**INSTRUCTIONS FOR HMP APPLICATION & INTERVIEWS**

**APPLICATION**

Completed applications must be e-mailed to [hmprecruitingdirectors@gmail.com](mailto:hmprecruitingdirectors@gmail.com) by:

**Tuesday, September 24, 2019 by 11:59 p.m.**

Early applications are appreciated.If you have trouble sending your application, or any questions or concerns, please e-mail [hmprecruitingdirectors@gmail.com](mailto:hmprecruitingdirectors@gmail.com).

**INTERVIEWS**

After HMP reviews written applications, the HMP Recruiting Directors will select applicants to interview. If selected to interview, you will receive your interview slot via email by the Sunday before interviews are scheduled to take place. The one-hour interview will take place in one of the following timeslots:

**Tuesday, October 1, 2019 6:00 p.m. –or– 8:00 p.m.**

**Wednesday, October 2, 2019 6:00 p.m. –or– 8:00 p.m.**

The bulk of the interview is devoted to a role play during which you will be teamed up with another applicant as co-mediators; current HMP members (your interviewers) will play the roles of parties. Please do not stress out about this ahead of time! You will receive all the instruction you need to succeed during your interview itself, so no prior preparation is necessary. In addition to the role-play, expect to spend 5-10 minutes speaking with a member of HMP about your application and interest in HMP.

During the role-play portion of the interview, we are interested in your mediation intuition and response to feedback. Among other things, we will consider your level of comfort with the facilitative mediation model, which places the responsibility for all brainstorming and decision-making on the parties themselves. We will also consider your interaction with your co-mediator, receptiveness to feedback, and commitment to HMP.

Final decisions will be sent via e-mail, typically on the Thursday following interviews. Please note that all decisions are final. HMP receives applications from many qualified candidates and cannot accept all applicants. Applicants who are not accepted are welcome to apply again in the future.

**TRAINING COMMITMENT**

As part of the application/interview process, you must confirm that you will attend all training hours:

**Saturday & Sunday, October 5 and 6, 2019:** 9:00 a.m. – 5:30 p.m.

**Saturday & Sunday, October 19 and 20, 2019:** 9:00 a.m. – 5:30 p.m.

Attendance for the **FULL 34 hours** of training is **MANDATORY** for all trainees. If you are an HLS student seeking accommodations (e.g., due to religious observance) please contact HMP’s Recruiting Directors at hmprecruitingdirectors@gmail.com.

**FEES**

* HMP is free to HLS students and staff.
* HMP charges a training fee of $600 to community members in order to cover some costs.
* A reduced fee of $300 is available to those community members who provide documentation that they are full-time students at an accredited educational institution.

**BEFORE COMPLETING THE APPLICATION,**

**PLEASE REVIEW THIS INFORMATION**

**1. What is HMP?**

The Harvard Mediation Program (HMP) is a student practice organization at Harvard Law School (HLS) that offers mediation services to the community at local courts and in other contexts. HMP is composed of HLS students, staff and local community members, including professionals and students from other universities. In recruiting new members, HMP prioritizes applicants who have NOT previously had mediation training.

**2. What type of mediation do HMP mediators practice?**

HMP employs a facilitative, co-mediation model. This model is premised on three main principles: (1) the self-determination of the parties; (2) the informed consent of the parties; and (3) the neutrality of the mediators. We, as facilitative mediators, do not endeavor to solve the parties’ dispute or impose on them solutions of our own making. Rather, we create a safe and neutral environment in which the parties can discuss their dispute and potential resolutions. HMP members co-mediate each dispute, meaning that a cooperative mindset is important to our model, and sharing of feedback is a routine part of our process.

**3. If I am accepted for training, what is expected of me?**

**Basic Training -** You cannot mediate with HMP without the full 34 hours of training, which meets the statutory requirements for mediator confidentiality contained in MGL Chapter 233, Section 23C. Attendance at the full 34 hours of Basic Training is mandatory.

