, 2023 at 2:00 pm CDT