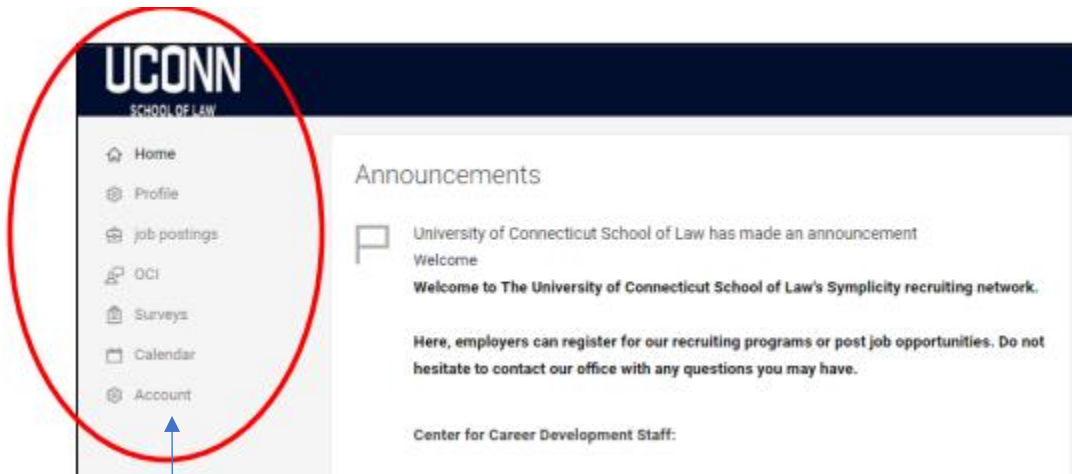


Symplicity Instructions for Employers

Symplicity First Log In

1. Log into Symplicity at <https://law-uconn-csm.symplicity.com/employers/>
2. Sign in (left side of screen)
 - a. Username: your email address
 - b. Click on “Forgot Password.” Symplicity will email you a link to change your password to enable you to log in. You will need to be sure that you have pop-ups enabled.
3. Once logged in, you will see this screen:



Welcome to your **Homepage**. On this page you may see Announcements, Upcoming Events, and Links that will help you navigate the system. The left-hand menu (circled above) can also be used to access things like job postings and on-campus interviews. The language you see in this guide may not reflect the language you see on different school sites.

NOTE: If this is the first time you are logging on, then please...

[] Review your contact information to ensure it is accurate:

- Under “Account,” select “Personal Information” on the left-hand menu.

[] Confirm that your organization complies with our non-discrimination policy.

- From the “Contact Information” screen, scroll to the bottom for “Policy Affirmation.”
- Read and review the information.
- If you comply, please click the checkbox at the lower-left corner and click “Submit.”



Please see the instructions and screen prints on page 9 for further guidance.

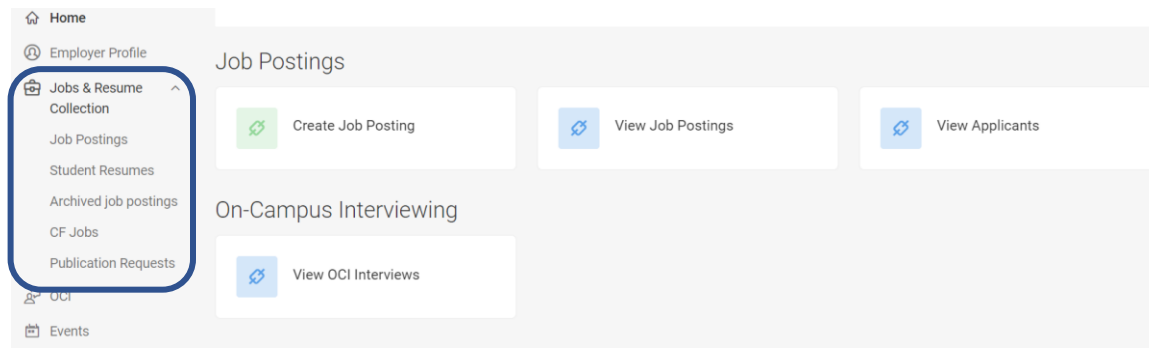
General Overview

The screenshot shows the CSM (Career Services Manager) homepage. The header includes the CSM logo and user information. A left-hand navigation menu lists various features. The main content area features a hero banner with a 'Meet Our Team!' message and a 'Learn More' button. Below the banner are five service tiles: 'Post a Job', 'Applications (non-OCR)', 'On-Campus Interviews', 'Recruit Smart', and 'Career Fairs', each with a brief description of the service.

