

## MEMORANDUM

To: NALP Board of Directors

From: Terri Karpish, Career Officer, College of Law, University of Saskatchewan, Saskatoon  
Chair of the Canadian Section

Date: June 29, 2010

Re: First Quarterly Report from the Canadian Section

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Canadian Section Meeting, April 29, 2010:

- See attached Overview of the meeting

CLCDN (Canadian Legal Career Development Network of Law Schools) met on June 25<sup>th</sup> in Halifax and appointed a new representative to NALP:

Robyn Marttila, B.Sc. (Hons), LL.B.  
Director, Career & Professional Development Office  
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Tel: (519) 661-2071 | Fax: (519) 850-2412 [rmarttil@uwo.ca](mailto:rmarttil@uwo.ca) [www.law.uwo.ca/50th](http://www.law.uwo.ca/50th)

Canadian Section Working Group Reports:

### **1. Collaboration and Information Exchange**

Vice Chair: Lisa Blair

Committee Members: Marketta Jokinen, Valerie Dufour, Brad Proctor, Margaret Seko, Nadia Myerthall and Bibi Bysterveld

Charges:

1. Utilize the Canadian Listserv to share pertinent information within the Canadian Section
2. Through Bulletin articles and RFP for Conference presentations, share innovative Canadian Employer and School initiatives
3. Share information with NALP on key Canadian recruitment dates and holidays.

## **May 31, 2010 – conference call meeting**

### **1. To use the listserv to share information within the Canadian Section**

The working group defined two steps. The first is to ensure the Canadian Section has a fully functioning listserv with wide participation from the Canadian Section membership. A variety of tasks were set out for the working group members to research and report on at the next meeting. The second step is to move to the sharing information phase. The first step in this process will be to prepare a brief e-mail encouraging people to use the listserv, directing them to NALP's discussion list rules, and highlighting best practices and sharing ideas.

At the next conference call – scheduled for July 19, 2010 at 2:00pm the group will move into looking more directly at ways in which we can use the listserv to share information.

### **2. Through Bulletin articles and RFP for Conference presentations, share innovative Canadian Employer and School initiatives**

#### **Canadian Section Proposals:**

The Canadian section submitted one proposal for the 2011 Annual Conference:

From Backpack to Briefcase: How Career Services and Law Firm Professionals Can Help Students Prepare for Practice

Presenters:

- Pamela Cyr, Director Career Services, Faculty of Law, University of British Columbia, Vancouver, BC
- Marketta Jokinen, Director of Recruitment, Borden Ladner Gervais LLP, Vancouver, BC
- Ari Blicher, Director, Student and Associate Programs, Aird & Berlis LLP Toronto,
- Mathew DeGrushe, Assistant Dean, Career Services, Gould School of Law, University of Southern California, Los Angeles, California

#### **NALP Bulletin:**

The Canadian Section submitted four proposals for publication in the NALP Bulletin:

- Leveraging students in your CSO. Stacy Keehn Manger of Career and Professional Development, University of Ottawa (late summer/early fall)

- Designing an effective in-house orientation program: the top 10 things your students and lawyers must know to succeed. Kyla Sandwith, Director of Professional Recruitment, Borden Ladner Gervais LLP, Calgary (early winter)
- Maternity, Paternity and Parental Leave and Benefits in Canada. Lisa Ricketts, Manager Professional development and Student Programs Bennett Jones LLP, Calgary (late winter)
- Business Development for Students. Anne Mundy-Markell Director of Student & Associate Affairs Gowling Lafleur Henderson LLP Ottawa (spring) \*

\*note - these are a description of the topic areas, the actual heading of the article may change.

### **3. Share information with NALP on key Canadian recruitment dates and holidays**

The Group will look for ways to assimilate the information that is available and look at whether it is feasible to gather information about clerkship recruitment information from across the country.

Next meeting scheduled for July 19, 2010 at 2:00pm EST

## **2. Summer and Articling Recruitment Working Group**

Vice-Chairs: Mya Bulwa and Ari Blicher

Committee Members: Stacy Keehn, Leeann Beggs, Maryanne Forrayi, Leah Daniels, Sally Woods, Margaret Seko, Valerie Dufour, Christina Beaudoin, Nancy Stitt, Frances Mahil, Nadia Myerthall and Bibi Bysterveld

Charges:

1. Finalize the "Best Practices Recruitment Guide"
2. Electronic Applications – share emerging information that takes hold in the Canadian market

### **June 8, 2010 Conference Call meeting**

- 1. Finalize the "Best Practices Recruitment Guide"**

Final revisions were discussed and will be circulated.

