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Calgary 1L Summer Student Recruitment 101

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Welcome & Getting Started

If you are like most 1L students, there is a lot to navigate during your first year of law school. We at Fasken know it can be daunting as you begin the recruitment process for a summer student position, especially with so much else going on during your first year. Our Fasken team has put together this guide to the Calgary 1L Summer Student Recruitment process with the hope it will make this process just a little bit easier, and help you land the summer student position of your law dreams!

Before you can land the summer student position of your dreams, you will need to determine what your “dream” position or firm looks like. As you start thinking about the recruitment process, reflect on what you want from your summer experience with a firm. It can be hard to remember your priorities during recruitment week, so turning your mind to this before may help keep you oriented.

For example, consider some of the following questions:

- In what type of firm culture do you feel you would best fit?
- Is there a specific practice area in which you are really interested?
- Would you prefer a summer experience which is more pre-determined, or more of a choose-your-own adventure style?
- Thinking beyond the summer, what are you looking for in your future articling and associate experience?

Taking the time to reflect on what you really want is a great first step.

Once you have done that, it is time to get organized and begin your research. There are several ways to learn more about the Calgary law firms. Here are just a few:

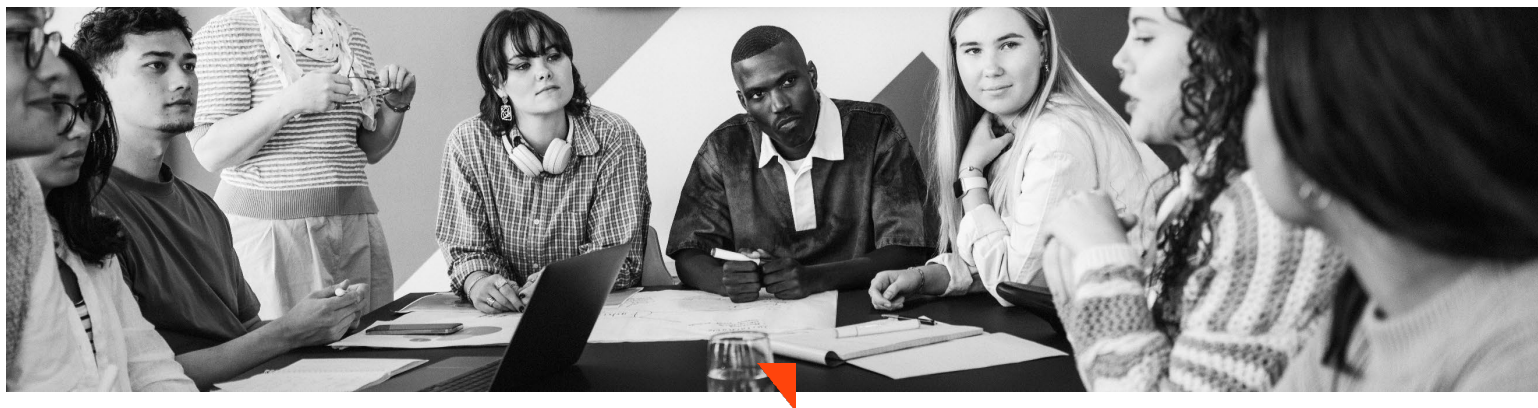
- Search the NALP Directory: [**NALP Canadian Directory of Legal Employers**](#)
- Review law Firm Websites such as [**Fasken.com - Calgary Students**](#)



- Speak with 2L and 3L students at your school, particularly those who have summered at firms in which you are interested
- Connect with the firms' current articling students; these are usually listed on the firms' websites
- Reach out to junior associates at the firm and/or law school alumni at the firm. The lawyers' profiles are on most law firm websites. Our [Fasken.com](https://www.fasken.com) student page also links to our Fasken law school alumni list
- Attend recruitment or Calgary law-firm related events such as interview seminars, networking receptions and other firm-sponsored events. Your law school career services office and law student organizations host or promote a variety of these events. We will discuss much more about events later on in this guide.

Another element to consider as you enter the world of 1L summer student recruitment is your social media presence. If you do not already have a LinkedIn profile, you should consider creating one. Law firms will look for you on LinkedIn, and it is a good way to stay in touch and make an additional connections. Consider your picture and the information you include in your profile carefully as it will likely be accessed by law firms.

In terms of your other social media, you will want to ensure your online presence is professional. Take a few minutes to ensure any public content on platforms such as Instagram, Facebook, TikTok and X/Twitter are what you would like law firms to see.



Timelines for the Calgary 1L Summer Student Recruit

One important area to understand about the Calgary 1L Summer Student recruit is the specific timelines. The key dates are set either by the Law Society of Alberta or by agreement among the Calgary law firms in the form of a protocol (both of which are discussed below). Here are some timelines to keep in mind:

- End of January (dates vary slightly each year) – 1L Summer Student Applications are submitted through the viLawPortal
- Early February – Interview Offer Period, which takes place on a specific day during set hours
- 1L Summer Student Recruitment Week – typically during Reading Week in February / the short week following Alberta Family Day, running Tuesday to Friday
 - First interviews at the firms generally take place all day on the Tuesday, and some on the Wednesday
 - Additional recruitment activities may take place throughout recruitment week on any of the days, including Tuesday to Thursday evenings
 - Friday afternoon at 3:00 p.m. – there is a one-hour blackout period during which law firms may not contact 1L students. However, firms may respond to student questions
 - Friday afternoon at 4:00 p.m. – law firms may contact students to offer 1L summer student positions.

