

## MEMORANDUM

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**C.C.:** Kara Sutherland  
Mike Molas

**DATE:** October 22, 2020

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**SUBJECT:** NALP Board – Second Quarterly Report

Please see below the summary from the Canadian Section, which includes a summary of the Canadian NALP Bulletin contributors and an update from the Working Groups. Mike Molas, Regional Representative, will be providing an update on the Canadian Region generally.

### NALP Canadian Section 2020/2021 Bulletin Contributors

Andre Bacchus, Ryerson, has assisted in recruiting volunteers to contribute articles to the NALP Bulletins. The following is the list of articles from the Canadian Region:

| Issue         | Content Due Date | Type   | Topic  | Author 1 & Author 2   | Length    |
|---------------|------------------|--------|--|---|-----------|
| November 2020 | October 1, 2020  | Column | ZoomCIs: Best Practices for Schools, Employers, and Students | Chira Perla (Allard School of Law - UBC) - perla@allard.ubc.ca<br><br>Pam Cyr (Norton Rose Fullbright LLP) - pamela.cyr@nortonrosefulbright.com | 750 words |
| December 2020 | November 1, 2020 | Column | Supporting Rural Student Opportunities                       | Christi McAuley (Thomson Rivers University) - <a href="mailto:CMcAuley@tru.ca">CMcAuley@tru.ca</a>  | 750 words |
| March 2021    | February 1, 2021 | Column | Public Interest  | Tracy Wachmann (Allard School of Law - UBC) wachmann@allard.ubc.ca  | 750 words |

## **Updates from the Working Groups**

### **A. V-SAWG Quarterly Report**

Co-Chairs:

- Pamela Cyr – Norton Rose Fulbright (Vancouver)
- Chira Perla – UBC Allard Law

Members:

- Allison Jackson & Jennifer Vermiere– Lawson Lundell
- Marianne Johnstone – Singleton Urquhart
- Bonnie Lussier – DLA Piper (Vancouver)
- Christi McAuley – TRU Law
- Jennifer McNaught – Blakes (Vancouver)
- Laura Pringle – UVic Law
- Natasha Rana – Vancouver Bar Association (DLA Piper - Van)
- Ilana Schrager – McMillan (Vancouver)
- Christine York – Alexander Holburn

## **Update**

### **Summary of Activities (June-Oct)**

#### **Virtual Best Practices- Articling & Summer Recruits**

V-SAWG and the VBA circulated a best practices guide for remote interviews from the 3 BC law schools in advance of the Vancouver 2021/21 articling and 2021 2L summer recruits. The schools strongly urged all employers to hold all recruitment activities remotely rather than in-person. The guide is attached and V-SAWG's updated *Recruitment Guidelines* have been circulated. We will debrief after the articling recruit, which is underway this week, to see if any issues arose with employers asking students to attend in-person events and, if necessary, will seek employer agreement to hold all interviews and recruitment events virtually. We understand this agreement amongst employers was required for the summer recruits in Montreal and, more recently, in Calgary.

#### **OCI Process Chart**

A table will be created to summarize for employers, by school, key OCI information including candidate selection deadlines, date for school provision of schedule to employers, and length of OCI (e.g. 17 or 20 minutes).

#### **Recruitment Gifts**

Given concerns arising from the Calgary and Montreal recruit, we plan to revise the V-SAWG *Guidelines* to discourage lavish selective gift giving that could improperly signal an intent to offer before Offer Call Day (e.g. bottle of champagne or an Ipad), but to allow for reasonable swag or recruitment activity gifts during Interview Week (e.g. Starbucks or UberEats gift card before a virtual coffee or meal with lawyers). We note that Toronto SAWG has entirely disallowed any sort of gifts

however reasonable gifts were allowed in the Calgary summer recruit, so we may canvass this issue with the larger group of Vancouver employers in our post-articling debrief.

### **ViDesktop GPA Field**

Chira drafted and circulated application conventions for the GPA field on viDesktop for students given the mandatory or opt-in pass/fail grading schemes for 2019-2020 Term 2 and full-year classes given the COVID-19 pandemic.

### **B. SAWG – Toronto**

**Co-Chairs:** Natalie Zinman (Lenczner Slaght); Robyn Marttila (Western Law/UWO)

**Members:** Kari Abrams (Blake, Cassels & Graydon LLP); Christina Beaudoin (Osler, Hoskin & Harcourt LLP); Ari Blicher (Aird & Berlis LLP); Georgia Brown (Torys LLP); Maryanne Forrayi (University of Calgary); Stacy Keehn (University of Ottawa); Amanda Fiorelli (Davies); Eowynne Noble (Fasken); Mya Rimon (Osgoode Hall Law School); Angela Sordi (Borden Ladner Gervais LLP); Michel Lederman (Goodmans LLP); Kim Grange (Dentons Canada); Scott Warwick (Department of Justice), Waleska Vernon (Osgoode Hall Law School) and Glenn Chu (City of Toronto, Legal Services).