- 2. Electronic Applications – share emerging information that takes hold in the Canadian market**

The Ontario law schools, along with McGill, have agreed to use viDesktop as an electronic application collection system for the upcoming Toronto OCIs. This has been communicated to the Toronto employers who participate in OCIs. Employers have been asked to confirm that they will accept electronic application via the portal by June 7th. Approximately 50 employers have agreed to use

viDesktop as part of their application collection. At this point, all employers who will be attending Toronto OCI's are participating.

An instructional video will be available for students the week of June 21. An instructional video is currently available for employers (but can be viewed by anyone) and is available at:

[Video #1 – All Portal Users](#)

Employer adding positions

<http://vihost.videsktop.com/viPortal/video/PlayVideoEmployerAddingPositions.asp>

[Video #2 – Non viDesktop Users](#)

Employer Searching & Printing Applications

(for non-viDesktop clients to download/print applicant documents)

<http://vihost.videsktop.com/viPortal/video/PlayVideoEmployerPrintingApplications.asp>

ViDesktop is still working on a few more enhancements and updated videos will be available on the portal once it goes "live" later this month.

ViDesktop will be creating individual accounts for law schools in order to enable the tracking of each school's students applying to Toronto employers through viDesktop. Any Canadian law school who expresses interest will have an account.

### **3. Canadian Directory of Legal Employers Working Group**

Vice Chairs: Pam Cyr and Kyla Sandwith

Committee Members: Kara Sutherland, Robyn Martilla, Leeann Beggs, Stacy Keehn, Lisa Ricketts

Charge:

Working closely with NALP staff, engage in marketing to expand the number of Canadian Directory of Legal Employers registrants, particularly employers in rural, Western Canadian regions and among small and mid-sized firms.

#### **Conference call Meeting June 17, 2010**

The focus of the Group is on increasing employer participation and student participation. With that objective in mind members of the group decided to take the following steps:

- Find out more information about the small employer fair occurring in November to determine if it is possible for a group member to attend and increase awareness.
- Canvass feedback from smaller employers on their experience with the Directory to be used in marketing to smaller firms. Questions: Did the Directory increase your profile? Were you inundated with unwanted resumes? Would you recommend the Directory to other small employers? Are you happy with the level of response resulting from your participation in the Directory?

- Canvass feedback from students on how useful the Directory is/how much they're using it. Will see if it's possible to use Survey Monkey or such other form to allow data from all schools to be collected.
- Start canvassing Calgary/Edmonton firms to gauge the awareness and interest in the Directory.
- Discuss the Directory at the CDO's Roundtable in Halifax. The CDO's will once again send out an info letter to recruiting employers who are not on the CDLE to provide information and encourage participation.

Next meeting –scheduled for August 25 at 2p.m. EST, noon MST, 11 Pacific.

#### **4. Diversity Working Group:**

Vice-Chairs – TBD, previously André Bacchus and Karen Kuzmowich

Committee Members:

Leah Daniels, Shannon Leo, Alison Cowan, Leanne Beggs, Anne Mundy-Markell, Gail Wong

Charge:

Finalize the Best Practices Guide for Canadian Legal Employers on Developing Data Collection.

The Committee is undergoing leadership changes which we hope to finalize in the next term and as well it is anticipated the group will hold a conference call with the members in the summer.

#### **5. End of the Year Canadian Section Meeting (formally known as the Toronto Winter Meeting)**

Vice-Chairs: André Bacchus

Committee Members:

Alison Cowan, Robyn Martilla, Kara Sutherland, Halla Elias and Brad Proctor

Charge:

Develop content, arrange for speakers and coordinate logistics with NALP staff for the End of the Year Canadian Section Meeting.

The Group has identified the tentative date of Nov 30<sup>th</sup> for the meeting and reception and has secured the venues. Various agenda items have been discussed including professional development of students and mandatory professional development of students and lawyers. It is anticipated that a conference call meeting will be held in the summer.

The CLCDN will hold meeting on Dec 1.

*Prepared by Terri Karpish, Career Officer, University of Saskatchewan, College of Law, Saskatoon, Saskatchewan,  
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