

Manitoba Articling Student Recruitment Guidelines for the 2013 - 2014 Articling Year

On June 25, 2009, the Law Society enacted rules regulating the recruitment of articling students in Manitoba.

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 2013 - 2014 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 (phone: (204) 480-1087) **no later than Monday, March 12, 2012.** All postings received by this date will be accessible to students through the Faculty of Law Career Development website on Friday, March 16, 2012 by noon. *Profiles received after Monday, March 12, 2012 will be posted as soon as possible.*

Application Deadline

- The application deadline for students to submit resumes, cover letters and transcripts for 2013 - 2014 articling positions shall be **no later than 12:00 p.m. (noon) Thursday, April 5, 2012.**

Interview Call Day

- Interview offers may only be made between the hours of **1:00 p.m. and 3:00 p.m. on Friday, April 20, 2012.** No correspondence regarding interviews may be made prior to this time.

Interview Week

- Interviews shall not be conducted prior to **8:00 a.m. on Monday, April 23, 2012 to 5:00 p.m. on Friday, April 27, 2012.** 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 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 2013 will be eligible to apply for 2013 - 2014 articling positions.

Offer Date

- Approved principals or their delegates **may not make an offer of an articling position in Winnipeg for the 2013 - 2014 articling term before 4:00 p.m. on Monday, April 30, 2012.** Under the new rules, offers must remain open for 24 hours, unless accepted or rejected by the student prior to the expiration of the 24 hour period.

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 April 30, 2012

- Firms and organizations may contact students directly to fill any articling positions remaining following the initial placements. Offers made after April 30, 2012 must remain open for at least 24 hours, unless accepted or rejected by the student prior to the expiration of the 24 hour period.

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_billingham@umanitoba.ca or phone: (204) 474-7932.

Timeline

Employer profiles/ postings due:	4:00 p.m., Monday, March 12, 2012
Profiles/ postings available to students:	12:00 noon, Friday, March 16, 2012
Application deadline:	12:00 noon, Thursday, April 5, 2012
Interview offers:	Between 1:00 p.m. and 3:00 p.m. Friday, April 20, 2012
Interview Period:	8:00 a.m. Monday, April 23, 2012 to 5:00 p.m. Friday, April 27, 2012
Earliest offer date:	No earlier than Monday April 30, 2012 at 4:00 p.m.