### **Update**

SAWG has been working closely with the Canadian OCI Working Group, the Law Society of Ontario (LSO), the Canadian Legal Career Development Network (CLCDN) and legal employers to address the impacts of COVID-19 on the recruitment process. The main impacts relate to the timing of recruitment, and the shift to virtual interviews and recruitment activities.

The SAWG committee members met recently to review and update the ***Best Practices for Toronto Summer and Articling Recruitment Activities***. The revised Best Practices, which have been posted on NALPconnect, incorporate changes to the recruitment procedures set out by the regulator, the LSO, and address various issues raised by the move to virtual interviews. Two separate appendices (one for employers, and one for students) outlining best practices for virtual interviews, were added to the Best Practices.

Of note, the revised Best Practices:

- Provide that employers will manage their own interview process (aside from scheduling), including supplying the platform for virtual interviews, and managing the timing of interviews to ensure they run on schedule [law school Career Development Offices (CDOs) will continue to be responsible for coordinating the On Campus Interview (OCI) schedules for their school];
- Stipulate that interviews should not be recorded;
- Prohibit employers from hosting in-person social events during the interview period or from sending candidates gifts or firm branded items;
- Give employers discretion, in the event of technical difficulties/glitches, to reschedule interviews; and,

- Allocate responsibility to the CDOs to provide accommodation to their students where required.

Interviews for 2021-2022 articling positions in the City of Toronto are scheduled to take place from November 2-4, 2020. SAWG will meet following the articling recruit to address any further adjustments that need to be made to the Best Practices in advance of the upcoming summer recruit taking place this winter 2021.

### **C. Winter Meeting Working Group – Quarterly Report**

**Members:** Leanne Shafir (Ryerson) and Ryan Baker (Bereskin & Parr) are this year's co-chairs, and are joined by Andre Bacchus (Ryerson) and Tiffany Soucy (McMillan), outgoing chairs of the 2019 Meeting; Hilary Clarke (Potentia Coaching); Lisa Cunningham (Wildeboer Dellelce); John MacDonald (UAlberta); Madeleine Natale (UCalgary); and Patricia Neil (UAlberta).

#### **Update**

-The 2020 Canadian Winter Meeting will take place on Tuesday, December 8 and Wednesday, December 9 from 1-5pm EST (via Zoom).

-The theme for this year's meeting is: **Virtual Reality: How to Survive, Thrive and Innovate in our 'New Normal'**. They will explore the impact of COVID and remote working on all aspects of our profession, from the recruitment process through to professional development, wellness and fostering engagement in a virtual world. There will be special emphasis on equity, diversity and inclusion and how we can better serve the needs of our diverse students and professionals in light of the discussions and events of 2020.

-Registration and agenda details for this year's Canadian Winter Meeting will be available soon.

### **D. CDLE Working Group Quarterly Report**

**Members:** Lisa Cunningham (Wildeboer Dellelce) and Ryan Baker (Bereskin & Parr) are this year's co-chairs, and are joined by Georgia Brown (Torys); Danielle Laflamme (BLG); Robyn Marttila (Western); and Laura Pringle (UVic).

#### **Update**

The CDLE Working Group recently met to discuss the implementation of our mandate for the upcoming year, which is: (i) to continue marketing the CDLE to employers who have yet to sign up, particularly employers in rural, western Canadian regions and among small and mid-sized firms; and (ii) continue to monitor and track membership and usage of the CDLE.

### **E. OCI Working Group**

**Members:** Christopher McKenna (Chair), Chira Perla (Vice Chair), Anna DeciaGualtieri (Vice Chair – Outgoing), Neil Dennis, Natasha Bhimji, Gabrielle Maurier, Shawn Swallow (new)

**Update:** The OCI Committee continues to work closely with SAWG and most recently provided SAWG with its recommendations concerning the upcoming 2L Toronto OCIs. Among its recommendations, the OCI Committee recommended that all 2L and 1L in-firm summer interviews be held remotely; and that all 2L and 1L in-firm summer recruitment activities be suspended and prohibited. The OCI Committee also continues to support SAWG in the drafting of its best practices and will relay to SAWG any useful information and/or feedback obtained from the current virtual 2L summer recruitment in Calgary and articling recruitment in Vancouver following their conclusion. In addition, the OCI Committee will shortly be holding preliminary discussions concerning the scheduling of the 2L Calgary, Vancouver and Toronto recruitments in fall 2021, including whether we anticipate a return to in-person OCIs, the continuation of virtual OCIs or the creation of a hybrid model (likely necessitating a two-day OCI process per school).