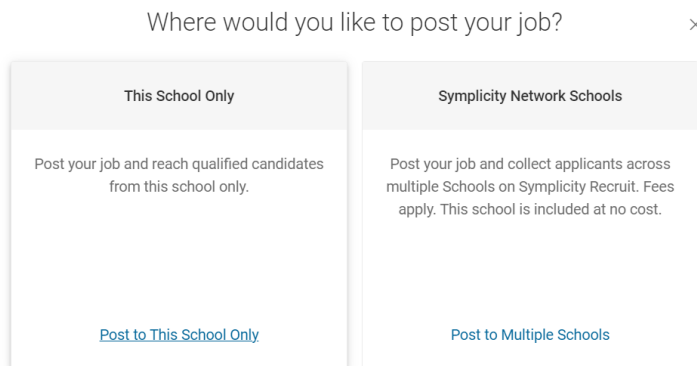
The **Employer Profile** tab is where you can update or view your organization information. This can only be edited by those with permission to do so.

The screenshot displays the 'Employer Profile' page. The left navigation menu is updated to show 'Employer Profile' as the active tab. The main content area is titled 'Home / Employer Profile' and contains a 'Save' button. Below this is a section for 'Basics' with a 'Name' field containing 'Simplicity Demo Law Firm (New York, NY)'. The 'Overview' section is marked with an asterisk and contains a text area with the following text: 'The attorneys at Symplicity Law Offices provide exceptional legal representation to anyone who has suffered a personal injury. We recognize the enormous stress that results from the physical, financial and emotional consequences of personal injuries. Our firm concentrates solely on personal injury, auto accident injuries and wrongful death representation. We proudly represent a wide variety of New York residents and treat each client and their family with compassion and integrity.'

Job Posting links are found at the bottom of the homepage. You can also expand the job posting menu on the left navigation to view or create a job posting, view student resumes, and access other areas.



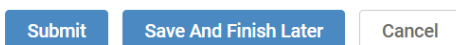
Create a job posting by either using the “Create Job Posting” link or navigate to the “Job Postings” tab and click the “Post A Job” button. You will be prompted to post the job to either just the site you are on or to post to multiple schools. Select “Post to This School Only” when posting to one school at a time. Select “Post to Multiple Schools” when you want to post the job just once versus having to login to multiple schools to post the job. This is a fee-based service through Symplicity Recruit. For more information, go to Symplicity Recruit: <https://www.symplicity.com/employers>.



Please fill in the required information for the position you are posting. For example:

- **Position Type** (Full Time, Part-Time, Summer, etc.)
- **Job Title** (e.g., Summer Associate, Summer Intern, Law Clerk, Staff Attorney)
- **Job Description** (describe direct responsibilities and expectations, information about your organization, etc.)

You can copy a current or past job posting by selecting the job title in the drop-down options.



* indicates a required field

Position Information

Copy Existing

Pick a position from which you'd like to copy data

Please review and edit your job title when copying a job

▼

If you copy a previous job, you will need to update the posting and end date of the job. There may be other required information that needs to be completed as well. If you don't have all the information, you can use the "Finish and Save Later" button to come back and complete the job.

"Resume Receipt" methods are email, accumulate online, and other.

Resume Receipt *

Choose how you would like to receive student resumes for non-ocr positions.

E-mail Accumulate Online Other (enter below)

- When "**Email**" is selected, student application materials will be sent immediately to the email address listed in the job.
- When "**Accumulate Online**" is selected, student applications will be available in the system for you to login and retrieve.
- When "**Other**" is selected, you will enter instructions for students to follow e.g., "go to this website to apply: _____"

Documents you can request from students may vary based on the school's configuration. Generally, they include **Cover Letter, Writing Sample, Unofficial Transcript, and Other**. Resumes are always required and will not show up on the Additional Documents options. If you select an additional document, a new field, Required Documents, will display asking what documents are required for the application.

