

# **OTTAWA INTERVIEW DETAILS**

## **IN-FIRM INTERVIEWS**

### **The interview**

Because of the large number of strong student applications that we receive from across Canada, we conduct a very large number of interviews over a relatively short recruitment period. A first interview with us will last approximately 30 minutes. Students that successfully pass the first interview stage will be granted a second interview later in the recruitment period. The second interview will be followed by a tour of our office with one of our current articling students. During the tour, the student will have an opportunity to meet with a number of current students and lawyers with the Firm.

### **Call day**

"Call day" is the colloquial term for the day on which the law firms in the Ottawa recruitment area are allowed to make offers of summer positions or articling positions. Your preparation for the Ottawa call day should start well before call day itself arrives.

In the same way that the various recruiting firms determine which student applicants would be a good fit for their particular practice areas and firm culture prior to call day, you should also be making the same kind of determination as to which firms would be a good fit for you. We recommend that you list the firms with which you interviewed in order of your preference and put your list on paper so that you have it for easy reference on call day. Beside each firm name, you should note the name and telephone number for the point-of-contact person at that firm.

For summer law student recruitment, most of the firms hiring summer law students in Ottawa have agreed amongst themselves that telephone calls to make offers of summer student positions will not start until 8 a.m. on the common call day that they have jointly established. These Ottawa employers have also agreed to leave first offers open until noon on the same day.

Should you receive an offer on call day that is not from your first-choice firm, we recommend that you follow the steps below.

Simply thank the person who has called you, confirm that the offer will remain open for a while, and indicate that you will get back to them as quickly as you can.

Immediately call the point-of-contact person at your first-choice firm and ask where you are located on their offer list; they should be able to tell you whether you may get an offer from them and approximately when.

If it appears that you will not receive an offer from your first-choice firm, you should then repeat this process with your second-choice firm to determine where you stand with it.

Work your way down your preference list, repeating this process, until you get back to the firm which has made the offer. You should be able to tell them at this point whether you will accept their offer or at what time they may expect a call from you.

Please keep in mind that there will be many students hoping for offers on call day. When everyone helps to move the offer process along expeditiously, you and your fellow students will be saved a great deal of angst and the day will be more pleasant for everyone.



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