## ***F. Industry Data Collection***

**Vice Chair:** Laura MacLelland (University of Alberta)

**Members:** Jim Liepold (NALP), Lisa Blair (Borden Ladner Gervais), Nanci Shipp (Davies), Christi McAuley (Thompson Rivers University), Chantal Riendeau (U Ottawa), Leanne Shafir (Osgoode), Laura Pringle (U Vic), Lisa Cunningham (Wildeboer Dellelce LLP)

**Membership Update:** They welcomed Katie Behan back into our group over the summer. Lisa Blair has stepped down but is happy to help out if needed.

**Update:** The Class of 2019 Snapshot Survey Report has been completed and shared with the CLCDN members. It is also on NALP's password protected site. The Employer Salary Survey Report is also complete and Judy told them that she is now just waiting on her team to produce it in NALP's format. They hope to circulate that to their members within the next month. The next quarterly call is scheduled for October 23rd and they will be discussing the 2021 surveys at that time (which will include the Class of 2020 Snapshot Survey and the Law School Career Professionals Salary Survey).

## ***G. Diversity Working Group***

**Chair** – Lina Nadar

**Members** – Neil Dennis, Kim Bonnar, Anna DeCia, Laura Pringle. Nicole Salama, Danica Steadman and Waleska Vernon

**Update:** They have met as a group to discuss possible D&I content for next year's conference, and Lina and Neil presented on a first step towards understanding systemic barriers in the legal profession at the Canadian Section Town Hall which took place in October, 2020.

## ***H. National Recruitment Survey***

**Chair** – Sophie Roy-LaFleur

**Members:** Nicola Martin – Osgoode Hall Law School (ON), Christi McAuley – Thompson Rivers University (BC), Maryanne Forrayi – University of Calgary (AB) and Jennifer Nadon – University of Ottawa (ON)

**Update:** The group is working on finalizing the 2021-2022 Articling Recruitment Survey that will be circulated to students around mid-November. In addition to the questions asked in previous years, the survey will include new questions about diversity and inclusion, interview format, social events and factors that influence the students' choices in the recruitment process.

## **Best Practices for Conducting Remote Interviews**

### **Before the Call:**

- Send the interview link to the candidate and encourage them to ensure they have completed a test run/ download all relevant software in advance of the interview date. Provide candidates with information about the virtual platform they will be using including:
  - Software name
  - System requirements including required downloads and internet speeds
  - Log in instructions/links
  - Instructions and recommendation to download and test functionality of the system in advance
- Identify and share the contact information for a key technical person for students (and interviewers) to call if they are experiencing any technical issues on interview day
- Establish and communicate a protocol to be followed if either you or the student are running late for the interview or there are technical difficulties that impede the interview
- If your virtual platform has a waiting room function, ensure it is enabled to avoid having students 'drop-in' on other student interviews (creating a unique link or log in for each interview can also work)
- Engage in a practice run with all interviewers to ensure they are set up properly and trained on the system (test sound, internet connection, video/webcams, lighting etc.)
- Assign one individual on each interview team to be responsible for watching the time and keeping the interviews on track
- Test run: Check internet connection, sound, and webcam
- Select a neutral background and location with minimal distractions (no pets/kids, etc.)
- Ensure that you are front lit so that your face can be seen and avoid clothes with strong patterns as they tend to be distracting
- Position the camera so that you are looking up slightly and centered on the screen.
- Avoid the instinct to look directly at your candidate on the screen while you are asking a question. Instead, when you speak, you want to direct your gaze at the webcam. When you do this, your eyes are more likely to align with the candidate's eyes on the other end. When you are listening, you can look back at the screen.
- Turn off cell phones and notifications and resist the urge to multitask

### **During the call:**

- It is recommended that interviewers aim to be online and ready to go 15 minutes in advance

to address any technological issues

- Be on time and be mindful of time: you will be in charge of keeping track of the interview length (see table below)
- Ensure all interviewers have the video function turned on, that they are facing the camera, and their names are displayed on the system, if possible

**Technical Emergencies:**

- If you experience a technical emergency, please remember that it is your responsibility / IT team to address it.
- Before the interview, ask the interviewee for a phone number where you can reach them if you experience technical difficulties. If the video cuts out, call them at that number. Ask if you can continue the interview by phone or if you can reschedule.
- If technical glitches happen, you can always reschedule with the student.
- As a rule of thumb, if more than five minutes has passed with technical difficulties, we recommend rescheduling the interview.