

## **Manitoba Articling Student Recruitment Guidelines for the 2018 - 2019 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 2018 - 2019 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: [lisa.griffin@umanitoba.ca](mailto:lisa.griffin@umanitoba.ca) (phone: (204) 480-1087) **no later than 4:00 p.m., Monday, March 27<sup>th</sup>, 2017**. All postings received by this date will be accessible to Robson Hall students through the Faculty of Law Career Development website on Friday, March 31<sup>st</sup>, 2017 by noon. *Profiles received after Monday, March 27<sup>th</sup>, 2017 will be posted as soon as possible.*

#### **Application Deadline**

- The application deadline for students to submit resumes, cover letters and transcripts for 2018- 2019 articling positions shall be 12:00 (**noon**), **Friday, May 12<sup>th</sup>, 2017**.

#### **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>, 2017**. No correspondence regarding interviews may be made prior to this time.

#### **Interview Week**

- **8:00 a.m., Monday, May 29, 2016 to 5:00 p.m., Friday, June 2, 2017**. Interviews shall not be conducted prior to 8:00 a.m. on Monday, May 29, 2016. Firms and organizations may interview students at a location of their choosing. The Faculty of Law will provide space upon request. Please contact [lisa.griffin@umanitoba.ca](mailto:lisa.griffin@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 2018 will be eligible to apply for 2018 - 2019 articling positions.

#### **Earliest Offer Date**

- Approved principals or their delegates **may not make an offer of an articling position in Winnipeg for the 2018 – 2019 articling term before 4:00 p.m. on Monday, June 5<sup>th</sup>, 2017**. Offers made on June 5, 2017 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 5, 2017 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 5, 2017

- Firms and organizations may contact students directly to fill any unfilled articling positions. Offers made after June 5, 2017 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 Lisa Griffin; Career Development, University of Manitoba, Faculty of Law by email: [lisa.griffin@umanitoba.ca](mailto:lisa.griffin@umanitoba.ca) or phone: (204) 480-1087

### Timeline

Employer profiles/postings due:	4:00pm CDT, Monday, March 27, 2017
Profiles/postings available to students:	12:00pm (noon) CDT, Friday, March 31 <sup>st</sup> , 2017
Application deadline:	12:00pm (noon) CDT, Friday, May 12, 2017
Interview offers:	Between 10:00am and 2:00 pm CDT, Friday, May 26, 2017
Interview period:	8:00 a.m., Monday, May 29, 2017 – 5:00 p.m CDT, Friday, June 2, 2017
Earliest offer date:	No earlier than Monday, June 5, 2017 at 4:00pm CDT