**INSTRUCTIONS FOR HMP APPLICATION & INTERVIEWS**

**APPLICATION**

Completed applications must be e-mailed to [hmprecruitingdirectors@gmail.com](mailto:hmprecruitingdirectors@gmail.com) by **Friday, January 27, 2023 by 11:59 pm ET.**

HMP will work to accommodate applicants who make a request for accommodation on religious or other grounds. To request accommodations, please email the following to [hmprecruitingdirectors@gmail.com](mailto:hmprecruitingdirectors@gmail.com) by **Friday, January 27, 2023 by 11:59 pm ET:**

* A completed application
* A description of the accommodations you would like to request, or the parts of the training weekends that you will be unable to attend

If you have trouble sending your application, or any questions or concerns, please email [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 be notified via email on Tuesday, January 31, 2023 and invited to sign up for an interview slot. Interviews for student applicants will be held in-person on the HLS campus. Interviews for community member applicants will be held in-person on the HLS campus OR virtually over Zoom. Interviews will be one hour, and slots will be available **6:00 pm-8:00 pm ET on February 1 (Wednesday) and February 2 (Thursday).**

For students requesting accommodations, interview dates and times may be later.

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 email, typically on the weekend 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. The format of training (in-person or via Zoom) will be dependent on current university guidance. Regardless of format, there will be both real time and asynchronous training modules. Real time training will be held on the dates below. Between the two training weekends, participation in two mock mediations will be required. These mock mediations will be scheduled and conducted in small groups. Each mock mediation will last 2-3 hours. Asynchronous modules will include materials to review individually outside of these dates. In total, training averages 34 hours. Training dates are as follows:

**Saturday & Sunday, February 11 and 12, 2023**

**Saturday & Sunday, February 25 and 26, 2023**

Attendance for the **FULL span** of training is **MANDATORY** for all trainees unless specific accommodations have been granted. We plan to hold training in person on the Harvard Law School Campus. However, we will switch to a virtual format if necessary to remain in compliance with Harvard’s COVID 19 guidance.

**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 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, and full participation in, the entire span of Basic Training is mandatory. This includes completion of asynchronous training modules and participation in two, small-group mock mediations.

**Mediation Commitment -** 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.

**Mediating Remotely and In Person:** Typically, HMP requires that you must be available to attend a mediation 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.

Because mediation is currently being conducted in accordance with evolving COVID protocols in the courts, applicants should be available to mediate both remotely (via Zoom) and in person (at court sessions in the Boston area), and there may be fewer opportunities available to all HMP members than usual. By applying this spring, you recognize that there may be limited opportunities to observe and mediate and agree to make best effort to work with HMP staff to find times to fulfill the initial observation and co-mediation requirements that are part of the training requirements.

**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 experienced mediators leading debriefing 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 Training 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 advanced civil cases, Harassment Prevention Orders, and direct referrals (e.g., tenant-tenant disputes) that may or may not be linked to a court case.

**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, 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:

NAME PRONUNCIATION (optional):

PERSONAL PRONOUNS (optional):

RACE (optional):

EMAIL:

PHONE:

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

MAILING ADDRESS (where training materials may be sent if you are accepted into the program):

Are you able to participate in Basic Training in-person?

\_\_\_ Yes \_\_\_ No

Do you have 1 hour available during any of the interview windows (listed in the instructions)?

\_\_\_ Yes \_\_\_ No

Are you able to come to the HLS campus for an interview?

\_\_\_ Yes \_\_\_ No

**Additional Questions (please limit answers to 150 words per question):**

1. Why do you want to be a mediator?
2. Giving and receiving feedback is essential to improving mediation skills. Please assess your strengths and weaknesses in this area.
3. **Optional:** Please describe any mediation-related training or experience you have had. Or, please share any personal, professional, or community experience you have had related to conflict resolution, consensus building, etc. ***Note:*** *No previous mediation experience or training is necessary. Most of our members join HMP without any mediation experience or training!*
4. **For applicants who are NOT current HLS students:** How do you envision your long-term involvement with HMP? What are your preferences on mediating, coaching new-mediators, and engaging with the program beyond your two-semester commitment?
5. Please list any language(s) in addition to English that you speak fluently. ***Note****: None required.*
6. 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:

* fully participate in the entirety of Basic Training;
* pay any applicable training fee before the completion of Basic Training;
* be available to attend mediation sessions (both remotely and in-person) at least three times during the semester and at least five times in a subsequent semester (subject to the availability of mediation opportunities);
* participate fully in giving and receiving feedback; and
* coach at Basic Training in the semester after I am trained.

**Name:**

**Signature** (can be indicated by typing “/s/ [your name]”)**:**

**Date:**