



University  
of Windsor

Windsor Law's Career Services Office (the "CSO") is committed to the professional success of our law students. To ensure the quality of our services and to better assist students at Windsor Law, the CSO has established job posting policies. Our policies are intended to provide a framework for the professional relationships between employers, students, third party recruiters, and career educators.

Our CSO is happy to post your office's job postings on our internal job board if you send your posting to us via email to [windsorcso@uwindsor.ca](mailto:windsorcso@uwindsor.ca).

### **Important Job Posting Policies**

#### **Employers please review before submitting a job posting:**

- All employers that post job opportunities with Windsor Law agree to provide a workplace that is free of discrimination in compliance with all provincial and federal Human Rights Legislation, and provincial law society professional standards, codes of conduct and recruitment procedures. All employers also agree to comply with our policies where applicable.
- Windsor Law will not post opportunities that are unpaid, whether they are with for-profit or not-for-profit organizations.
- Employers who wish to post a paid summer or articling opportunity must offer at least the provincial minimum wage.
- We reserve the right in our sole discretion to restrict, remove or refuse to post any job posting without notice that we feel is inappropriate for our students and/or alumni. We will also decline to post a position if:
  - The employer is requesting illegal information such as age or gender
  - The student is being asked to participate in academic dishonesty
  - The employer is a third-party recruiter and does not meet the conditions outlined below
  - The employer is offering entrepreneurial or franchise opportunities and does not meet the conditions outlined below
  - The position resembles a multi-level-marketing or pyramid selling scheme
  - An organization is requesting money in the form of application fees, donations, or investments as part of the job process.
  - The employer has been linked to dishonest practices or student complaints
  - The employer has previously contravened Windsor Law policies or ethical guidelines. Windsor Law reserves the right to decline positions on a case-by-case basis, or to remove any posting that we otherwise feel is inappropriate for our students
- We will not post any job opportunity or otherwise circulate employment information where a non-lawyer is seeking a student to perform legal research or

engage in any activities that could potentially be construed as providing legal advice.

## **Posting a Job for Law Students & Alumni**

The CSO posts jobs for Windsor Law students throughout the year. You can complete the Job Posting Form and send it to [windsorcs@uwindsor.ca](mailto:windsorcs@uwindsor.ca) or send us your job posting with the following information:

1. Employer Name
2. Employer geographic location
3. Year of student you are recruiting (1L, 2L or 3L)
4. A description of the position
5. How many students you intend to hire
6. Application deadline (if no deadline is provided, the position will be posted for 30 days)
7. Application materials required to apply
8. Method by which a student should apply (e.g.: email, viLawPortal, mail, employer website)
9. Compensation (please provide either specific compensation figures or a salary range.)
10. Contact Person and Details: (provide name, email, phone)

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Which of the following application materials are required.