Individual schedules during recruitment week in February will vary with each individual 1L student. Past students have described the four days as being “basically a non-stop interview”! There are classic, formal interviews, but also coffee chats, lunches, receptions, dinners and more – and everyone’s schedule will be different that week.

Please note for 1L students traveling to Calgary for recruitment week: Plan to stay in Calgary the whole week, Tuesday to Friday. We realize this can get expensive, but if you are prioritizing Calgary for your 1L summer position, it will be important to be here for opportunities that arise as the week unfolds.



Networking Before Recruitment Week

Introduction

While the Calgary Summer Student 1L Recruitment Week does not take place until February, many 1L students get a head start by taking advantage of various networking opportunities before then. Attending in-person or virtual coffees, social events and networking events will connect you with lawyers and articling students from the firms before the application and interview process. This will enable you to:

- Learn what to expect during the recruitment process
- Understand and appreciate differences in firm cultures
- Tailor your application and recruitment week preparation to the specifics of the firms in which you are most interested
- Start developing relationships with lawyers and articling students at the firms
- Choose the firm that is the best fit for you!

Coffee Chats

In-person or virtual coffees can be a great place to start your networking before recruitment week. This is of course not a required step, and students can be successful in the 1L recruit without attending coffees. However, many 1L students find it valuable to begin to develop relationships with firm members before recruitment week. It can be particularly valuable to initiate virtual coffees if you are attending law school outside of Alberta and do not have the same opportunities to attend in-person events. Making one or two connections at a firm prior to the formal recruitment process can be a great head start.

There is no single correct approach for coffee chats. Some 1L students begin asking for coffees as early as September, while others start in January and still achieve success. Choose what works best for you.



How do you solicit a coffee chat with a lawyer or articling student? There can be a variety of ways to initiate coffees, and it may vary by firm. From Fasken's perspective, here are some ways you can set up coffee chats:

- Reach out to the firm's student recruitment key contacts identified on the firm's website, such as Stacey McCreath, Fasken's Senior Director, Professional Resources. People in roles like Stacey's can connect you with a lawyer in a practice area of interest or with an articling student
- Reach out directly to lawyers you have met at firm events or with whom you otherwise have a connection. Always provide an option for that lawyer to suggest someone you can meet with in case that person does not have time (or if the Protocol prevents that lawyer from meeting with you – more on this below)
- Reach out directly to the firm's articling students, who are often identified on the firm's website – do not just limit yourself to associates and partners. Articling students are an invaluable resource. Talk to them, find out how much responsibility they were given and how they were treated
- Connect with the firm's past summer students. Talking with these students can be very valuable as you learn more about what life as a summer student at the firms is actually like.

When reaching out to a lawyers or students for a coffee chat, provide context for your request, such as a particular interest in the firm, a particular practice area or the lawyer or student's career path. Accommodate the lawyer or student's schedule, and offer to send a calendar invite.

Once you have successfully set up a coffee chat, here are some suggestions for the coffee itself:

- Arrive on time and dress professionally (either in person or virtually)
- Prepare firm-specific or practice-specific questions in advance. Lawyers have busy schedules, and you want them to feel their time was well spent
- Maintain professionalism during coffee chats, erring on the side of formality rather than being overly casual
- Striking the right balance in the number of coffee chats per firm is crucial. Reach out to one lawyer at a time. If the chat goes well and you are interested in the firm, ask the lawyer or student if they can introduce you to or suggest another person to meet
- Above all, relax, be yourself and enjoy the experience of getting to know some great Calgary lawyers and students!



Career Days and Law Firm Events

During your 1L year, you will have the opportunity to attend a variety of events to introduce you to law firms and their team members. These events vary by school, but often include Career Days, as well as firm-sponsored social or educational events. We encourage you to attend as many of these events as possible, if you are interested. These events offer valuable exposure to law firms and their lawyers, while helping you practice networking. Firm sponsored events, in particular, provide insight into a firm's culture by allowing you to interact with a diverse group of lawyers.

1. Before the Event

Here are some considerations for before you attend a career day or law firm event:

- Think about answers to obvious questions people might ask you in advance, such as:
 - Why did you choose to attend law school?
 - How are you liking law school so far?
 - What are your favourite classes?
 - What did you do over the summer?
- Do some research before both Career Days and firm-sponsored events
 - As part of your research, determine where firms have offices. You do not want to waste your time speaking to a firm from a city you have no intention of living in after law school
- Dress appropriately for the nature of the event you are attending
- For Career Days, decide ahead of time which firm tables you will visit. The time goes by quickly and you do not want to miss firms in which you have a strong interest.

2. At the Event

The various networking events before recruitment week may be a new experience for many of you. Here are some suggestions for attending these events:

- Make an effort to meet and talk with as many people as possible
- Do not be afraid to start a conversation – that is why you are there! Remember to introduce yourself before you start asking questions
- Ask questions to demonstrate interest in the firm such as “I see on your website that...”. You can also ask more personal questions of the lawyer such as:
 - What area of law do you practice; how did you develop an interest in that practice area?
 - What do you enjoy most about your practice?



