

## **Manitoba Articling Student Recruitment Guidelines for the 2025 – 2026 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 2025 – 2026 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 18th, 2024.** All postings received by this date will be accessible to Robson Hall students through the Faculty of Law Career Development website on Friday, March 22<sup>nd</sup>, 2024, 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 18th, 2024, 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 2025-2026 articling positions shall be **12:00 (noon), Tuesday, May 14<sup>th</sup>, 2024.**

### **Interview Call Day**

- Interview offers may only be made between the hours of **10:00 a.m. - 4:00 p.m., Friday, May 24<sup>th</sup>, 2024**. No communication regarding interviews may be made prior to this time. Students must respond to an offer of an interview within this same timeframe

### **Recruitment Suspension Period**

- Between 4:00pm on Friday, May 24, 2024 and 8:00 am on Monday June 3, 2024, neither Students nor Employers should be involved in any recruitment activity, including but not limited to participating in open houses, firm tours, or similar activities directed at encouraging employment, conducting of interviews, and discussing offers of employment.
- Communications and interactions between Employers and Students related to a summer job placement, and not concerning an articling placement, are not prohibited in this context.

### **Interview Period**

- **8:00 a.m., Monday, June 3<sup>rd</sup>, 2024, to 5:00 p.m. to Tuesday, June 11<sup>th</sup>, 2024**. Interviews shall not be conducted prior to 8:00 a.m. on Monday, June 3<sup>rd</sup>, 2024. 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.

### **No Contact Period**

- There is to be no contact between Students and Employers between the end of the Interview Period and the Earliest Offer Date.

### **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 2025- 2026 articling positions.

### **Earliest Offer Date**

- Approved principals or their delegates may **not** make an offer of an articling position in Winnipeg for the 2025- 2026 articling term **before 2:00 p.m. on Wednesday, June 12<sup>th</sup>, 2024**. Offers made on June 12<sup>th</sup>, 2024 must remain open until 10:00 a.m. of the following morning. Offers made on June 12<sup>th</sup>, 2024 can be accepted or rejected by students anytime before 10:00 a.m. on June 13<sup>th</sup>, but must be responded to by that time. *Offers made **after** June 13<sup>th</sup>, 2024 must be responded to no later than 10:00 a.m. the following morning.*

### **Content of Offers**

- At the time the offer is made Employers must provide students with the name and contact information of the person to whom the student should communicate acceptance or rejection of the offer. Employers 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 Employer, the student must promptly communicate his/her rejection to any other Employer that has extended an offer to the student. Failure to promptly communicate rejection of an offer prejudices the offering Employer, 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 13th, 2024**

- Employers may contact students directly to fill any unfilled articling positions. Offers made after June 13th, 2024 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 18th, 2024
Profiles/postings available to students:	12:00 pm (noon) CDT, Friday, March 22nd, 2024
Application deadline for students:	12:00 pm (noon) CDT, Tuesday, May 14 <sup>th</sup> , 2024
Interview call day	Between 10:00 am and 4:00 pm CDT, Friday, May 24 <sup>th</sup> , 2024
Recruitment Suspension Period:	4:00pm CDT, Friday, May 24 <sup>th</sup> , 2024 to 8:00 am CDT, Monday, June 3 <sup>rd</sup> , 2024
Interview period:	8:00 am, Monday, June 3 <sup>rd</sup> , 2024 to 5:00 pm CDT, Tuesday June 11 <sup>th</sup> , 2024
No Contact Period	5:00 pm CDT, Tuesday June 11 <sup>th</sup> , 2024 to 2:00 pm CDT Wednesday, June 12th, 2024
Earliest offer date:	No earlier than Wednesday, June 12th, 2024 at 2:00 pm CDT