**INSTRUCTIONS FOR HMP APPLICATION & INTERVIEWS**

**APPLICATION**

Completed applications must be e-mailed to hmprecruitingdirectors@gmail.com by **Thursday, October 1, 2020 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.

**COFFEE CHATS**

If you have questions or concerns about the Harvard Mediation Program, or just want to meet a current mediator, we are hosting coffee chats from 6-7pm weekdays September 18-30. Join our zoom room through the HMP website at <https://clinics.law.harvard.edu/hmp/> or by using meeting ID 347 166 7218.

**INTERVIEWS/MOCK MEDIATION**

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 zoom interview will take place in one of the following timeslots:

**Thursday, October 8, 2020 6:00 p.m. –or– 8:00 p.m.**

**Friday, October 9, 2020 6:00 p.m. –or– 8:00 p.m.**

The purpose of the interview is informational, for both us and you! It will allow you to participate in a mock mediation, and get a sense of your role in the program, should you be accepted and choose to commit this semester. It also allows us to observe your mediation intuition and response to feedback. The mock mediation is 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.

Final decisions will be sent via e-mail. If you are offered a place with HMP, you will be asked to choose one of the following:

* I will commit to HMP for the fall semester, with the knowledge that I will fully complete Basic Training in the spring
* I will commit to HMP, but would like to defer all training until spring
* I am not interested in joining HMP at this time

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**

If you commit this fall, you will have the opportunity to complete two modules that will count towards the training. The remaining bulk of training will occur during the spring semester, on February 6-7 and 20-21. There will also be portions to be completed at your own time. Attendance for the **FULL Basic Training course (32-36 hours)** is **MANDATORY** for all trainees.

**HMP EVENTS AND SOCIAL ACTIVITIES**

Those who have committed to HMP for this fall have the opportunity to join the HMP community in various social events, advanced learning sessions, lunch talks, and otherwise HMP exclusive activities.

**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. Why has training been moved to the spring, and what are the benefits of joining HMP this fall?**

HMP’s in-person Basic Training is being re-formatted to allow for virtual format options. Additionally, the nature of mediation in small claims court sessions is changing, as the courts adapt to virtual legal work. We are taking the fall semester to develop a training program that is responsive to this context.

If you commit this fall, you will receive the benefit of several new member exclusive events, as well as access to the HMP community at large. Some of these events include experience through mock mediation, early access to several modules that count towards Basic Training, and inclusion in all of HMP’s fall semester social events!

**4. If I am accepted and commit to HMP, what is expected of me?**

**Basic Training -** You cannot mediate with HMP without the full training, which meets the statutory requirements for mediator confidentiality contained in MGL Chapter 233, Section 23C. Attendance at, and full participation in, the entire 32-36 hours of Basic Training is mandatory.

**Mediation Commitment -** Upon completion of training, mediators are required to observe and mediate approximately 3-5 times during each semester.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.

**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 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):

MAILING ADDRESS:

**Zoom Interview Availability:**

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

 **Thursday October 8, 2020 \_\_\_\_\_\_6:00 p.m. \_\_\_\_\_\_8:00 p.m.**

**Friday, October 9, 2020 \_\_\_\_\_\_6:00 p.m. \_\_\_\_\_\_8:00 p.m.**

 **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 zoom account with a paid or institutional subscription (these allow fuller use of zoom features which are necessary for virtual mediation).

How did you hear about HMP?

**By typing my name below, I affirm that:**

**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:**

* **participate in the entirety of Basic Training;**
* **pay any applicable training fee before the completion of Basic Training;**
* **observe and mediate 3-5 times each semester, as sessions are available;**
* **participate fully in giving and receiving feedback; and**
* **coach at Basic Training in the semester after I am trained.**

**Name:**

**Date:**