- What did you do during your law school summers? Most lawyers love to talk about their summer experiences!
- Visit Career Day tables alone rather than in a group
- Make sure your name tag is visible and accurate at events
- If it seems natural during a conversation, obtain the business card of a lawyer you meet, and use the cards you gather to remind you to follow up. If not through a business card, take a moment right after meeting with someone to make note of the person's name for follow up
- Try to share information that will help identify you later when you send a follow-up email
- Always be kind and courteous to your fellow 1L and other students attending these events. This is not the time to be competitive with your peers. You should also avoid looking around for someone "better" to talk to
- Lawyers know you may not be used to these networking events. If you are feeling nervous or find it challenging to start a conversation, here are a few things you can try:
 - Approach someone who is also on their own
 - Ask a group if you can join them
 - Start a conversation with people near you in line for food or drinks
- If you are at an event with open seating, while it might seem scary, try to sit with the lawyers from the firms, rather than with your friends from law school. You are there to network!
- Above all, be yourself!

3. After the Event

- To have the most impact following a career day, follow-up via email with the lawyers you met after the event
- When sending follow-up emails, re-introduce yourself, and refer to your discussion and a unique aspect of it to jog the firm representative's memory of who you are.



Applications

Before you know it, it will be time to start preparing your application materials to apply for a 1L summer student position! Here are some suggestions for preparing your application.

viLawPortal

- Many firms accept applications exclusively through the viLawPortal. The information you enter when creating your viLawPortal profile is used throughout the system. Ensure it is current and error free. Also ensure the viLawPortal profile information is consistent with the rest of your application

Name

- When introducing yourself during the application process (and at the beginning of any meeting or interview), be sure to use the name you prefer to go by
- If you are commonly referred to by a name other than your given name, include the name you would like firms to call you in your application

Address, Phone Number, Email Address

- Include a permanent address in addition to your school address (if they are different)
- If your contact information changes during the recruitment process, advise firms as early as possible
- If you provide more than one phone number, indicate which number you can be reached at for interview booking, and during recruitment week
- Check your voicemail greeting and update it if necessary. You will also want to ensure your account has capacity to accept new messages
- Provide firms the email address you check most frequently, as firms primarily use email to contact candidates. Calgary firms are *required* to reach out by email initially when requesting 1L interviews, so it is essential they have the correct email address – especially on interview booking day. You may choose to respond by phone or email thereafter



Cover Letter

- Review sample cover letters from [Fasken.com](https://www.fasken.com)
- Tailor each cover letter to the specific firm, clearly expressing why you are interested in that firm. Demonstrate interest by referring to firm-specific information, including who you have met from the firm previously. Ensure you spell the names correctly
- Indicate which law school you are attending, what year you are in and which position you are seeking
- In the second main section, describe your previous experience, what you learned and how you can apply it to working at the firm
- Do not address the letter to “Dear Hiring Committee”, “Dear Student Committee” or the like. Determine the contact information from the firm’s website, and use it instead. You should also ensure the contact information applies to the *city* to which you are applying
- If you have an interest area, identify it. This may assist the firm in determining with whom you will interview. If you have not yet developed an area of interest – that is fine too!
- While you do not need to repeat details included in your resume, it is very helpful to provide a short overview of your background and experience as it helps the reader frame the review of your resume
- Try to include something about you that stands out. However, avoid being overly cute, funny, etc. or using gimmicks in your application
- You do not typically need to refer to grades in your cover letter. However, if you have a grade that is anomalous, you may wish to explain the circumstances in your cover letter (or on a separate page at the beginning of your transcripts)
- Be careful when mentioning a firm’s activities you see on the firm’s website, and ensure they apply to the office to which you are applying
- If you are applying from outside Calgary, explain your connection to the city and your reasons for applying here. Your cover letter should reflect your connection to the city or province to which you are applying, if any
- Although you are submitting your application electronically, sign your letter, if possible



Proofreading

- You should consider your application to be the first piece of work you will do for a firm
- Attention to detail is a key skill for lawyers, so it is one you will want to exhibit in your application. Proofread, proofread, proofread!
- Do not rely on technology to do your proofreading and spellcheck. A spelling or grammatical error in your application will inevitably negatively affect the reviewer's impression of your application
- Firms frequently receive cover letters containing merge errors where the address refers to one firm, and the body of the letter refers to another. Watch for this
- Ask other people to proofread your application materials

Resume

- Review sample resumes from [**Fasken.com**](https://www.fasken.com)
- Extra-curricular experience is important, and particularly for students who have relatively little work experience. Volunteer work, school activities, athletics, sports, clubs and organization memberships indicate a well-rounded individual and demonstrate a student's leadership and interpersonal skills. They should all be included
- Include an interests section to tell interviewers something about you. The interests section is more important than you may think. Be prepared to talk about interests you include
- Keep your resume to around two pages, if possible
- Explain gaps in the chronological order of your experience history, if applicable

