

KEY BEST PRACTICES FOR LAW STUDENTS PARTICIPATING IN TORONTO SUMMER AND ARTICLING RECRUITMENT

*For comprehensive guidance, refer to the complete *Best Practices for Toronto Summer & Articling Recruitment Activities*.

1. Know the Rules

- The Law Society of Ontario (LSO) governs Toronto summer and articling recruitment.
- Key documents:
 - [Toronto Summer Student Recruitment Procedures](#)
 - [Articling Recruitment Procedures](#)
 - [Fair Hiring Practice Guidelines](#)

These rules are **binding**. Read them alongside your Career Development Office (CDO) guidance.

2. Application Guidelines

- Submit only materials **requested** by the employer. Do **not** include extra documents (e.g., writing samples) unless explicitly asked.
- Letters of reference are often optional—include only if valuable.
- **Transcripts:** Preferably official. Unofficial transcripts or portal screenshots are acceptable if legible and show your name. **No links** to transcripts; provide PDFs or screenshots
 - **Internationally Trained Lawyers** (“ITLs”) with international degrees should include the grading key or scheme from their institution, typically found on the back or at the end of the transcript. If the transcript is not in English, an official translation should also be provided.
- **1Ls:** Submit midterm or unofficial grades, if final grades are not yet available.
- **GPA:** Don’t calculate your own. If your school doesn’t provide one, enter “0” in viLaw. ITLs, enter “0” in viLaw

3. Communication Protocols

- **Recruitment Suspension Period:** No employer-led contact (e.g., events, open houses), but **students may initiate contact** by email/phone for questions.
- **Intent to OCI Emails:** Employers *may* inform students of OCI selection, but most employers leave this to your CDO, or the ITLNCA NetworkS in the case of Internationally Trained Lawyers.
- **Pre-Call Day Intent to OCI Emails:** Employers **may tell you** by email they intend to call you on Call Day (for Interview Week scheduling). No response is needed, but if you do not intend to accept the interview you are encouraged to let the employer know as soon as possible (and ideally before Call Day) so they can offer the spot to another candidate.
- **Other Invitations:** You *may* be informed of social events open to all candidates.
- **Split Summers:** Students who have accepted an offer in a non-Canadian jurisdiction (e.g., New York) are strongly encouraged to inform Toronto employers **before** accepting an OCI or in-firm interview if they intend to split their summer.

4. Interviews & Social Events

- **Socials:** Usually **5–7 p.m.** (receptions), **after 7 p.m.** (dinners). Events should end by 10 p.m.
 - Employers must be transparent about how important these events are in their decision-making.
 - Follow-up interviews typically happen **on Day 2 or 3** of Interview Week.
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5. Offers & Call Day

- Employers must follow **LSO’s prescribed offer timeline**. **Do not accept an offer** made outside the official timeline. Offers made early are inappropriate.
 - A “No-Contact Period” exists on **Offer Day from 3:00–5:00 p.m.**—no communication is allowed then.
 - Students should prepare in advance so they can deal with offers expeditiously. If needed, students have up to 24-hours under the LSO Recruitment Procedures **to consider an offer** but should not hold more than one offer and should deal with offers expeditiously.
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6. Conduct Expectations

- **Declining Interviews:** If you are not interested or able to fit an employer in, decline *before Call Day* to free up a spot for someone else.
 - **Cancelling Interviews:** Notify employers ASAP to be respectful and make room for others.
 - **Post-Acceptance:** Once you accept an offer, **you are bound by your undertaking** and must withdraw from other interviews and offers.
 - **Early Offers (Return Offers):** Firms can extend these to their own summer students *before the official timeline*. Students have 2 business days to let their summer employer know they accept, reject, or wish to hold the offer until the time offers expire.
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7. Interview Etiquette

- Inappropriate questions or hypothetical pressure (e.g., “Would you accept an offer if we made one?”) are **not allowed**.
 - Selection and interview questions must relate to the job and comply with **human rights standards**.
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8. Remote Interview Tips

- **JD students:** Expect a link from your CDO or calendar invite and instructions beforehand.
 - **ITLs in Canadian law schools:** Seek advice from your designated CDO and from the [ITLNCA Networks](#) on how to handle remote interviews.
 - **ITLs not studying at Canadian law schools:** Seek advice from the [ITLNCA Networks](#)
 - **All students:** Test your tech early. Keep interviews **on time**. No recordings. Share a phone number in case of technical issues.
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Questions? Consult your **Career Development Office**—they are your best resource for interpreting procedures, dealing with issues, and planning your strategy.