

2L SUMMER STUDENT RECRUIT

GUIDELINES FOR 2024 2L SUMMER POSITIONS

All Manitoba law firms and organizations engaged in the hiring of summer students during the 2L Summer Recruit held in the fall of 2023, and all candidates applying to such employers, are expected to adhere to the guidelines and dates set out below.

GUIDELINES AND IMPORTANT DATES TO REMEMBER FOR FIRMS AND STUDENTS

2L Summer Job Ads

- Employers are to provide, **by no later than Friday, September 8th 2023**, their 2L summer job ads containing all necessary information about the firm, documents required for the application (resume, cover letter, copy of transcripts, other), the contact person, the address to which applications must be sent, the number of summer students positions available if that is known, and anything else the firm may wish to tell students, to both:
 1. The University of Manitoba Faculty of Law Career Development Office via email: lisa.griffin@umanitoba.ca (phone: 204-474-7932); and
 2. The Law Society of Manitoba via email: lehnes@lawsociety.mb.ca (phone 204-926-2042)
- All postings received will be accessible to Robson Hall students through the Faculty of Law's Career Development website job board and to all other applicants by emailing a request to the Law Society of Manitoba to lehnes@lawsociety.mb.ca.

Student Application Deadline

- Students must submit their applications directly to the employers by **Friday, October 6th, 2023 at 12:00pm CDT** (noon).

Interview Call Date

- Employers may contact students directly to set up interviews during the hours of 12PM – 2PM CDT on **Thursday October 19th, 2023**.

Interview Period

- Interviews may be conducted any time from **Monday, October 23rd, 2023 to Tuesday, October 31st, 2022**. Employers may interview students at a location of their choosing or virtually, keeping in mind current public health guidelines and also that students may be in class during these days.

Eligible Students

- The 2L Summer Recruit applies to those students currently in their second year of law school at the time of their application.

Earliest Offer Date

- Employers may make a 2L Summer position job offer no earlier than **12pm CDT on Thursday, November 2nd, 2023**. These offers will remain open until 12:00pm CDT the following day. Offers made on November 2nd, 2023 can be accepted or rejected by students anytime before 12pm CDT on Friday, November 3rd, 2023 but must be responded to by that time. Offers made after November 3rd, 2023 must be responded to by no later than 12:00pm CDT the following day.

Offers

- Firms should tell students the contact information of the person to whom the student should communicate the acceptance or rejection of the offer. Firms are also encouraged to include pertinent information such as proposed start date, salary, and benefits.
- As a courtesy to firms and fellow students, students should deal with any offers received as soon as possible. Once a student has accepted an offer from one firm, the student must promptly communicate his/her/their rejection to any other firm that extended an offer.

Black Out Periods

- There are no proposed black out periods where firms may not hold networking or other events. That is left within the discretion of each firm.

Timeline

Job posting to be sent to both Faculty of Law and Law Society	By Friday, September 8th 2023
Application deadline for Students	Friday, October 6, 2023, at 12pm CDT,
Interview call date	Thursday, October 19th, 2023, between 12-2pm CDT
Interviews	Monday October 23rd to Tuesday, October 31 st , 2023
Earliest Offer Date	Thursday November 2 nd , 2023, between 12-2pm CDT