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## Toronto 2L Summer 2024 Recruit - Virtual OCIs Invitation

Thompson Rivers University, on behalf of itself as well as the University of Alberta, University of Calgary, University of Manitoba, University of Saskatchewan and University of Victoria, is pleased to coordinate the Western Canada Law Schools' Virtual OCIs for Toronto 2L summer 2024 positions ("OCIs")!

Our OCIs will take place from **10:00am – 5:00pm ET on Tuesday, September 12, 2023**. Participating employers may interview candidates from any of the participating schools. There is no charge to participate.

We thank you for your continued support and interest in all of our schools' students. Below you will find information and key dates for participating in the OCIs. If we can be of assistance throughout the process, please don't hesitate to reach out.

### Registration & Position Postings

Employers interested in participating in OCIs are asked to submit the [electronic registration form](#) no later than **June 1, 2023, at noon ET**. Registered employers will receive an email confirming their OCI registration. Please contact Chelsea Zahnd at [lawcdo@tru.ca](mailto:lawcdo@tru.ca) if you do not receive the confirmation email within one week of registration.

Registered employers will be added to a master list of participants; this list will be forwarded to students from each of our law schools. If you would like to send a formal job posting to help further advertise your position, please email this to Chelsea Zahnd at [czahnd@tru.ca](mailto:czahnd@tru.ca), who will coordinate posting this position with each of the six participating schools.

### OCI Format

OCIs will be held **September 12, 2023 commencing at 10:00 am ET** with the last interview **concluding at 5:00 pm ET**. Interviews will be 17 minutes with 3 minutes in between each interview, which allows for a maximum of 18 interview slots with three 20-minute breaks throughout the day. An example of how your day may be scheduled can be found in "Appendix A"; please note that this is a sample schedule only, and your break times may differ from what is shown should you choose to interview fewer than 18 candidates. If you would like to interview more than 18 candidates, you are welcome to schedule two or more interview teams for the day to accommodate the additional candidates.

### Candidate Selections

We will be using the Law Society of Ontario's application deadline of **5pm ET on July 24, 2023**. Students will be advised to apply directly to employers by this date in the manner indicated on the employers'



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website or job posting. Following the application deadline, employers will be asked to submit their complete candidate list using the template provided by email to [lawcdo@tru.ca](mailto:lawcdo@tru.ca) **no later than August 21, 2023 at noon ET**. At this time employers will also be asked to confirm the virtual platform they will use for OCIs, the number of interview teams they plan to schedule, interviewer names, and any requested adjustments to the schedules (e.g. daily start/end times). Please note that we cannot change the length of the interviews but will do our best to accommodate other requests.

### **OCI Scheduling**

Following the employers' submission of their candidate list we will coordinate the scheduling of student OCIs and provide the schedule to employers **on or before 5pm ET on August 31, 2023**. After employers receive their interviews, they should contact students directly with information about the virtual interview, including the link and other relevant platform details, technical issue contact, and any change to interviewers. We recommend that employers reach out to students no later than September 8, 2023 to finalize interview information with students.

Attached at "Appendix B" is a tip sheet for employers to facilitate a smooth virtual OCI process.

### **Summary of Key Dates**

- **June 1, 2023 at noon ET:** Employer registration deadline
- **July 24, 2023:** Student application deadline (per the Law Society of Ontario)
- **August 21, noon ET:** Deadline for employers to submit their student candidate list
- **August 31 by 5:00 pm ET:** Date by which employers will receive their interview schedule
- **September 1-8, 2023:** Time period for employers to contact students with platform details, technical issue contact and any change to interviewers
- **September 12, 2023 @ 10:00 am – 5:00 pm ET:** OCIs

We thank everyone for participating in the Western Canada Law Schools' OCIs. Please contact either Christi McAuley or Chelsea Zahnd of Thompson Rivers University, or the representatives from the other participating schools listed below, if you have any questions.

**Christi McAuley**  
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[cmcauley@tru.ca](mailto:cmcauley@tru.ca)  
250-852-7693

**Chelsea Zahnd**  
Career Services Coordinator  
[lawcdo@tru.ca](mailto:lawcdo@tru.ca)  
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**Participating School Contact Information:**

**Pat Neil**

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University of Manitoba  
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**Christi McAuley**

Thompson Rivers University  
[cmcauley@tru.ca](mailto:cmcauley@tru.ca)



Appendix A

Sample Virtual OCI Schedule

Note that this is a **sample schedule** only, showing a schedule with 18 interview slots; break times may be adjusted should an employer choose to interview fewer than 18 candidates. If an employer wishes to interview more than 18 candidates, then they are welcome to do so by using a second interview team.

TIME (ET)	DETAILS
10:00 – 10:17	
10:20 – 10:37	
10:40 – 10:57	
11:00 – 11:17	
11:20 – 11:37	
11:40 – 11:57	BREAK
12:00 – 12:17	
12:20 – 12:37	
12:40 – 12:57	
1:00 – 1:17	
1:20 – 1:37	
1:40 – 1:57	BREAK
2:00 – 2:17	
2:20 – 2:37	
2:40 – 2:57	
3:00 – 3:17	
3:20 – 3:37	BREAK
3:40 – 3:57	
4:00 – 4:17	
4:20 – 4:37	
4:40 – 4:57	



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## Appendix B Virtual OCI Employer Best Practices

### Pre-OCI Best Practices:

- At least two business days in advance of the OCIs, provide candidates with information about the virtual platform they'll 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 in the event that 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

### Virtual OCI Best Practices

- It is recommended that interviewers aim to be online and ready to go 15 minutes in advance to address any technological issues
- 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
- Avoid backlighting to ensure candidates can see interviewers' faces throughout
- If the interview starts more than 5 minutes late (due to technological difficulties or student/employer joining late) it is recommended that the interview be rescheduled
- Be sure to debrief with other interviewers in a secure virtual room to avoid having students inadvertently overhear