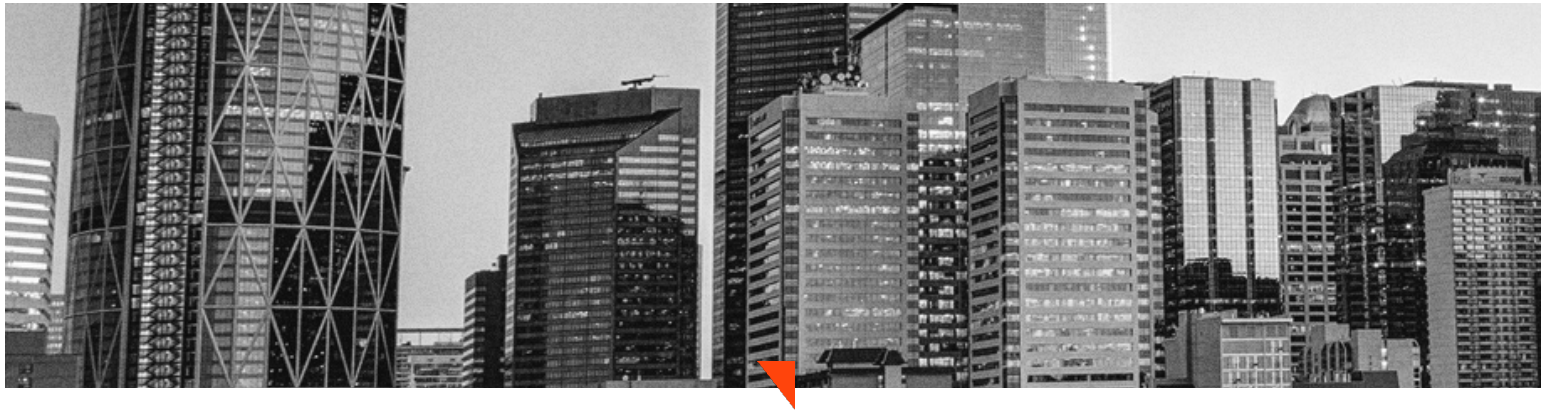
Grades and Transcripts

- Provide copies of all available university transcripts, including your pre-law transcripts, and any law school grades available to date. An unofficial transcript is fine, if the official transcript is not yet available
- If you provide unofficial transcripts or grade summaries for law grades, provide as much available information as possible. For example, if a median and/or class average has been provided, include it in your application
- If your unofficial law mid-term grades are received in different styles (such as a mixture of letter grades, percentages or raw scores), include the original format, but also try to provide equivalents (such as calculating percentages from raw scores). This will make it easier for someone reviewing your application to understand your grades
- You may wish to include a brief explanation of a particularly poor mark or semester, although this may be a discussion best left to the interview stage. Hopefully, those mark(s) will show as an anomaly, and most individuals reviewing your application can relate to one poor mark
- Review your scanned transcripts to ensure they are legible, and are uploaded to the viLawPortal facing the correct direction



Submitting Your Application

- Submit your application **as early as possible**. Although there are established deadlines for submitting applications, *do not wait until the last day*. Firms appreciate students submitting their applications before the deadline
- By submitting early, you allow firms to review your application earlier and to acknowledge receipt in a timely fashion. This gives you the security of knowing your application has been received
- Some firms receive a large number of applications. Your application will likely receive more attention if it is submitted earlier during the application period than it will if it is submitted at the end. Submitting earlier also gives the firms more time to review your application
- Ensure your application is complete before submitting. If there are pieces you will not have before the deadline, note this in your cover letter, and provide as soon as possible.



Recruitment Rules

There are a number of student recruitment rules which govern Alberta and Calgary law firms. We thought it would be helpful to share with 1L students how those rules work.

Law Society of Alberta Rules

Key Law Society Rule: Alberta law firms are required to follow the Rules of the Law Society of Alberta governing 1L summer student recruitment. In these rules, law firms are **not** permitted to engage in “Recruitment Activity” until the “Recruitment Period”.

Recruitment Period: The 1L summer student recruitment period is typically the Tuesday to Friday following Alberta Family Day. The exact dates vary each year. When we are talking about recruitment week in this guide, this refers to the Law Society determined “Recruitment Period”.

Recruitment Activity: The Law Society of Alberta defines “recruitment activity” as any activity, the primary objective of which is to place a particular student with an employer, and includes the conduct of interviews, the offer or provision of gifts, meals or entertainment on an exclusive or selective basis, and the making or solicitation of offers of employment; but does not include the scheduling of interviews or the participation in scholarship and prize programs, career fairs, seminars hosted by law schools or similar activities where the primary intent is not to recruit a particular student or students.

Offers: The Law Society of Alberta rules further indicate offers of employment for 1L summer student positions cannot be made until 4:00 p.m. on the Friday of recruitment week.

The Law Society of Alberta’s full Rules regarding recruitment week are accessible here: [Law Society of Alberta Student Recruitment](#).



Calgary Summer Recruitment Protocol for 1Ls

In addition to the Rules of the Law Society of Alberta, each year Calgary law firms agree to follow the *Calgary Summer Recruitment Protocol for 1Ls*. While some of the details vary from year to year, there are some consistent elements of which 1L students should be aware. Essentially, under this protocol law firms and lawyers are not permitted to initiate contact with 1L students until the recruitment period (i.e. the recruitment week in February). Law firms are, however, permitted to respond to 1L student inquiries made via email or phone. Further, if a 1L student initiates, lawyers and articling students who are not involved in hiring decisions are permitted to meet with 1L students, in order to provide information, not for recruitment. Law firm tours are not permitted outside of recruitment week.

