

# STUDENT GUIDE TO SYMPPLICITY



Career Development Office

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## I. GETTING STARTED

Symplicity is the new web-based recruitment management system used by the Career Development Office. Symplicity's Career Services Manager (CSM) allows you to search job postings, research employers, participate in recruitment programs (apply to organizations and sign-up for interview times), research judicial clerkships, and see announcements and a list of programs/events from the Career Development Office.

NOTE: While navigating through CSM, use the **'Back'** links provided within the system (usually at the top of each page) or the tabs across the top. You cannot use your browser's back button to return to a previous page.

## II. LOGGING IN and HOME PAGE

Launch your web browser and go to <https://law-suffolk-csm.symplicity.com/students>. Enter your Username (your email address as entered in your Symplicity profile) and Password. If you forget your password, you can click on the **'Forgot my password'** tab to have a new password generated and sent to your email address. It is recommended that all students use their Suffolk email address for Symplicity. See a member of the CDO staff if you need your login information.

Once you login, you will see the Symplicity student Home page. Be sure to read the *announcements* section for important messages from the CDO, and the *alerts* section which will display important system-generated messages. You can also use the calendar on the right to quickly access information on CDO programs/workshops, application deadlines, and other events. Click on a highlighted date to view. Several tabs are located across the top of the page to direct you to other sections of the site which are explained further in this handout: **'home,' 'profile,' 'documents,' 'jobs,' 'employers,' 'clerkships,' OCI,' 'events,'** and **'calendar.'** You can get back to the Home page from anywhere in the system by clicking on the **'home'** tab.

## III. PROFILE

The *profile* section must be completed by all students as part of the Career Development Office registration process. You must also complete your profile before you will be able to view job postings or bid for interviewing employers. It is to your advantage to fill out your profile section as completely and accurately as possible. If you do, the CDO will be able to contact you about jobs or career-related panels that might interest you, and will be able to keep you updated on the many recruitment programs being held throughout the year.

Click on the **'profile'** tab to complete your information. There will be new tabs shown to take you to the different areas of the *profile* section. You will first be brought to the **'Personal Information'** page where you can enter data such as your email address, phone numbers, gender, birth date, ethnicity, and address. Required fields are marked by a red asterisk. Be sure to hit **'Save Changes'** or **'Save Changes And Continue'** at the bottom of the page to save your information. **'Save Changes'** will save the data and keep you on the same page; **'Save Changes And Continue'** will save your information and bring you to the next page of the *profile* section. Please note, that if you change your email address, you will receive an email at the new address asking you to confirm the change. When you logon to Symplicity in the future, you will have to use your new email address as your Username.

On the '**Academic Information**' page you must include information such as graduation date, year in school, preferred practice areas, and other degree data. Be sure to verify your 'Graduation Date' and 'Year in school' to ensure that those employers interviewing your year will appear to you for selection during bidding. (*Joint degree students should speak with CDO staff about selecting appropriate graduation year.*) Much of the information you enter, such as 'Practice Area(s),' will consist of selecting options from a drop-down menu. To choose more than one category, you must click on your first choice and then hit the "Ctrl" key and click on any additional choices. Make sure you save your information after making any changes.

Under the '**Privacy**' tab, click 'yes' to make sure that you receive important messages from the CDO. Also, on occasion, we may generate resume books of students who meet specific criteria for employers. For example, at an employer's request we can use Symplicity to search for students who have a background in science or engineering and group their resumes together in an online resume book for the employer. If you would like to have your resume included in these resume books, be sure to click 'yes' under 'Promote My Resume to Employers.'

You can use the '**Employment**' and '**Summer Survey**' tabs to include information and evaluations about any summer and/or academic-year positions you may have held. Click on the '**+Add New**' button on each of these screens to include data about a new employer. Be sure to hit the '**Submit**' button to save your information.

Use the '**Change Password**' tab under '**Profile**' if you would like to change the password that was generated for you by Symplicity. Hit the '**Change**' button to confirm the change. '**Activity Summary**' will show you all the actions and activity you have performed on the site. A link to this section is also located on the Home page under *quick links*.

## IV. DOCUMENTS

The *documents* section of the site allows you to view and upload your resume, cover letters, unofficial transcript, writing samples, and references. Symplicity allows you to submit all required materials online to employers participating in the recruitment programs and to apply online for certain job postings. If you give permission in the '**Privacy**' tab under '**profile**,' your resume may also be included in resume books generated for employers as requested.