Additional Documents

Which additional documents do you request for non-ocr positions.

Cover Letter Unofficial Transcript Writing Sample
 Other

Documents Required

From Additional Documents selected above, which do you want required?

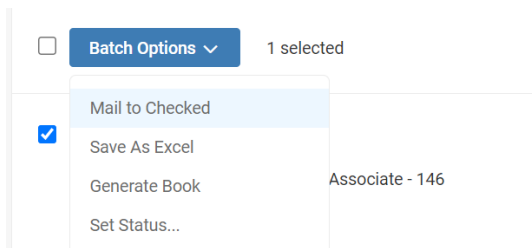
Cover Letter Unofficial Transcript Writing Sample
 Other

Notes:

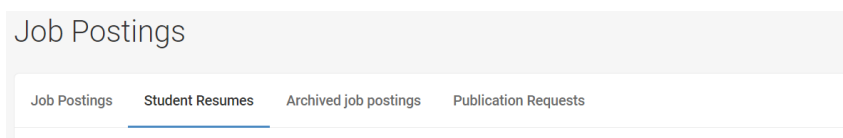
- Additional Documents: Click on all documents you expect applicants to provide.
- Documents Required: Of those you selected under "Additional Documents" indicate those that are REQUIRED for the application.
- Posting Date: Will default to the day you create the posting.
- Expiration Date: The job posting will expire on this date and applicants will no longer be able to apply.
- Compensation Type: Select from the drop-down menu.
- Compensation Details: Not a required field.
- Class Level: Indicate which **class levels** you are seeking. To select more than one level, hold the shift key while you click.
- Current students are indicated by their class year.
 - 1L Evening, 1L Four-year Day
 - 1L Day, 2L Evening, 2L Four-year Day
 - 2L Day, 3L Evening, 3L Four-year Day
 - 3L Day, 4L Evening, 4L Four-Year Day

- UConn Law has an evening division and four-year dual degree programs. Please select all levels whom you are seeking.
- To seek experienced attorneys, select “Graduate” and / or LLM Graduate with JD
- Desired Skills: not a required field, but helpful to provide more information.
- Practice Areas: required, select all that apply (shift + click)
- Geographic Preference: very helpful for applicants to see where your position is located.
- States are grouped by region (i.e., Northeast includes New England, NY and NJ; MidAtlantic is DC, VA, etc.)
- You must confirm your organization’s compliance with UConn School of Law’s nondiscrimination policy by checking the box at the bottom of the screen.
- You may add attachments.
 - Click “Add Item”- you may title the document here and then click “browse” to find the file for upload.
 - Clicking “Add Item” again will add the item to the posting.
 - To remove the attachment, click “Delete”.
- You may click “Submit” if you are finished adding information or “Save and Finish Later” which will save your job as a draft.
- To complete a job posting or view it, click on the title of the job.
- Once you hit submit, your job posting will appear as “Unapproved” until the Career Planning Staff reviews and approves your posting. Once approved, applicants in the appropriate class levels will be able to view and apply for your position.
- To “deactivate” a job posting, click “Withdraw” below the job title. This will “archive” the posting and applicants will not be able to apply.

Retrieving application materials can be done under the “Student Resumes” tab. From here, you can search by resume text, position, and status (if the school has made this available). The Batch Options tool allows you to email applicants, save the applicant list to Excel, generate an applicant packet, and set a status. Status options are set by the school administrator.



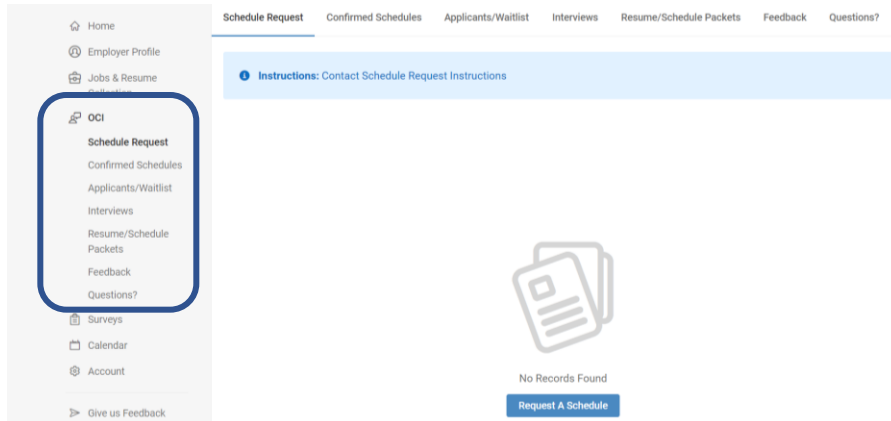
Past job posts will display on the “Archived job postings” tab if the school provides this option. Applicant packets are found in the “Publication Requests” tab.



