

# SYMPPLICITY EMPLOYER SEARCHES



Career Development Office

Symplicity is the web-based recruitment management system used by the Career Development Office. Symplicity's Career Services Manager (CSM) allows you to search the CDO's database of employers for your own job search and networking purposes. However, the Symplicity employer database is not an exhaustive one, so you should use it in conjunction with other databases, including:

- Martindale-Hubbell Directories: <http://www.martindale.com/Find-Lawyers-and-Law-Firms.aspx>
- NALP Directory of Legal Employers: <http://www.nalpdirectory.com/>

The CDO Library also contains several directories with contact information on various organizations:

- Directory of Corporate Counsel
- Federal Staff Directory
- Lawyers Diary and Manual, and Bar Directories
- Various Yellow Books

The CDO employer database can be accessed under the "employers" tab. You can find information on each organization such as address, hiring contacts, website link, office size, and profile details (if included). You can also quickly access any open job postings or recruitment program information listed by the employer. Note that you are able to search by 'Employer Type,' 'Practice Area,' or 'Keywords.' It is best to start with a broad search and then narrow your results, if needed. Keep in mind that not all employers may have practice areas listed on their profile.

There is a tutorial video about the employer section of Symplicity which may be helpful before you start your employer searches. Click on the 'employers' tab, and then the 'Video Tutorial' link which is located to the right of the "Employers" and "Favorite Employers" sub-tabs.

## Sample Searches

As mentioned, you can search the CDO employer database by 'Employer Type,' 'Practice Area,' or 'Keywords.' For example, to generate a list of employers who practice environmental law, click on the 'Practice Area' drop down menu and then select 'Environmental' from the list. Then click on the 'Search' button and a list of employers meeting your criteria will appear. Click on the employer's name to view the details for each organization.

You can also conduct searches based on employer type. For instance, to generate a list of public defenders listed in the CDO Symplicity database, you would click on the 'Employer Type' drop down menu and then select 'Public/Federal Defender' from the list. Next, click on the 'Search' button to generate the list of employers.

The 'Keywords' box can be used to search for keywords in the employer name, city or profile. You can use the keywords box to find details on a specific employer. For example, to find information on the Boston office of Ropes & Gray, you would type 'ropes' or 'ropes gray' into the box and then click on the 'Search' button. A list of employers with those keywords would appear. You would then click on the 'Ropes & Gray, LLP (Boston, MA)' employer name to find the information specific to that office. You can also conduct searches by city. If you were looking for employers in Providence, you would type 'providence' in the keywords box and then click the 'Search' button to generate an employer list. You should only use keywords to search geographic locations by city and not

state. If you tried to search for employers in Maine by entering 'me' into the box, you would generate a list of all employers in Maine, as well as any employer with the 'me' combination appearing in their organization name.

The employer type, practice area and keywords searches can be used together to further narrow your search results. For example, you could search the CDO database for law firms practicing intellectual property law in Boston. To do so, you would select 'Law Firm' from the 'Employer Type' drop down menu, then 'Intellectual Property' from the 'Practice Area' menu, and type 'boston' in the keywords box. Click the 'Search' button to generate your list.

Remember, it's best to start with a broad search and then narrow your criteria if needed. Also, if you are conducting multiple searches, be sure to clear your previous criteria by clicking on the 'Clear' button before entering new search terms.

### Saving Your Search Results

You have the option of saving employer information in an Excel spreadsheet to use for mail merges or other purposes. To do so, you must first save the employers as "favorites." Once you generate a list of employers that meet your search criteria, you will notice an 'ADD FAVORITE' link in the last 'Options' column. Simply click on this link to add the organization to your favorites folder. To access the folder, click on the 'Favorite Employers' tab. All of the employers that you have selected as favorites will appear in the list. You can keep these employers in your favorites folder and easily refer back to them from time to time, as well as use the list to create an Excel spreadsheet.

To create an Excel spreadsheet, you must first select the employers you would like to appear in the spreadsheet. To do so, click on the box in front of each organization's name. To select your entire favorites list, you can just click on the '+' box at the top of the column. Once your selections are made, click on the 'Save as Excel' button. You will then be able to save the employer information to your computer as an Excel spreadsheet to use for mail merges.