



**Canadian Section
Summer and Articling Working Group**

TORONTO SPLIT SUMMER PROTOCOL

Introduction

The *Toronto Split Summer Protocol* was prepared by the Summer and Articling Working Group of the Canadian Section of NALP (the “Working Group”). The Working Group consists of recruitment professionals including legal employers and career development officers from several law schools.

The Law Society of Ontario (“Law Society”) regulates summer recruitment in Toronto. The Law Society outlines specific procedures and guidelines regarding recruitment in the following documents:

- 1) [*Toronto Summer Student Recruitment Procedures*](#); and
- 2) [*Fair Hiring Practice Guidelines*](#) (the “Guidelines”).

The Recruitment Procedures and the Guidelines are on the Law Society’s website at:

<https://lso.ca/becoming-licensed/lawyer-licensing-process/experiential-training/finding-a-placement/toronto-summer-student-recruitment-procedures>

<https://lso.ca/becoming-licensed/lawyer-licensing-process/experiential-training/principals-and-supervisors/fair-hiring-practice-guidelines>

The Recruitment Procedures are binding on employers and students. They govern employers, within or outside of Toronto, seeking to recruit a student who will spend a significant portion of their summer with the Toronto office of that employer.

Purpose

The purpose of this Protocol is to provide clarity in a situation where a student has accepted an offer of summer employment to work in a non-Canadian jurisdiction (e.g. New York or another international city) for part of the summer and wishes to “split” a portion their summer with a Toronto employer. In such a circumstance, a student will typically spend a small portion of their summer in Toronto (up to a maximum of 4 weeks) while splitting their time with the other employer in the non-Canadian jurisdiction. For clarity, this Protocol does not apply to the situation where a student has accepted an offer to work at another office of a Toronto employer located in another jurisdiction (e.g. where the Toronto employer has an office in New York) or for a Canadian employer located outside of Toronto. In such circumstances, the employer and student are bound by the [Toronto Summer Student Recruitment Procedures](#).

Employers and students participating in the Toronto summer recruitment process should review the aforementioned [Recruitment Procedures](#), the [Guidelines](#) and the *NALP Best Practices for Summer and Articling Recruitment* which seek to clarify the Recruitment Procedures. Students who have questions or concerns at any stage of the recruitment process are encouraged to seek guidance from their Career Development Office or for ITLs not in Canadian school programs, please refer to the ITLNCA resources.

Protocol

1. When should students notify a Toronto employer that the student has accepted an offer of summer employment in a non-Canadian jurisdiction?

Students should inform employers to whom they have applied that they have accepted an offer of summer employment in a non-Canadian jurisdiction as soon as possible. Students are strongly encouraged to inform employers of such acceptance before accepting an offer of an on-campus interview (OCI) or an in-firm interview. Such notification will allow an employer sufficient time to consider if they wish to continue to interview the student and when, as outlined below.

2. When can employers interview students who have accepted offers of summer employment in a non-Canadian jurisdiction?

Given that students who have accepted an offer of summer employment in a non-Canadian jurisdiction will not spend a significant portion of their summer in Toronto, an employer who is conducting OCI interviews at the school of any student who has accepted an offer of summer employment in a non-Canadian jurisdiction will have the discretion to do the following:

- a. Conduct an OCI interview with the student during the school's OCI date;
- b. Have the student proceed directly to in-firm interviews without attending an OCI; or,
- c. Schedule an alternate date to meet with the student so long as the employer interviews the student after the conclusion of the school's OCI program.

3. How should Toronto employers proceed with offers of employment to students who have already accepted an offer of summer employment in a non-Canadian jurisdiction?

It is recognized that a student who has already accepted an offer of summer employment in a non-Canadian jurisdiction may be interviewing with more than one employer to secure a split summer in Toronto. As a result, any offer of employment for a position in Toronto may only be communicated by an employer on Offer Day during the time period prescribed in the Recruitment Procedures and any such offer of employment must remain open for the period prescribed in the Recruitment Procedures.