On-Campus Interviews (OCI)

The interview and resume collect process is handled through the OCI module and is found on the left-hand navigation.

Requesting Schedules: The “Schedule Request” is where you will go to register for OCI. To request a schedule, click the “Request A Schedule” button.



Please note, the request button only displays when registration is open.

The blue instruction box contains information provided by the school.

The right-side bar displays information about the session, availability, class years included, and start date.

A screenshot of the 'Schedule Request' form. At the top, there are navigation tabs: Schedule Request, Confirmed Schedules, Applicants/Waitlist, Interviews, and Resu. Below the tabs are 'Submit' and 'Cancel' buttons. A note says '* indicates a required field'. The form title is 'Schedule Request'. There is a dropdown menu for 'Registering Office' with options: Symplicity Demo Law Firm (New York, NY), Symplicity Demo Law Firm (Houston, TX), Symplicity Demo Law Firm (Washington, DC), Symplicity Demo Law Firm (New York, NY) (highlighted), and Demo Hybrid Session (Fall). Below this is a text field for 'Additional emails for schedule communication' with a note: 'Add email addresses of any contact that should be included on messages related to this schedule. If you are adding multiple email addresses, separate each email with a comma.' To the right of the form is a sidebar with the following sections: 'Availability' table, 'OCI Session' section, 'Class Years' section, 'Start Date' section, and 'End Date' section.

date	morning	afternoon
07/17	3	4
07/18	4	4
07/19	4	4
07/20	4	4
07/21	4	4

OCI Session
Session Name
Demo Hybrid Session (Fall)

Class Years
1L, 2L, 3L

Start Date
Jul 17, 2023

End Date

If you manage multiple offices, select the “Registering Office” to indicate which location is being recruited.

The “Additional emails for schedule communication” field allows multiple people to receive emails about the schedule.

You have the option to “Include Related Offices” if you manage more than one location.

A screenshot of the lower portion of the 'Schedule Request' form. It includes a section for 'Include Related Offices' with radio buttons for 'Yes' and 'No'. Below that is a section for 'Additional Locations' with a text area and a note: 'Please enter any additional locations/cities/countries you are interviewing for.' At the bottom is a section for 'Allow students multiple interviews' with radio buttons for 'Yes' and 'No'. To the right of these sections is a sidebar with the following sections: 'End Date' (Jul 21, 2023), 'Employer Requests Start' (Mar 21, 2023), 'Employer Requests End' (Mar 31, 2023), and 'Comments' (Comments are shared with employers).

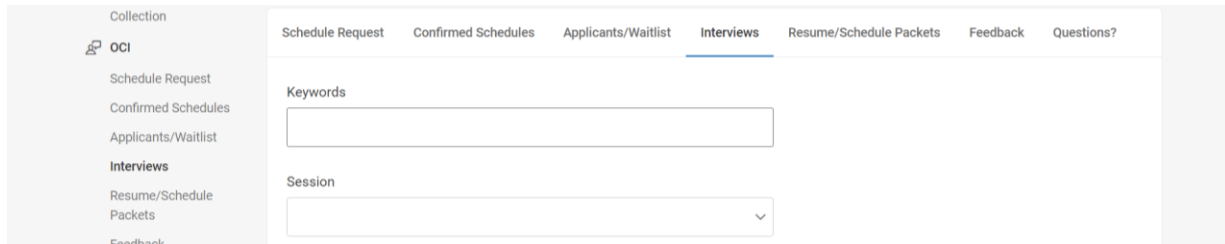
“Additional Locations” can be used if you do not have related offices.

