



# VANCOUVER BAR ASSOCIATION ARTICLING AND SUMMER RECRUITMENT GUIDELINES

(Last Updated: May 2024)

Articling and 2L Summer (Temporary Articling) student recruitment in Vancouver (the “**Vancouver Recruit**”) is governed by Law Society Rules 2-58 (Hiring Articled Students) and 2-70 (Temporary Articles). Employers are responsible for understanding the scope, content, and application of these Rules. The full text of each is appended to this document and the complete Law Society Rules, 2015 can also be found [online](#).

To help further streamline the Vancouver Recruit, support students, and promote fairness, the Vancouver Bar Association (“**VBA**”) has established Articling and 2L Summer recruitment guidelines (the “**Guidelines**”). The VBA’s role is to administer the Guidelines, respond to feedback from Employers and students, and distribute Employer hiring intention information.

The Guidelines provide guidance to Employers and students during recruitment – from the application deadline until the close of the job offer period – and set key Vancouver Recruit dates. Employers agreeing to abide by these Guidelines must conduct themselves according to the **letter and spirit** of the Guidelines. The VBA encourages Employers, law schools, and students to reach out to the VBA with any questions regarding acceptable or unacceptable behaviours. These should be directed to [info@vancouverbar.ca](mailto:info@vancouverbar.ca).

References to “**Employers**” refer to any employer or intended employer of articling and/or 2L Summer students that agrees to abide by these Guidelines. For clarity, this includes law firms, sole practitioners, legal departments of companies or non-profit organizations, government departments or ministries, and legal clinics, but does not include courts.

## Vancouver Recruit Rules

1. For Articling and 2L Summer recruitment, the VBA, in consultation with the National Association for Law Placement (Canadian Section) Vancouver Summer and Articling Working Group (“**V-SAWG**”), sets dates each year for the following Vancouver Recruitment process steps:
  - (a) application deadline (“**Application Deadline**”);
  - (b) recruitment suspension period (“**Blackout Period**”);
  - (c) intent to call emails;
  - (d) interview call day (“**Call Day**”);
  - (e) interview week (“**Interview Week**”); and
  - (f) job offers (“**Offer Day**”).
  
2. The dates set for process steps (a) through (f) may be found on the VBA’s website at <https://vancouverbar.ca/programs/#student-recruitment>. The below table provides a general overview of the recruitment process timelines:

	Articling	2L Summer
<b>Application Deadline</b>	Late June	Late August
<b>Intent to Call Emails</b>	2 business days prior to Call Day	2 business days prior to Call Day
<b>Call Day</b>	Mid July	Early October
<b>Blackout Period</b>	2 weeks prior to Interview Week	2-3 weeks prior to Interview Week
<b>Interview Week</b>	Mid August	Late October
<b>Offer Day</b>	Thursday of Interview Week	Thursday of Interview Week

## Intent to Call Emails:

3. Employers must not contact any student to arrange an interview prior to the designated Call Day.
  - 3.1 Notwithstanding paragraph 3, but subject to paragraph 3.2, Employers may inform students, by email only, that the Employer intends to call the student on Call Day and request an interview.
  - 3.2 Employers may only send Intent to Call Emails after 8:00 am PST on the date set for Intent to Call Emails.
  - 3.3 Employers must not contact students at all for the 12-hour period from 8:00 pm PST on the day before Call Day to 8:00 am PST on Call Day.
  - 3.4 Employers must not suggest a specific date or time for the expected interview in their Intent to Call Emails or any time prior to Call Day.
  - 3.5 Employers may advise students via an Intent to Call Email of event dates during Interview Week to which all interviewees will be invited.
  - 3.6 If an Employer sends a candidate an Intent to Call Email, the Employer must interview that student during Interview Week, with exceptions only as provided for under paragraphs 6 and 6.1.
  - 3.7 Students are not required to respond to Intent to Call Emails, or indicate their intention to accept or decline an interview prior to Call Day, but may so do if they choose.