For Fasken's purposes, we consider any member of our Student Committee or our broader recruitment team to be involved in hiring decisions and therefore advise they should not meet with 1L students outside of formal, organized events to which all 1L students have been invited. However, we do let them know they are allowed to respond to 1L students' phone and email inquiries.

What this means in practice for 1L students is that you may meet with firm lawyers or articling students at an event, and then wish to meet them for coffee or for a video call. If that lawyer is involved in hiring decisions, the lawyer is not permitted to meet with you again until recruitment week or at other larger events. However, firms will be happy to connect you with another lawyer or articling student to answer your questions – you just have to ask!

Scheduling Interviews

You have completed a great application and now you are getting ready for interview offer time to arrive. Here are some considerations for when it comes time to schedule your interview(s) if you are fortunate to hear back from one or more firms:

- Set up a best-case scenario schedule so when interview offers come in, you have a plan to follow
- Try to schedule interviews with an hour in between to leave time to move between firms, send thank you emails or take a break to relax and reflect on the interview
- Schedule the firms you want to prioritize earlier in the morning on the Tuesday, and try to avoid first interviews on Wednesday if at all possible. Booking your priority interviews earlier on Tuesday gives you more opportunities to meet with lawyers from that firm because you can start having follow-up coffees, lunches or dinners right away
- When planning your travel to Calgary (if applicable), plan to be in Calgary by 8:00 am on Tuesday morning, as those first interview time slots will be the ones you will want to prioritize. If there is a specific reason you can only be in Calgary starting on the Wednesday, let the firms know
- Schedule your interview(s) quickly after receiving the interview offer email(s) to show your interest, and to increase the chances of getting your preferred time



- Sometimes, but not always, invitations to meals or events will come with your interview offer. Remember if you are not able to accept an invitation, you can offer to do another event with the firm to show your interest (a coffee, brunch or lunch for example). It is better to schedule another event with a firm rather than to double book yourself for two dinners, for example. It may be possible depending on the timing to attend two receptions, but trying to attend two dinners is not recommended
- Also remember it is okay if you do not receive an invitation to something “extra” in the interview offer email. All firms do things differently, and there will be other opportunities. Students obtain positions with firms every year who did not receive an invitation to an extra event with the interview offer
- Try to not to schedule too many interviews in a day. Be selective, while at the same time scheduling enough interviews to give you choices. Some firms may surprise you; there is a lot more to know about a firm than what is on the website!



Preparing For Recruitment Week

Anyone who has experienced the Calgary 1L Summer Student recruitment week will tell you it is a very busy four days. As much as possible, it will help you navigate the week if you are able to prepare ahead of time. Here are some suggestions to get yourself ready:

- If you can, walk the Calgary Plus 15 to map out your route between firms, or at least to know which building each firm is in with which you are interviewing. For those of you who are not from Calgary, the Plus 15 network connects downtown Calgary buildings so you can avoid going outside – which is especially helpful in February! Here are some links to Plus 15 resources:
 - [Plus 15 Map PDF](#)
 - [CalgaryPlus15.com](#)
 - [App Store Link to +15 Calgary Pathway Map for iPhones](#)
- Plan to wear formal business attire / professional attire to interviews – a full suit. Get your clothes / suits ready ahead of time so you are not scrambling in the morning, and even consider test driving your suit(s). You will want to wear a suit at least for the first two days of recruitment week. After that you can consider going to more business casual for the Thursday and Friday, but this will depend on your preferences, and on the firm(s) with which you are still engaged
- Wear your winter coat – you will need one since it will be February in Calgary! Most firms will offer to take your coat so you will not have to worry about carrying it around. But do not forget your coat when you leave the interview – it is easy to do
- Ensure you have comfortable shoes: you will be walking a lot during this busy week, and likely in the snow as well. Break in your shoes beforehand if you are getting new shoes
- Plan to bring a few personal items with you such as Tide pens, mints, toothpicks, water, easy to eat snacks, makeup to reapply (if applicable) and a brush or comb. Some firms (such as Fasken) may have some of these items available for 1L students. If they do, feel free to help yourself – that is what it is there for!



- Think about your route into downtown, and plan to either get a ride or take an Uber. That way you do not have to worry about missing a bus, paying for expensive parking or having your parking expire
- If possible, become familiar with your interviewers in advance. Check out the firm's website for the interviewers' photos and profiles. This will help you to form some icebreaker comments and initial questions for the start of your interview. Use caution however, as sometimes last-minute substitutes step in and you do not want to be too "thrown" by this
- While you should prepare and become familiar with your interviewers, you do not need to memorize parts of their experience or firm profiles to recite back – you should prepare, but keep the conversation natural
- Familiarize yourself with your own resume and prepare some speaking points for some of your interesting experiences
- Prepare at least a few specific, adaptable stories from work, volunteer or personal experiences that highlight skills such as teamwork, leadership and problem-solving
- Talk to past summer students / current articling students from the firms in which you are interested to better understand how each firm runs its recruitment week. For example, some firms only do lunches and not dinners. This is helpful so you will not panic if you do not get an invitation to a type of event a firm is not even hosting.