Set “Allow students multiple interviews” to “No” if students may only have one interview per schedule or across all schedules.

Confirmed Schedules allows you to view confirmed schedules on this tab. Filters include “Sessions” and “Office”, If you are managing multiple office locations. You can see the timespan selected, the number of rooms, registering office, and office locations. Click on the session name to view the schedule.

The **Applicants/Waitlist** tab is where you can see all your applicants during the preset time decided by the school. During this time, you can indicate the students you want to invite. The system displays the total number of students you can preselect or invite as an alternate. The system will automatically set the invitation to “not selected” after the preselect period has ended. Batch Options allow you to email students, save the list, generate applicant packets, set the status, and invite students. You must select the session in order to select students.

The **Interviews** tab is where you can view interviews at the preset date determined by the school. Batch Options allows you to email, save the list to Excel, produce application packets, and manage virtual interview assignments.



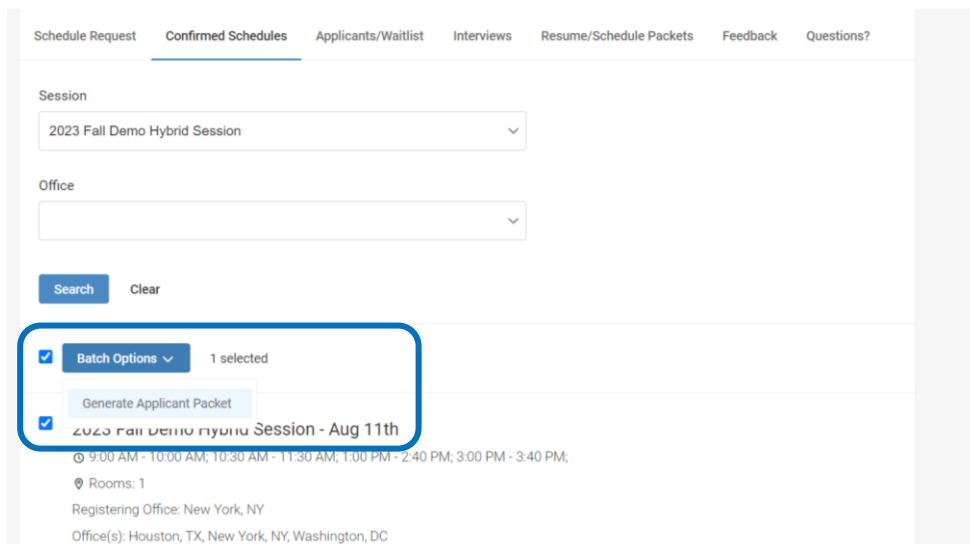
Adding Interviewers

There are two ways to add interviewers based on if the interview is in-person or virtual. For in-person interviews or virtual interviews conducted using your own video platform, click on the session name to add interviewers.

Interviewer(s)

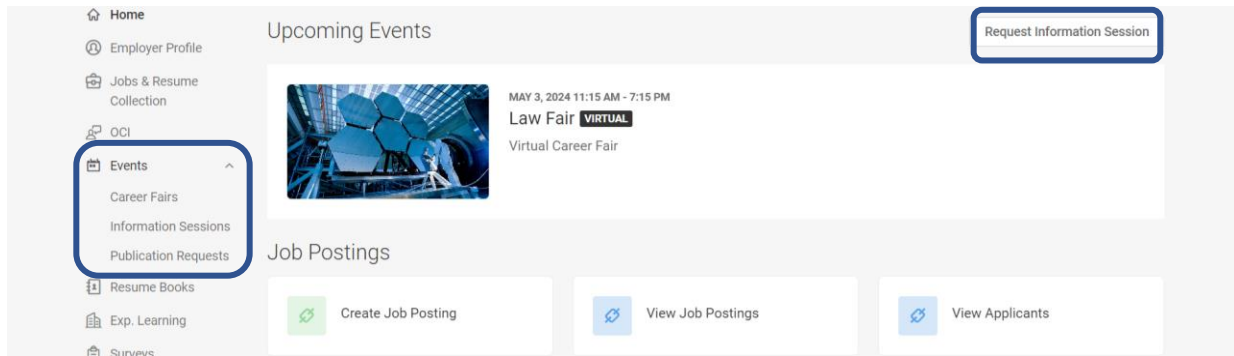
Room	Interviewer(s)
Room 1	<input type="text"/> <input type="button" value="Add Name"/>

The **Resume/Schedule Packets** is where applicant and interview packets may be retrieved. Applicant packets are created under the Applicants/Waitlist tab. Schedule packets are created under the Confirmed Schedules tab using Batch Options > Generate Applicant Packet.



