

EXECUTIVE SUMMARY OF KEY EMPLOYER RESPONSIBILITIES UNDER NALP'S BEST PRACTICES FOR TORONTO SUMMER & ARTICLING RECRUITMENT ACTIVITIES

*For comprehensive guidance, refer to the complete *Best Practices*.

1. Compliance with Law Society Rules

- Employers **must follow** the Law Society of Ontario's:
 - [Toronto Summer Student Recruitment Procedures](#)
 - [Articling Recruitment Procedures](#)
 - [Fair Hiring Practice Guidelines](#)
 - These are **binding** and include rules on timing, offers, and acceptable conduct.
 - All recruitment activities must conform to **human rights legislation** and **ethical standards**.
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2. Job Postings & Application Materials

- Job postings should clearly indicate:
 - Required documents (e.g., cover letter, resume, transcripts)
 - Whether optional materials (e.g., references) are accepted
 - Students are encouraged to provide a PDF or screenshot of an **official transcript** but may provide an unofficial transcript obtained from a university portal provided it has their name and is legible
 - Internationally Trained Lawyers ("ITLs") are encouraged to include the grading key or grading scheme from their non-Canadian institution to help employers meaningfully assess their academic background. If transcripts are not in English, an official translation should also be provided.
 - If GPA is not provided by a student's school, including those with international law degrees, students may enter "0" on the viLaw Portal for "not available".
 - Students may provide mid-term grades or unofficial transcripts for the 1L recruit where final grades are not available
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3. Recruitment Suspension Period

- **No recruitment activity** (open houses, firm tours, directed events) between the application deadline and OCI/interview period.
 - **Student-initiated** email or phone contact is allowed. Avoid initiating direct contact.
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4. OCI & Call Day Communication

- Pre-OCI:
 - Employers may notify students they intend to extend an OCI but usually leave it to the CDOs/ITLNCA Networks to communicate OCI decisions/invitations.
 - Post-OCI:
 - Employers may notify students by email if they intend to extend a call on Call Day—but **cannot pre-schedule** Interview Week interviews and should **not pressure** students to commit early.
 - Sample language: “We will contact you on call day to schedule an interview...”
 - May inform candidates of **social events open to all interviewees** (e.g., receptions).
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5. Transparency About the Hiring Process

- Employers should:
 - Disclose **interview timelines, ITC email timing, social event details**
 - Complete the **CLCDN 2L Summer Recruitment Process Survey**
 - Be clear whether **event attendance** affects hiring decisions
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6. Social Events

- Receptions: typically **5:00–7:00 p.m.**; dinners: **after 7:00 p.m.**
 - Wrap events by **10:00 p.m.**
 - Where possible offer **flexibility** (e.g., choice of dinner nights)
 - Clearly communicate **expectations** around event attendance
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7. Interview Conduct

- All interviews (OCIs, Interview Week, events) must comply with **Fair Hiring Practice Guidelines**
 - Questions must relate to the job and **avoid personal/inappropriate topics**
 - Examples of **inappropriate questions** include: marital status, family plans, etc.
 - Avoid **hypotheticals** like “If we offered you a position, would you accept?”
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8. Offers & Timing

- Offers must be made **only during permitted times** (check LSO dates).
- Early offers to an employer’s **own summer students** are allowed.
 - Students have 2 business days to communicate their decision and may “hold” these until the formal LSO time offers expire.
- Do **not pressure students** for early decisions or confirmations.

9. Follow-Up Interviews

- Typically scheduled on **Day 2 or 3** of Interview Week
- Respect students' time—avoid monopolizing candidates to the exclusion of others

10. No-Contact Period

- On **Offer Day** (3:00–5:00 p.m.): **no communication** between employers and students

11. Inappropriate Conduct

Avoid:

- Suggesting students cancel other interviews
- Promising offers in advance
- Asking for reciprocal expressions of intent
- Inviting students to celebratory events before offer time
- Making offers to students already committed elsewhere
- Holding students on the phone during offer day, precluding them from answering other calls

12. Post-Acceptance Protocol

- If a student has already **accepted an offer**, do not continue interviewing them or make further offers

13. Remote Interview Best Practices

- Send clear instructions for the virtual platform in advance (preferably a calendar invite)
- Assign a **timekeeper** to ensure interview schedule is followed
- Do **not record** interviews
- Prepare for tech issues—provide a **backup phone number** and IT contact in advance

Summary

Employers play a critical role in upholding the fairness, transparency, and integrity of the recruitment process. Following these best practices ensures compliance, reduces student stress, and promotes equitable hiring outcomes.