Interview Day

Before the Interview

The big day has arrived, and it is now time for your interview! Remember going into this week: you should not think of yourself as having any less chance of being hired than anyone else for any reason (such as being from a different school, having lesser grades, etc.). You would not have an interview if the firm were not interested!

Here are some of our suggestions for things to do before the interview:

- Arrive early to the firm, but not too early. While firms are very excited to meet with you, try to arrive no more than 15 minutes before your interview or other meeting. Most buildings have seating in their lobbies if you find yourself running ahead of schedule. The same is true for events – please try to arrive on-time for any events or dinners during recruitment week, and not too early
- Call or email the main recruitment contact if for some reason you are running late. And remember – it is okay (really) – we understand things happen!
- Visit the washroom before the interview, and ensure you hang up your coat so you are not fussing with it when you meet your interviewers
- Some 1L students may bring a portfolio/folder with their resume inside. However, it is not necessary and other 1L students come to the interview with either nothing or with a purse. It is a personal preference. You should not have to provide anything to the interviewer(s); they should already have your application materials
- Do not bring food with you or be chewing gum when you arrive. Have a drink of water before the interview, and it may also be offered during and/or after the interview
- Be prepared to ask a lot of questions, and not just answer them!



During the Interview: General Tips

Here are some things to consider as your interview unfolds:

- Be yourself
- Keep an open mind
- Make eye contact with your interviewers
- Pay equal attention to all interviewers (not just the senior ones)
- Project confidence
- Save your jokes for another time with your friends
- Speak only positively about other students and other firms
- Students do not typically take notes during interviews

During the Interview: The Discussion Itself

With those general tips in mind, here are a few thoughts on the discussion during the interview:

- Interview styles vary between firms. Some firms have a behavioural interview style in which each candidate is asked pre-established questions. Other firms, such as Fasken, have a more conversational type of interview. Be prepared for both
- Know your resume and application. Be prepared to discuss anything on it
- If there is an anomaly on your resume, such as a poor grade or gap in your work experience, be ready to address this in your interview if it arises
- Have questions prepared, but avoid reading them from notes. Develop questions which indicate you are interested in more than a summer position. For example, “Do you have a formal mentoring program for associates?”
- Consider asking your interviewer about the interviewer’s personal experience with the firm
- Expect the question, “What would you like to know about our firm?” Do not respond with “nothing, I pretty well know everything”. Even if you know the answer to all your questions, it is better to ask and demonstrate interest rather than asking nothing, which could be construed as a lack of interest or preparation
- Be proactive in your interview. Do not just expect to answer questions; also be prepared to ask the interviewers about their practices, or any other topic in which you are interested
- Most firms welcome questions about EDI and wellness initiatives, and the work they are doing in those areas. If these are areas of interest, do not be afraid to ask these questions
- There can be so much variability between interviewing techniques it can be hard to gauge at all how the interview went. Be prepared, and be yourself – *you will be great!*



After Your Interview

Right after you finish an interview, take a moment to document your thoughts. You will forget information and your feelings about a particular firm as a busy interview day unfolds. These notes can also be helpful for sending personalized thank you emails.

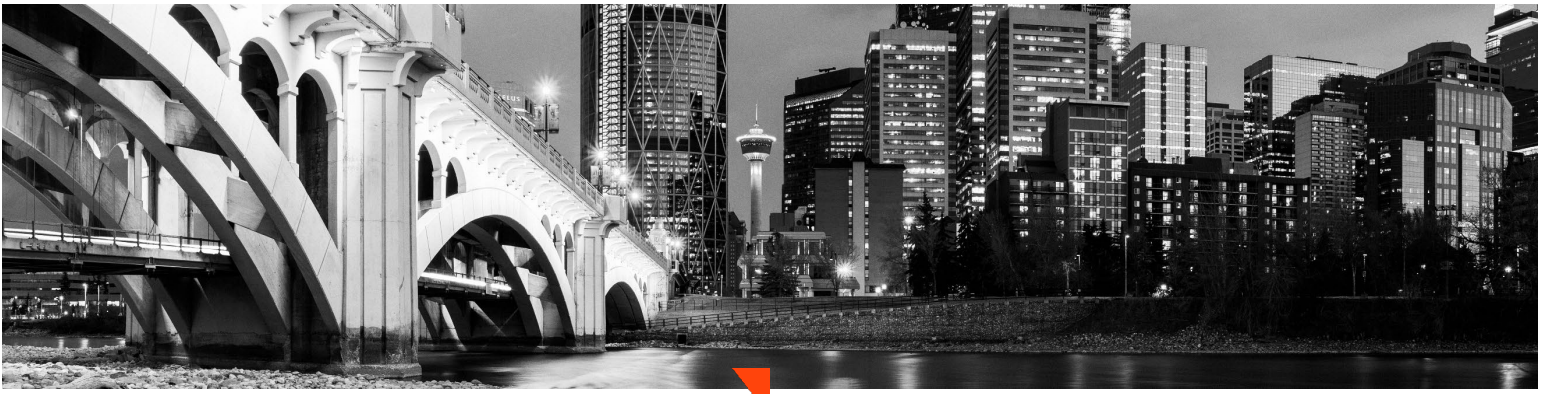
Following each interview, send a thank you email to your interviewers and thank them for their time – even if you are not interested. All thank you emails and further correspondence should be prompt, personalized, concise and error-free. You should consider also copying the main recruitment contact at the particular firm in your email. For Fasken, that is Stacey McCreath, our Senior Director Professional Resources. Refer to specifics from the conversation, which can help you stand out from other generic thank yous they may receive. It may also be helpful for you to know that in many cases, your thank you email may be forwarded to other people involved in recruitment at the firm. If for any reason the contact information in your resume or that you entered in viLawPortal needs to be updated, you should do that right after the interview in your thank you if you have not done so. Or you can send this directly to the main recruitment contact.