**Mediation Commitment -** Upon completion of training, mediators are required to attend their assigned court session for a minimum total of three times during their first semester, and five times during any subsequent semester in which they are an active HMP member. A two-semester minimum commitment is expected; limited exceptions may be made for HLS students who are graduating in the semester that they apply for training. At the end of the two semesters, continued membership with HMP is subject to annual renewal in accordance with “HMP Policy: Membership” to ensure the standards and principles of the program are maintained and that there are appropriate mediation opportunities for new trainees.

**Debrief and Feedback Sessions -** HMP believes that mediator learning extends well beyond basic training. To that end, HMP mediators must be receptive to giving and receiving feedback. Mediators are encouraged to ask their co-mediator, mediation observers, and Court Liaison for feedback after every mediation session.

**Coaching Commitment –** Each newly-trained mediator is expected to volunteer at the Basic Training that occurs the semester following their training. This entails approximately two hours during which you will observe and provide feedback as a coach for a small group of trainees during a simulated mediation role play. This modest time commitment will provide a way for new mediators to share their mediation knowledge and skills with a subsequent class of trainees. HMP encourages all members to participate in Basic Trainings beyond this minimum expectation.

**4. What additional opportunities are there for HMP members?**

**Mediating Beyond Two Semesters -** As an organization based almost entirely on volunteers, HMP depends upon the ongoing interest and commitment of its members. We hope that if you are accepted into the program, you will maintain an active involvement with HMP to the extent possible beyond your first two semesters of mediation.

After completing your first year with the program, HMP requires all members to complete six hours of continuing education each year. These hours can be met in a variety of ways, including coaching a role play at basic training and attending free HMP-sponsored programs. HMP members must fulfill the continuing education requirement in order to remain active members who are eligible to mediate.

**Mediating Beyond Small Claims -** In addition to small claims mediation, HMP offers opportunities to mediate other disputes which include Harassment Prevention Orders and ad hoc cases (e.g., tenant-tenant disputes) referred to HMP directly. Other activities sponsored by HMP include an Alternative Dispute Resolution (“ADR”) Career Panel, and presentations from ADR practitioners on mediation-related subjects.

**HMP Board Membership -** Elections for the HMP Board are held each spring. Mediators are encouraged to speak to current Board Members about their experiences and to consider running for a position on the Board of Directors.

**HMP Training Corps Membership -** All HMP members are encouraged to apply for membership in the Training Corps. Training Corps members are responsible for teaching HMP’s Basic Training. Training Corp members receive training in facilitation and presentation as they prepare to teach, in addition to support and resources from HMP Staff.

**HMP-Sponsored Activities** – HMP typically organizes multiple activities each academic year, including an ADR career panel, lunch talks with practitioners, advanced training sessions and social get-togethers

**HMP Projects** – HMP maintains a list of projects that provide an opportunity for a member or small group of members to contribute to the organization on a flexible schedule, typically over the course of a single semester.

**HLS Pro Bono Hours –** HLS student members can receive pro bono credit toward the 50 hour pro bono requirement at HLS for mediating, conducting office hours, coaching at basic training, and training others.

Please note that any HMP member applying to the New York Bar and are considering the possibility of using time volunteering with HMP to fulfill the New York pro bono requirement, must discuss this with HMP staff in advance, before you are assigned to a court. Note that the New York Bar’s definition of law-related pro bono work differs from the definition used by HLS and without advance notice, HMP is not able to provide the affidavits that NY requires. Please visit http://hls.harvard.edu/dept/clinical/pro-bono-graduation-requirement-2/new-york-bar-pro-bono-admission-requirement/ for more information.

