

## **Manitoba Articling Student Recruitment Guidelines for the 2016 - 2017 Articling Year**

The following guidelines are intended to complement the rules, and contain the procedures for the recruitment of articling students in Winnipeg within the context of the rules. These guidelines 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 2016 - 2017 articling year, and all candidates applying to such employers, are expected to adhere to the guidelines and dates set out below.**

### **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 The Faculty of Law, Career Development Office, via email: [maria.roy@umanitoba.ca](mailto:maria.roy@umanitoba.ca) (phone: (204) 480-1087) **no later than 4:00 p.m., Monday, March 30<sup>th</sup>, 2015**. All postings received by this date will be accessible to students through the Faculty of Law Career Development website on Friday, April 3, 2015 by noon. *Profiles received after Monday, March 30<sup>th</sup>, 2015 will be posted as soon as possible.*

#### **Application Deadline**

- The application deadline for students to submit resumes, cover letters and transcripts for 2014- 2015 articling positions shall be **no later than 12:00 (noon), Friday, May 15, 2015**.

#### **Interview Call Day**

- Interview offers may only be made between the hours of **10:00a.m. - 12:00 p.m., Friday, May 29<sup>th</sup>, 2015**. No correspondence regarding interviews may be made prior to this time.

#### **Interview Week**

- Interviews shall not be conducted prior to **8:00 a.m., Monday, June 1, 2015 – 5:00 p.m., Friday, June 5, 2015**. Firms and organizations may interview students at a location of their choosing. The Faculty of Law will provide space upon request. Please contact [maria.roy@umanitoba.ca](mailto:maria.roy@umanitoba.ca) if you require same.

#### **Eligible Students**

- Approved principals or their delegates may make an offer of an articling position only to students who have, at a minimum, commenced their second year of law studies. Only students who have, or will have obtained an LL.B. or J.D. prior to or during 2016 will be eligible to apply for 2016 - 2017 articling positions.

#### **Earliest Offer Date**

- Approved principals or their delegates **may not make an offer of an articling position in Winnipeg for the 2016 – 2017 articling term before 4:00 p.m. on Monday, June 8, 2015**. Offers made on June 8, 2015 must remain open for 24 hours, unless accepted or rejected by the student prior to the expiration of the 24 hour period. *Offers made after June 8, 2015 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 8, 2015

- Firms and organizations may contact students directly to fill any unfilled articling positions. Offers made after June 8, 2015 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 Marla Billingham, Director, Career Development, University of Manitoba, Faculty of Law by email: [marla.billinghurst@umanitoba.ca](mailto:marla.billinghurst@umanitoba.ca) or phone: (204) 474-7932.

### Timeline

Employer profiles/postings due:	4:00pm, Monday, March 30, 2015
Profiles/postings available to students:	12:00pm (noon), Friday, April 3, 2015
Application deadline:	12:00pm (noon), Friday, May 15, 2015
Interview offers:	Between 10:00am and 12:00 pm, Friday, May 29, 2015
Interview period:	8:00am, Monday, June 1, 2015 to 5:00pm, Friday, June 5, 2015
Earliest offer date:	No earlier than Monday, June 8, 2015 at 4:00pm