If you like the firm and are interested, express your interest by asking to meet more people. Take the initiative, and ask to come back to the firm or meet for coffee. It also helps if you give some indication of who you would like to meet next – such as a lawyer in a particular practice area, an articling student or a junior associate. This will help the firm find a match more easily, and shows you have given it some thought. Try to keep your request to meet more people otherwise open-ended. It can sometimes be difficult for firms to accommodate meetings with specific lawyers due to their schedules. Once your interviews are finished, try to leave spots open in your schedule for these types of follow-up meetings.

If you are looking for a place to spend time between interviews, there are a number of coffee places in the downtown core. You will likely see other 1L students and firms in many of them. Another good option which some past summer students have recommended for this purpose is **Devonian Gardens**. You are less likely to run into lawyers from firms there. Devonian Gardens is located on the fourth floor of the Core Shopping Centre, 317 7th Avenue S.W. Remember wherever you are downtown you may run into firm lawyers, articling students and 1L students during recruitment week!



Some 1L students ask whether you have to change your clothes between your interview and other recruitment events taking place later that day. Unless the type of event points otherwise, typically it will be fine to continue to wear the suit you wore to the interview. Firm lawyers are likely attending recruitment or client meetings right up until attending the evening event, and are most likely going to still be wearing the suits they wore during your interview.



The Rest of Recruitment Week

Overview of the Rest of Recruitment Week

Once you have had your formal interview, you are now into the “rest of recruitment week” phase. For some firms, there will be formal second interviews. However, keep in mind not all firms do formal second interviews – so if you are not invited to one, that may be why! For example, Fasken does not schedule formal second interviews. Instead, we plan additional coffees or meals to have 1L students meet more of our team in a more informal setting. Sometimes Fasken will initiate this directly, and other times these will be set up in response to further interest shown by a 1L student following the interview.

Treat every interaction during the “rest of recruitment week” as a further interview – including coffees, lunches, dinners, drinks and other events. Each firm will do different things during the rest of the week, and it will likely even differ between 1L students interviewing with the same firm. Do not worry if you do not receive the same invitations as other 1L students – do not read too much into what you or they have been invited to attend. Accept invitations to these events, coffees and meals after the formal interviews if you are fortunate enough to be invited, and as your schedule permits. These activities give you another chance to make a favourable impression, get a feel for the firm and get to know more lawyers and articling students from the firm. Similarly, do not worry if you hear other 1L students got second interviews or invitations to events earlier than you. Once you have the invite, it does not matter when you got it because the firm is giving you another opportunity to stand out.

Recruitment week can be hectic, and timing events can be tricky as the week evolves and firms are inviting you to conflicting events. Be prepared to think on your feet and have your priorities set to help make a quick decision about which events you are going to prioritize.



Suggestions for Activities During Recruitment Week

When you are attending activities during the rest of recruitment week, here are some suggestions:

- You are looking for the right firm for you. Ask the questions you care about, and if you feel you need to meet more people to make your decision, ask!
- Later in the week, you might need to focus on your top choices and de-prioritize other events. Similarly, if one of the firms you are interested in does not reply to your requests or otherwise does not demonstrate strong interest, you should consider redirecting your energy elsewhere. You may love another firm once you get to know more people there, so do not get too attached to your original top choice – these are all great firms
- Past summer students and articling students who have worked at the firm are an invaluable resource. Talk to them. Find out how much responsibility they were given, and how they were treated. People the firm has hired in the past are a good indication of the firm's culture
- Do not be afraid to send follow up emails if you do not get a response from a firm and some time has passed
- When attending dinners and other events, try to speak with different recruitment team members, rather than spending your time primarily with the same lawyer from the firm. Of course you should say hello to lawyers you have already met, but then try to branch out and take the opportunity to talk with others. This helps the firm determine if you are a good fit for the firm, and more importantly, helps you determine if the firm is the best fit for you
- If you like a firm and feel the firm is interested, keep asking to meet more people of all seniorities. This will give you a lot more insight into the firm, and it allows you to express your interest.

Specific Tips for Recruitment Week Meals and Events

Finally, here are some specific tips for attending the meals and larger events during recruitment week:

- Circulate. Do not monopolize firm members or ignore other candidates
- If you do not see your interviewer at an event you thought they would attend, send a “sorry I missed you” email
- Remember it is okay if you prefer not to drink alcohol – for any reason. There is no reason you should ever feel pressured to drink. If you are feeling pressured, you may want to consider whether that firm is the best fit for you. Enjoy one of the many great mocktails on menus in most places instead, if that is what you prefer!