**And More….**  We warmly welcome suggestions for new projects and activities!

**HMP APPLICATION**

(Once completed, please return these pages to: **hmprecruitingdirectors@gmail.com**)

**Basic Applicant Information:**

NAME:

EMAIL:

PHONE:

CURRENT OCCUPATION (if a student, please indicate your school and expected graduation year):

LOCAL ADDRESS:

**Interview Availability:**

Please indicate your preference for an interview time here, leaving blank any times you are not available:

**Tuesday, October 1, 2019 \_\_\_\_\_\_6:00 p.m. \_\_\_\_\_\_8:00 p.m.**

**Wednesday, October 2, 2019 \_\_\_\_\_\_6:00 p.m. \_\_\_\_\_\_8:00 p.m.**

**Availability to Mediate:**

You must be available to attend your assigned court session at least three times during the semester that you train. Mediations typically last 1–2 hours and sometimes can last up to 3 hours.

Please indicate one or more small claims court sessions for which you are available.

You may also indicate your interest in other case types offered on Friday afternoons (HPOs, ad hoc), though priority for those sessions will be given to HLS students whose class schedules conflict with other court session timeslots.

**See the next page to rank your mediation day and time preferences.**

**Please rank all sessions to which you would like to be assigned. If you are not available to mediate during a particular time, please leave the field blank or write “N/A.”**

**You MUST rank at least one of the following small claims sessions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rank** | **Court** | **Day** | **Session Time** | **Transit Time from HLS** |
|  | Quincy – Small claims | Tuesday | 1:30 p.m. | 50 min. (car); 50 min. (T) |
|  | Chelsea – Small claims | Wednesday | 9:00 a.m. | 30 min. (car); 60 min. (T) |
|  | Brookline – Small claims | Thursday | 9:00 a.m. | 30 min. (car); 1 hr. (T) |
|  | Cambridge – Small claims | Thursday | 8:45 a.m. | 30 min. (car); 60 min. (T/Bus)  Note: Court is located in Medford |
|  | Malden – Small claims | Friday | 9:00 a.m. | 30 min. (car); 45 min. (T) |
|  | Roxbury – Small claims | Friday | 9:00 a.m. | 30 min. (car); 50 min. (Dudley Bus) |
|  | Quincy – Small claims | Friday | 9:00 a.m. | 50 min. (car); 50 min. (T) |

**You MAY rank this opportunity to mediate Harassment Prevention Orders (HPOs):**

HPOs are a type of civil restraining order case, and the matters that we mediate are screened by a judge for appropriateness.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rank** | **Court** | **Day** | **Session Time** | **Transit Time from HLS** |
|  | Malden, Cambridge & Waltham Juvenile – HPOs | Friday | 2:00 p.m. | 30 min. or less (car); 45 min. or less (T) |

Additionally, HMP members may mediate ad hoc cases. These cases are tenant-tenant and animal control disputes, as well as other referrals. We will staff as cases arise. **If you are interested in mediating these types of disputes, please check the box under “Interest” below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Interest** | **Court** | **Day and Session Time** | **Transit Time from HLS** |
|  | Other – Tenant-Tenant, Animal Control, and other disputes | Friday 2 p.m. and other dates/times as needed | Varies |

**Questions for Applicant:**

Why do you want to be a mediator? (150 words or less)

Have you had any mediation-related training or experience? If so, please describe. (150 words or less)

*Note: No previous experience is necessary.*

Describe any relevant personal, professional, or community experience. (150 words or less)

An essential means of improving mediation skills is giving and receiving feedback. Please assess your strengths and weaknesses in this area. (150 words or less)

Please list any language(s) in addition to English that you speak fluently. *Note: None required.*

Do you have a car? *Note: A car is not required to participate in the program.*

How did you hear about HMP?

Please read, consider, and sign the following:

I have read the complete set of materials included with this application.

I understand that if I am selected to participate in the Harvard Mediation Program and I choose to participate in the training, I will be committing to:

* attend the full 34 hours of Basic Training on the dates listed;
* pay any applicable training fee before the completion of Basic Training;
* attend my designated court session at least three times during the semester I attend Basic Training and at least five times in a subsequent semester;
* participate fully in giving and receiving feedback; and
* coach at Basic Training in the semester after I am trained.

**Name:**

**Signature:**

**Date:**