Click on '**documents**' to view your existing uploaded documents. To upload new documents, click on the '**+Add New**' button. Enter a title for your document and select the document type (Resume, Cover Letter, Unofficial Transcript, Writing Sample, or Other Documents; Other can be used for references). Click on the '**Browse**' button, find the file you wish to upload from the saved documents in your computer, and double click on the document file. Once the file appears in the box next to 'Browse', click the '**Submit**' button. The system will convert the document into pdf format and direct you to your document list when it is ready. You can then view the original version of your document or a pdf version by clicking on the appropriate icon in the '**View**' column of the document list.

If you make changes to your resume after it has been uploaded on Symplicity, you will have to reload the new version. Delete your old resume and repeat the above steps to upload the new version. If you have already submitted applications to employers, the new version of your resume will replace the old. After the bidding deadline, though, all resume submissions are final for that session. You will not be able to make changes on your submitted resume.

You may store multiple versions of your resume if you wish, but will have to select one as your 'Default' resume. The default resume is the resume that employers will see in resume books and will be highlighted at the top of your resume list every time you submit your resume to interviewing employers, though other resumes will also be available for submission. You may change your default resume at any time by clicking on the '**Make Default**' button in the '**Options**' column of the document list. After the bidding deadline, all resume submissions are final for that session. Changing a default resume only affects future resume submissions. You may also store multiple cover letters and writing samples. You will have the option of choosing which cover letter or writing sample to submit to an employer during the bidding process.

To upload your transcript, you can scan the transcript and upload the document as described above. You can also log onto Campus Cruiser and copy and paste your transcript into a document to upload to Symplicity. Click on 'Student Services' and 'Academic Profile' to access your transcript, then copy and paste the information into a blank document. Your class rank information will not be shown on this version of your transcript. You will have to copy and paste this information into the document separately from 'class rank/honors'.

You may store up to ten documents on Symplicity at a time. You will receive an on-screen message once you have reached the maximum and will have to delete one document to be able to upload another.

## V. OCI

The *OCI* (On-Campus Interview) section of Symplicity contains information on all employers participating in the many recruitment programs Suffolk sponsors. It allows you to review information on employers, apply or "bid" for employers, and sign-up for an interview time. Employers are assigned a "session" name depending on in which program they are participating (e.g., on-campus interviews, one of the off-campus programs, collection only, send direct). Each session name has a different bidding due date.

To access this section of the site, click on the '**OCI**' tab on the top horizontal menu. You will be directed to the '**Employers/Bidding**' page of the *OCI* section. Be sure to read the notices in the shaded yellow box and make sure that the correct resume is set as your default resume. Be aware of the important dates for each session. You can check the dates by choosing the appropriate session from the 'Session' dropdown list under the '**Search Filters**' section, and reviewing the dates under the '**Important Dates**' column on the right. Bidding closes at 10:00am on each due date; if you miss the deadline, we will not be able to override the system to make individual application accommodations. During the fall recruitment period, it is important that you check your email regularly and log into the Symplicity CSM system at least once a day to check all current announcements and deadlines.

### A. SEARCHING EMPLOYERS

A list of employers participating in the various recruitment programs is available in the Career Development Office and on the CDO website under the 'On-Campus Interviews' link. You can review the list to select the firms you are interested in meeting with or you can conduct your research online through Symplicity and the '**OCI**' tab. Keep in mind that this limited online information is not intended to take the place of reviewing an employer's hard copy materials in the binders in the Career Development Library or their website.

View employers who are participating in the various recruitment programs by clicking on the '**Employers/Bidding**' tab under '**OCI**' and selecting the appropriate session from the '**Sessions**' dropdown list. You can refine your search by clicking on '**Additional Employer Filters**' and entering data on employer size, type, state, interview date, or practice area. You can also enter information in the '**Keywords**' box and search by employer name, city, or other. Click the '**Search**' button once your criteria has been entered and a list of matching employers will appear below. You will have to perform a separate search for each program or session. **NOTE:** Only the employers in each session accepting resumes from your class year will be visible to you.

Click on the '**Review**' button to the left of each employer to review their recruiting information. Under the 'OCI Schedule' section on the top left of the page you will see a link to the employer's website, their interview length, the class years of the students they are recruiting, and their interview location. Under the 'Employer's Schedules' section on the bottom left of the page you will find information on their interview date, the offices for which they are recruiting, any additional application materials required and how to submit them, and their hiring criteria. Check the 'Bid Details' section on the top right of the page you can see your bid status and the required application materials. You can also click on the link after 'office' to see a profile for the employer. Contact information for the organization is displayed on the lower right section of the page under 'Contact Information.' This is where you would find the person to whom to address a cover letter if one is requested.