- If you are drinking alcohol, make sure to pace yourself. Often at dinners people will just top off your wine so you can quickly lose track of how much you have had. Alternate between alcohol and water, moderate yourself and know your own limits. While of course it is social and fun, dinner and/or drinks is still essentially an interview. Decide on a clear limit prior to attending, and follow it
- Most firms will provide an Uber or taxi voucher for a safe trip home after events where alcohol is served. Make sure you plan for a safe ride home after any event
- At meals, be mindful of what you are eating / ordering; some food is easier to eat and chat with than others
- If you are served food at a dinner or event that does not work for you for any reason, including an allergy, food sensitivity, dietary restriction or cultural or religious observance, you should feel comfortable asking the restaurant or event organizer for an alternative. You do not need to provide more detail than you are comfortable sharing. Firms should be respectful and responsive to these requests. Fasken tries to be mindful of this when planning meals, but if something does not work for you at an event with Fasken (or within another firm), please let someone know
- Some firm events, such as receptions, are not time-bound – you may arrive and leave when you please. This is important to note since it provides flexibility in your scheduling
- Other prospective 1L students may also attend firm events. Be friendly, respectful and engaging – your peers today are your colleagues tomorrow. The Calgary bar remains a very collegial one, and that all starts with you, our future summer students, articling students and associates!

Recruitment Week Dating!

We often say that recruitment week can feel a bit like “dating” felt back in junior high. *Do they like me? I can't tell if they like me. I like them, how do I tell them that? How do I know if they like me back?*

One of the ways you can tell if a firm is interested in you is if they continue to find opportunities for you to meet with more people. Similarly, asking to meet with more people from a firm can signal to the firm you remain interested in them.

If you find a firm continues to set you up with additional people and you have decided you are not interested in pursuing that firm, it is helpful for everyone if you are forthright and tell the firm. They can then focus their efforts on other 1L students. Similarly, some firms may let 1L students know they are no longer a candidate the firm is considering. Fasken tries to do this. This does not always happen depending on the Firm. If firms do this, it can come at a few junctures, such as when the student asks to meet more people, but the firm is sure it is not going to make an offer.

As we have seen in the Law Society of Alberta recruitment rules, offers for 1L summer student positions cannot be given until a time they specify each year. Currently, that time is set at **4:00 p.m. on the Friday**



of recruitment week. Starting Friday afternoon at 3:00 p.m., there is also a one-hour blackout period during which law firms may not contact 1L students. However, firms may respond to 1L student questions. The dating of recruitment week officially ends once the offers go out!



Calgary

As a final section, we wanted to provide a few additional tips for any 1L students participating in the Calgary 1L Summer Student Recruitment process from outside of Calgary or Alberta. You are all important students in this recruit, and we want to make sure everyone has all the information they can. Here are a few suggestions:

- For 1L students from outside of Alberta, you will want to be able to articulate genuine, specific reasons for wanting to live and work in Calgary, both in your cover letters and in your interviews. Be prepared to talk about why you are interested in pursuing a career in Calgary, particularly if you are not originally from Alberta or attend school outside of the province
- If you are joining us from outside of Calgary for recruitment week, please plan to stay in Calgary for the whole week. Fasken, and other firms, meet with 1L students all week long, including on the Friday
- For 1L students interviewing with the downtown Calgary firms, you will want to stay at a hotel in the downtown core if at all possible, and close to the firms at which you will be interviewing. The interviews and other events, meals and the like will primarily be held downtown
- Many of the major hotel chains have locations in downtown Calgary. If you Google *downtown Calgary hotels*, they will be laid out on a map and you can see where they are located relative to the firms at which you will be interviewing. Since 1L students have to pay for their own flights and accommodation while in Calgary, you may want to consider sharing hotel costs with another 1L student
- The section above “Preparing for Recruitment Week” contains some information about Calgary’s Plus 15 network. The Plus 15s can be very helpful to navigate downtown Calgary during February!
- For transit options, Calgary has the “C-Train” system. Within the downtown core, it is free. Outside of the downtown core, fares need to be purchased before getting on the train. Further details about our C-Train service are available here: **Calgary Transit**. Uber also operates extensively in Calgary, and we have several taxi companies including **Checker**, **United** and **Associated**.



Final Thoughts

We hope the information in this guide has been helpful as you embark on the various stages of this exciting Calgary 1L Summer Student Recruitment process. If you have questions regarding a firm or anything else as recruitment week approaches or unfolds, or want to speak with someone else at the firm, email the key recruitment contacts or your own personal lawyer or articling student contacts at that firm, and ask. This is a big decision, and it is important to feel fully informed. While we hope this guide is useful and practical, the best source of information remains the lawyers, articling students and recruitment contacts at the firms in which you are interested.

A very important element of the recruitment process is that you should at all times be authentic. Being yourself in this process will benefit you in the long run. It is important to secure a position at a firm where the culture aligns with your values and personality, and where you can be your authentic self.

Remember every 1L student's journey through 1L Summer Student Recruitment is unique. If you ask our past Fasken summer students, for example, how their recruitment weeks unfolded, each will have a different story to tell. Try not to compare your experience to others.

Above all, enjoy the 1L Summer Student Recruitment process – it is a rewarding opportunity to meet exceptional firms and inspiring professionals. You are entering a profession filled with talented professionals, doing challenging and meaningful work every day. Any offer from a Calgary firm would be a privilege.

Welcome to the Calgary legal community, and best wishes for continued success in law school and beyond!

The Team at Fasken



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