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Toronto 2L 2022 Summer Virtual OCI Information for Students

For students participating in the **Toronto 2022 2L Recruit**, the UCalgary Career and Professional Development Office will be coordinating virtual OCIs on **September 21, 2021** between participating Toronto employers and UCalgary, UAlberta, UofVic, Thompson River, University of Saskatchewan and University of Manitoba Law students. Below you will find information, key dates and tips for navigating and participating in the process.

Toronto 2L 2022 Recruit & UCalgary OCIs

The **Toronto 2L 2022** recruitment process is governed by the [Law Society of Ontario's 2022 Toronto Summer Student Recruitment Procedures](#) which outlines recruitment rules and key dates. The Recruitment Procedures permit the scheduling of On Campus Interviews. This year On Campus Interviews for UCalgary Law students is scheduled for **September 21, 2021** and will take place virtually. Students should review the [Best Practices for Toronto Summer and Articling Recruitment Activities](#) for more information.

Employer OCI Registration & Position Postings

Toronto firms participating in virtual OCIs have registered with the CPDO no later than **June 23, 2021** and all posting will be passed along for each school to post. Please note that not all Toronto employers recruiting for 2L Summer positions will participate in the OCI process. To identify Toronto employers who are not participating in OCIs, students are encouraged to access the [ViLawPortal](#) (which will be updated closer to the application deadline). Students may also use the [NALP Canadian Directory of Legal Employers](#) to identify Toronto firms who have hired 2L summer students in the past and review their websites for current position postings. Finally, students may do their own review of other firm websites for current position postings, particularly for smaller or mid-sized firms.

Application and Candidate Selections

Applications are due on **August 16, 2021 at 5:00 pm ET (3:00 pm MT)** for all Toronto employers whether they are participating in OCIs or not. Following the application deadline firms participating in OCIs will submit the list of candidates they choose to interview to the CPDO by **August 30, 2021**. Firms not participating in OCIs will contact students in accordance with the LSO's Summer Recruitment Procedures.

OCI Scheduling

No later than **August 31, 2021 at 4:00 pm MT**, students selected for OCIs will be contacted via email by Rachelle Paddington from the UCalgary Law CPDO advising them that they have been selected to interview. Students will receive a separate email for each firm that has chosen to interview them that will contain a unique link to Sign Up Genius. Sign Up Genius is an online service that will allow students to review available interview times and



schedule their own interviews. The system will open on **September 2, 2021 between 9:00 am – 11:59 pm MT** for students to schedule their interviews. Students are not required to have a Sign Up Genius account but they must provide their name and email in order to schedule an interview. The email address will be used by Sign Up Genius to send a confirmation of the interview time and a reminder of the interview time 2 days in advance. Your email will also be provided to the employer as part of their OCI schedule so we encourage you to use the same email included in your application.

OCI Format & Logistics

OCIs will be held **September 21, 2021 commencing at 8:00 am MT with the last interview concluding at 4:17 pm MT**. Interviews will be **17 minutes with 3 minutes in between each interview** and will be scheduled in accordance with "Appendix A," attached. Firms are responsible for selecting their own virtual interview program and communicating those details to students. Firms will be provided with their OCI schedule no later than **September 7, 2021** and will reach out to students to finalize interview details including virtual platforms and interviewer details.

Preparing for OCIs

Students are encouraged to begin preparing their application well in advance of the application deadline. Once you've prepared your application, we recommend booking in with your Career Office for a resume/cover letter review.

Key Dates

- **June 23, 2021:** OCI Employer registration and position posting deadline
- **August 16, 2021 at 3:00 pm ET:** Student Application deadline
- **August 30, 2021 noon ET:** Employers to submit their candidate list
- **August 31, 2021 by 4:00 pm MT:** Students advised as to which firm selected to interview them
- **September 2, 2021: @ 9:00 am MT – 11:59 pm MT:** System opens to students to schedule interviews
- **September 7 by 4:00 pm ET:** Firms receive their interview schedule
- **September 8- 15, 2021:** Firms to contact students with platform details, firm technical issue contact and any change to interviewers.
- **September 21, 2021 @ 8:00 am – 4:17 pm MT (10:00 am – 6:17 pm ET):** OCIs
- **October 18, 2021:** Make-up Interview date (technical difficulties, etc.)
- **October 22, 2021:** Interview Call Day
- **Nov 1-3, 2021 :** Second Interview dates
- **Nov 3, 2021 at 3 pm MT:** Offer date

If you have any questions about the process, please contact your Career Office.



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Appendix A -Toronto 2L 2021 Summer Virtual OCI Schedule
(times are in MT)

| TIME | DETAILS |
|------------------|---------|
| 8:00 – 8:17 AM | |
| 8:20 – 8:37 AM | |
| 8:40 – 8:57 AM | |
| 9:00– 9:17 AM | |
| 9:17 – 9:30 AM | BREAK |
| 9:30 – 9:47 AM | |
| 9:50 – 10:07 AM | |
| 10:10 – 10:27 AM | |
| 10:30 -10:47 AM | |
| 10:47 – 11:10 AM | LUNCH |
| 11:10 – 11:27 AM | |
| 11:30 – 11:47 AM | |
| 11:50 – 12:07 PM | |
| 12:10– 12:27 PM | |
| 12:27 – 12:40 PM | BREAK |
| 12:40 – 12:57 PM | |
| 1:00– 1:17 PM | |
| 1:20 – 1:37 PM | |
| 1:40 – 1:57 PM | |
| 1:57 – 2:10 PM | BREAK |
| 2:10 – 2:27 PM | |
| 2:30 – 2:47 PM | |
| 2:50 – 3:07 PM | |
| 3:07 – 3:20 PM | BREAK |
| 3:20 – 3:37 PM | |
| 3:40 – 3:57 PM | |
| 4:00 - 4:17 PM | |
| | |



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Appendix B

Virtual OCI - Best Practices

- 2-3 days in advance of the OCIs, download and test functionality of the virtual platforms being used by the employers
- Engage in a practice run with a friend, if possible, to ensure that your system is set up properly (test sound, internet connection, video/webcams, lighting etc.)
- Ask the employer who you should contact on the day of your interview if you run into technical difficulties or are running late (try not to be late!).
- Aim to be online and ready to go 5-10 minutes in advance in case of any technological issues
- Ensure you have the video function turned on, that you are facing the camera, and that your full name is displayed on the system, if possible
- Position the camera so that you are looking up slightly and centered on the screen
- Avoid backlighting to ensure interviewers can see your face throughout
- Select a neutral background that provides some contrast based on your hair and skin colour to allow you to stand out
- Choose a location with no distractions (no pets/ kids etc.). If finding a distraction free location is a challenge contact the CPDO for support
- Dress professionally (business suit) and avoid clothes with strong patterns as they tend to be distracting
- During the interview, position the frame the interviewers are in close to your camera so when you speak to them you are seen to be looking at them. Alternatively, direct your gaze at the webcam so you are more likely to align with the employers' 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 (no eating or drinking)
- Be yourself and have fun!!