## B. BIDDING FOR EMPLOYERS

After you have researched the employers that are interviewing, you can easily bid for the employers with whom you would like to interview. "Bidding" means selecting employers to whom you want to submit your resume. Choose the appropriate session from the '**Session**' dropdown menu under the '**Employers/Bidding**' tab of the *OCI* section of the site. You can click on the '**Review**' button to the left of the organization name or the '**Apply**' button in the '**Bidding**' column after the organization name. Under 'Bid Details' on the next page, you will see dropdown menus for each document required in the application packet for that employer. You will need to choose which of your uploaded resumes to submit, and if required, which cover letter, transcript, writing sample, or other document to include. If the employer is interviewing for more than one office (see the note under the 'Interviewing For' column under 'Employer's Schedules' on the bottom left side of the page), you can specify your office preference in the 'Preferred Location(s)' box. Click the '**Apply**' button to submit your bid.

You can check your bids for each session by picking the session from the '**Session**' dropdown list and selecting 'With Bids' from the '**Employers**' dropdown list. The list of employers that you have bid for within that particular session will display in the lower portion of the screen. Once you bid for an employer, the '**Apply**' button on the employer list for each session will be changed to '**Withdraw**.' If you change your mind about a particular employer and wish to delete your bid or application, click on the '**Withdraw**' button.

You can make changes to your bids and application materials for each session until 10:00am on the bidding due date. **Once a session closes, all applications are final and cannot be changed.** If you miss an application deadline, we will not be able to override the system to make individual application accommodations.

## C. NOTIFICATION AND SCHEDULING OF INTERVIEWS

We will send all submitted application materials to recruiting employers about two to three weeks before their interview date. The employer will then contact our office (usually about a week before their interview date) and give us the names of the students to be interviewed during their visit. If you have been selected for an interview, you will be notified by email at the email address you entered in your contact information. During the fall interview season you should check your email often.

To schedule an interview, click on '**OCI**' and make sure you are on the '**Employers/Bidding**' section. Select the appropriate session from the '**Session**' dropdown list and check the list of employers that appears below. Under the '**Invitations**' column you will see the response to your bid. If you were selected for an interview, an '**Accept pre-select**' button will appear (otherwise your status will read 'not invited'). Click the button and a list of available interview times will appear; select the time you wish to interview and hit the '**Sign Up**' button. You may change your interview time to another available time slot as long as the pre-select sign-up period is still open for the session. You will usually have until noon, two business days prior to the interview date, to schedule your interview (e.g., for a Wednesday interview, you would need to sign up no later than 12:00 on the preceding Monday; for a Monday interview, you would need to sign up no later than 12:00 on the preceding Thursday). If you do not meet that timetable, your interview may be reassigned to another student on an alternate list supplied by the employer.

If you wish to decline an interview, you must contact the CDO. Please review the Career Development Office policies, though, which state that you may only withdraw from two on or off-campus interviews per recruiting season.

You can review the information for your scheduled interviews by clicking on the '**Scheduled Interviews**' tab under '**OCI**' and selecting the appropriate session under the '**Session**' dropdown list. It is very important that you double check the interview location of each employer; not all employers are interviewing at Suffolk.

## D. COLLECTION ONLY AND SEND DIRECT EMPLOYERS

Some employers listed on the *OCI* section of Symplicity are not conducting interviews either on-campus or at a scheduled off-campus recruitment program. Many organizations have requested that we collect resumes from interested students and send the resumes to them in one packet or wish students to apply to them directly; they will contact students directly about interviews.

Employers requesting a resume collection are included in the **'Collection Only'** session. The interview date listed for each of these employers is their bidding due date; the interview location will be shown as 'Collection Only'. You should bid for 'Collection Only' employers in the same manner for which you bid for interviewing employers, keeping in mind that all future communication regarding possible interviews will come directly from the employer.

Organizations requesting that students contact them directly are listed in the **'Send Direct'** session. All 'Send Direct' employers have an interview date of December 1<sup>st</sup> listed; you can ignore this deadline as it is just a place holder in the system. You will be able to review the application requirements for these organizations on Symplicity, but **all application materials must be submitted directly to the employer**. If they have an application deadline, it is listed in the 'Additional Requests' column under the 'Employer's Schedules' section of the employer review page. All future communication regarding possible interviews will come directly from the employer.

## E. MASSACHUSETTS LAW SCHOOL CONSORTIUM PROGRAMS

The Massachusetts Law School Consortium sponsors several recruiting programs throughout the year. There is a National Recruitment Program that is held every fall and two Government/Public Interest Interview Programs, one in October at Boston College Law School and another in January at Suffolk. The application process is the same for these programs, but bidding is done through a different Symplicity site: <https://law-massconsortia-csm.symplicity.com/students>. See a member of the CDO staff for login information.

## F. IMPORTANT NOTES

1. Be sure to check Symplicity each day during bidding, as the Career Development Office will post announcements of employer additions and cancelations. You may also receive email notification of these changes.
2. Bidding for each session is always due **by 10:00 a.m.** on the deadline dates indicated.
3. Check your email often during recruiting season so you don't miss notices about signing up for an interview time.

