

## **Manitoba Articling Student Recruitment Guidelines for the 2020 - 2021 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 2020 - 2021 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 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 25<sup>th</sup>, 2019.** All postings received by this date will be accessible to Robson Hall students through the Faculty of Law Career Development website on Friday, March 29<sup>th</sup>, 2019 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 25<sup>th</sup>, 2019 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 2020-2021 articling positions shall be 12:00 (**noon**), **Friday, May 10<sup>th</sup>, 2019.**

#### **Interview Call Day**

- Interview offers may only be made between the hours of **10:00 a.m. - 2:00 p.m., Friday, May 24<sup>th</sup>, 2019.** No communication regarding interviews may be made prior to this time.

#### **Interview Period**

- **8:00 a.m., Monday, May 27<sup>th</sup>, 2019 to 5:00 p.m., Friday, June 7<sup>th</sup>, 2019.** Interviews shall not be conducted prior to 8:00 a.m. on Monday, May 27<sup>th</sup>, 2019. 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, 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 prior to or during 2020 will be eligible to apply for 2020 - 2021 articling positions.

### Earliest Offer Date

- Approved principals or their delegates **may not make an offer of an articling position in Winnipeg for the 2020 – 2021 articling term before 4:00 p.m. on Monday, June 10th, 2019.** Offers made on June 10, 2019 must remain open until 10:00a.m. of the following morning. Offers made on June 10, 2019 must be accepted or rejected between 8:00a.m. and 10:00a.m. on June 11<sup>th</sup>, and may not be responded to before that time. *Offers made after June 10<sup>th</sup>, 2019 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, subject to the rule above under the **Earliest Offer Date** section that offers made on June 10th, cannot be responded to until the following morning. 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 10th, 2019

- Firms and organizations may contact students directly to fill any unfilled articling positions. Offers made after June 10th, 2019 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:	4:00pm CDT, Monday, March 25th, 2019
Profiles/postings available to students:	12:00pm (noon) CDT, Friday, March 29th, 2019
Application deadline for students:	12:00pm (noon) CDT, Friday, May 10th, 2019
Interview offers:	Between 10:00am and 2:00 pm CDT, Friday, May 24 <sup>th</sup> , 2019
Interview period:	8:00 a.m., Monday, May 27th, 2018 – 5:00 pm CDT, Friday, June 7th, 2019
Earliest offer date:	No earlier than Monday, June 10th, 2019 at 4:00pm CDT