### Example Employer Intent to Call Email:

Thank you for your interest in [firm]. Please accept this email as [firm's] indication that they wish to schedule an interview with you during the Vancouver Interview Week. We follow the Vancouver Bar Association Guidelines for Articling and 2L Summer recruit. You may view these at:

<https://vancouverbar.ca/programs/#student-recruitment>

To arrange this interview, a [insert firm name] representative will contact you at any time after 8:00 AM on the VBA designated Call Day – [insert date]. At that time we hope to schedule a mutually convenient time and date for your interview. Interviews will take place during the VBA designated Interview Week: [insert dates]. Unless you intend to decline this interview request, there is no need to respond to this email.

We would also like to invite you to a cocktail reception for all candidates on **[insert date and time range]** and hope you will be able to join us. We recognize that some students may receive multiple reception and dinner invitations. Scheduling may be difficult, and we consider even a brief appearance at our reception to be acceptable (e.g. ½ an hour). There is no need to RSVP at this time for the reception.

We look forward to speaking with you on Call Day! Should you decide prior to that time that you do not intend to accept our interview invitation, we would appreciate if you could let us know prior to **[insert date of Call Day]** so that we may offer your spot to another applicant.

### **Call Day:**

4. Any time after 8:00 am PST on Call Day, Employers may call students and offer them an in-firm interview at a mutually agreed time during Interview Week.

### **Blackout Period:**

5. The Blackout Period is intended to provide a complete break from recruitment for students. Any activity that is not in keeping with that intent is prohibited.
  - 5.1 Employers must not conduct interviews or hold any interview-like events during the Blackout Period. For greater certainty, "interview-like events" includes receptions, meals, workspace tours, on-campus events, coffee meetings, any events where lawyers and students may discuss the Employer, or any other Employer-hosted events that are primarily targeted at students.
  - 5.2 Employers must not approach students to, directly or indirectly, suggest meetings and/or promote their place of employment during the Blackout Period.
  - 5.3 Employers may respond to student-initiated emails during the Blackout Period, provided that the intent of such communication is not to facilitate interview-like interactions.

*i.e. student-initiated communications regarding scheduling are acceptable.*

### **Interview Week:**

6. Employers must conduct interviews during the designated Interview Week. Interviews outside of this week are only permitted in exceptional circumstances.
  - 6.1 Exceptional circumstances include students being unable to attend an interview in Vancouver, or by videoconference, because of:

- a. legitimate study restrictions;
  - b. previously scheduled and unmovable work commitments; or
  - c. unforeseen and extraordinary personal circumstances.
- 6.2 A student's absence from Vancouver during Interview Week due to participation in recruitment events outside of Vancouver does not constitute exceptional circumstances.
7. Notwithstanding paragraph 6, Employers are permitted to attend on-campus interviews ("OCIs") for the purpose of pre-screening students for invitations to Interview Week for 2L Summer positions. Those Employers attending OCIs agree that no job offers will be made at the OCIs and that the VBA Guideline deadlines otherwise apply.
  8. Employers may interview students who submit applications after the designated Application Deadline.
  9. Students may voluntarily communicate their level of interest in an Employer, including their intention to accept a prospective offer from an Employer if such offer were made (*i.e.* students may tell an Employer that the Employer is the student's "first-choice").
  10. Employers must not solicit first-choice intentions, directly or indirectly.
  11. **\*NEW THIS YEAR\*** Employers must, as soon as reasonably possible during Interview Week, inform students if they are no longer being considered for an Articling or 2L Summer position, particularly if a student has provided the Employer with "first-choice" language as set out in paragraph 9.

Example Employer Email:

**[Insert firm name]** has greatly enjoyed getting to know you during the Vancouver Recruitment cycle. We have appreciated your interest in our firm.

Throughout recruitment, the **[insert firm name]** team meets to discuss student candidates and whether we have the capacity to extend job offers to each individual. This is a dynamic process. We are continually evaluating who we think may be the best fit for us at this time. Unfortunately, we have determined that we will not be able to extend a job offer to you during this recruitment cycle.

You are an excellent candidate and we are grateful to have had the opportunity to get to know you. We hope that you will continue to be in touch and consider future employment opportunities that may arise at **[insert firm name]**.

We wish you the best of luck with the rest of your recruitment and look forward to mingling with you at future Vancouver bar events.