## VI. JOB POSTINGS

All job postings received by the Career Development Office are being listed on Symplicity. To access the postings, click on the **'jobs'** tab in the top navigation menu and make sure that the **'jobs'** tab in the lower menu is highlighted. All current job postings will be displayed by posting date with the most recent postings on top. You can narrow the list by entering search criteria in the shaded box and clicking the **'Search'** button. You can also enter an organization name or city in the **'Keywords'** box. It is not recommended that you search by practice area, since many employers do not have this information entered on their profile and a complete listing may not be returned.

The **'Advanced Search'** tab provides additional search criteria and also allows you to save a **'Search Agent.'** To create a Search Agent, enter your search criteria, check the small box under **'Search Agents,'** and give your agent a name. Search Agents can be programmed to run automatically according to a pre-determined schedule. You can enable the Search Agent by clicking on the **'Search Agents'** tab, selecting the appropriate agent name under the **'Label'** column, clicking 'yes' on the next page, and setting the Period and Multiple settings. For example, to run a search every two weeks, select 'Week' under **'Period'** and '2' under **'Multiple.'** Any enabled Search Agents will run automatically and Symplicity will email the results to you.

To review specific job posting details, click on the link under the **'Job Title'** column for each position. On the left of the next page you will see information on the job including title, description, location, position type, practice areas, and desired class levels. There is also a link to view the employer's profile. On the top right of the page you will see information on 'How To Apply.' Listed below that are 'Important Dates.' Most positions will remain open for three months unless the employer specifies another application deadline. You can print a copy of any job posting by clicking on the **'Print'** button at the bottom of the posting.

Some employers will accept online applications through Symplicity. If this is the case, you will be able to choose which of your uploaded documents to submit under 'Application Status' on the job posting page (this would be the 'How To Apply' box on other postings). You can see your applications under the '**Applications**' tab on the *jobs* section of Symplicity.

You have the ability to mark any posting as a 'Favorite' to be reviewed again later. You can do this by clicking on '**Add Favorite**' in the last column of the jobs list under the '**jobs**' tab, or by clicking the '**Add To Favorites**' button on the bottom of a specific job posting page. To view your saved favorites, click on the '**Favorites**' tab.

## VII. EMPLOYERS/RESEARCH

You can use the Symplicity CSM to search and view information on *all* employers in our database, not just those participating in the recruitment programs. Click the '**employers**' tab to see a list of all organizations in the CDO database. You can search by employer type, practice area, or conduct a keyword search (name of organization, city, state). Enter your search criteria and click on the '**Search**' button. A list of employers that match your criteria will be returned.

To view information on an employer, click on the organization name under the '**Organization**' column. On the employer page you will see information on the employer type, their practice areas, address, a link to their website, organization size, and contact information if available.

You have the ability to mark any employer as a 'Favorite' to be reviewed again later. You can do this by clicking on '**Add Favorite**' in the last column of the organization list under the '**Employers**' tab, or by clicking the '**Save to Favorite Employers**' link under the 'Actions' section of the specific employer page. To view your saved favorites, click on the '**Favorite Employers**' tab.

## VIII. JUDICIAL CLERKSHIPS

Students interested in judicial clerkships can use Symplicity to search judges and courts, and track their application status. You must first complete a registration page under the '**clerkships**' tab with details on your class year, undergraduate school, clerkship preferences, recommendation information, writing sample information, and other qualifications. You can then search judges and create your excel spreadsheets for recommendations under the '**Clekships**' tab, and track your applications using the '**Application Status Info**' tab. Detailed judicial clerkship application instructions are available in the CDO and on our website in the *Applying for a Judicial Clerkship – Timeline* and the *Step 3 – The Application Process* handouts.

## IX. EVENTS/CALENDAR

Information on all CDO programs, workshops, events, and recruitment deadlines can be found on Symplicity. You can access this information through the '**events**' or '**calendar**' tabs.

Click on the '**calendar**' tab and select either the '**Day**,' '**Week**,' '**Month**,' or '**Year View**' tab. Select a specific date, week, month, or year to view all the events in that period. Scroll to the bottom of the page to see a list of events for that period and click on any event to see its details. There is an '**Rsvp**' button that you can use on the events details page to rsvp for any event (if activated). You can use the '**Personal Events**' tab under '**calendar**' to include information on anything else you would like.

You can also click on the '**events**' tab to see a listing of all programs and workshops being held by the CDO (information on recruitment deadlines is not displayed). Click on any event to see its details and to submit an '**Rsvp**.' You can review your rsvp's by clicking on the '**events**' tab and checking the '**RSVP**' column to the far right.