### **Offers:**

12. Employers must not make an offer or communicate an express intention to make an offer to a student prior to 8:00 am PST on Offer Day (even in cases where legitimate early interviews have been held), unless the student has compelling reasons for which they will not be reachable (by telephone, fax, email, or otherwise) during the designated interview week.
13. Notwithstanding paragraph 12, Employers may make offers of regular articles to their own summer students and co-op students in advance of Interview Week.
14. In accordance with Law Society Rule 2-58, all offers of regular articles by lawyers practicing in a firm (as defined in such rules) that maintains an office in downtown Vancouver (north of False Creek and west of Carrall Street) to students who have not yet begun their third year of studies must remain open at least until the “offer date” set by the Credentials Committee of the Law Society. The foregoing is a Law Society Rule and not a VBA guideline. When making an offer of regular articles to a student, Employers shall expressly communicate the period for which such offer will remain open (which period shall, for greater certainty, comply with Law Society Rule 2-58, if such rule is applicable to the Employer).
15. All offers of 2L Summer positions (Temporary Articles) by an Employer must remain open for at least 24 hours after the time and date made. When making offers of a 2L Summer positions to students, Employers shall expressly communicate that such offer will remain open for 24 hours (or such longer period as the Employer may determine).
16. In the spirit of fairness, students are encouraged to deal with offers received as expeditiously as possible, regardless of the time that the offer remains open. Students who accept an offer are encouraged to immediately notify Employers from whom they have an outstanding offer. Students who have already accepted an offer are encouraged not to thereafter accept offers subsequently received.

### **Employer Conduct Throughout the Vancouver Recruit:**

17. Employers must not, at any time, directly or indirectly, pressure students to accept interview offers, attend receptions, or agree to meals.

18. Employers must not, at any time, directly or indirectly, put pressure on students to accept an offer of employment or reveal their intention to do so.
19. Employers must not initiate contact with students via non-professional social media platforms (e.g. Instagram, Facebook, TikTok, Snapchat, or similar platform) for the purposes of recruitment. The foregoing is not intended to apply to professional social media platforms such as LinkedIn.

## Relevant Law Society Rules

### Hiring articulated students

- 2-58 (1) This rule does not apply to temporary articles under Rule 2-70 [Temporary articles].
- (2) This rule applies to all lawyers practising in a firm that maintains an office in the city of Vancouver north of False Creek and west of Carrall Street.
- (3) The Credentials Committee may designate an offer date in each calendar year.
- (4) A lawyer must not offer articles to a student of any law school unless the offer is to remain open at least until the offer date designated under subrule (3).
- (5) As an exception to subrule (4), the Credentials Committee may allow a lawyer to withdraw an offer of articles before the offer date designated under subrule (3).
- (6) If the Credentials Committee designates an offer date that is before September 1, subrule (4) does not apply to a student who has begun the third year of studies at any law school.

### Temporary articles

- 2-70 (1) A person may apply for enrolment in temporary articles by filing the following with the Executive Director, not less than 30 days before the enrolment start date:
- (a) an application for enrolment in a form approved by the Credentials Committee, including a written consent for the release of relevant information to the Society;
  - (b) an articling agreement in a form approved by the Credentials Committee;
  - (c) the application fee for temporary articles specified in Schedule 1.
- (2) The Executive Director may enrol the following in temporary articles:
- (a) a student at a common law faculty of law in a Canadian university;

(b) a person whose application for enrolment as an articulated student has been approved, but whose articling term has not yet begun;

(c) a person who is qualified to practise law in a Commonwealth country and has actually practised law in that country for 2 years or more.

(3) Temporary articles granted under subrule (2) (a) are void if the student ceases to be a student at a common law faculty of law in Canada.

(4) The Executive Director may only grant temporary articles under subrule (2) (a) that are subject to a definite termination date.

(5) The Executive Director must not grant temporary articles under subrule (2) (b) effective more than 6 weeks before the beginning of the person's articling term.

(6) The Executive Director must not grant temporary articles under subrule (2) (c) for a period exceeding 3 months.

(7) Time spent in temporary articles is not part of the articling term.

(8) Except as otherwise specified in these rules, a person enrolled in temporary articles has the rights, privileges and responsibilities of an articulated student.

(9) The Credentials Committee may revoke temporary articles at any time for any reason without giving notice to the temporary articulated student and without holding a hearing.