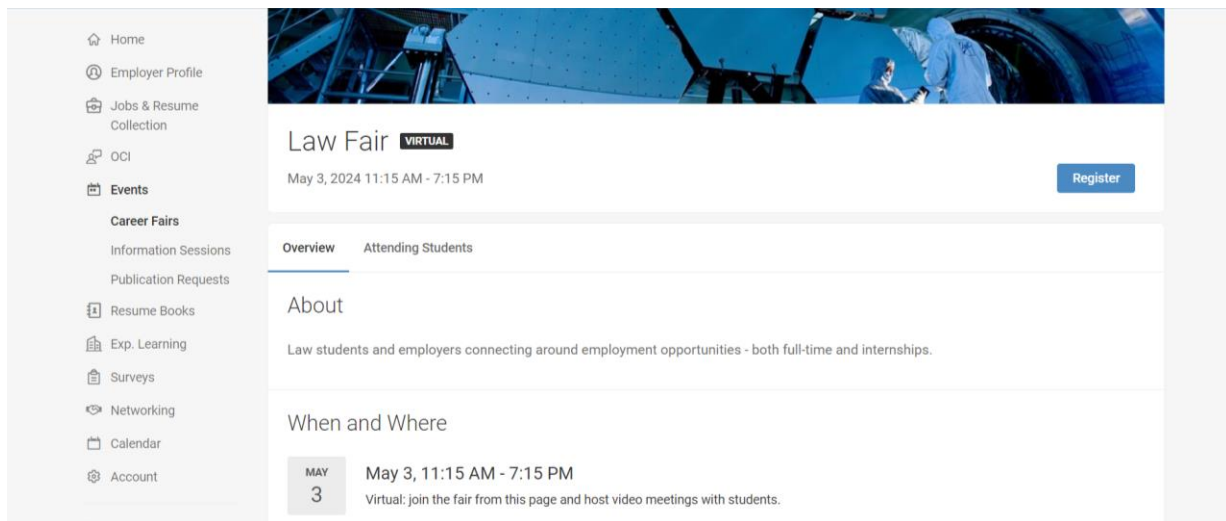
Events

Events that are available for you to participate in or that you are hosting will be displayed on the homepage. You can request Information Sessions by clicking on the “Request Information Session” button. To see a full list of event options, expand the Events menu on the left menu.



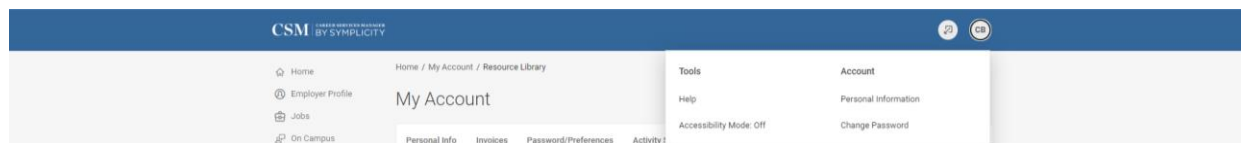
Career Fairs

The Career Fair module is used to host events for students and employers to meet. Students will have the option of visiting your booth and sharing information about themselves. The full description and dates and times of the fair will display when you click into the fair. Click the Register button to sign up for the fair and view students who will be attending.



Account

The **Account** tab is where your contact information, invoices, password/preferences, and shared documents are located.



The “Personal Profile” tab contains contact information and contact preferences. The school may also require you to indicate your compliance with their non-discrimination policies.

Block User Messages
If yes, you will not receive any emails sent by career center staff. This setting does not affect automatic system messages.
 Yes No

Hide Contact Information from Student
If yes, your contact information will not be visible to students.
 Yes No

Block Campaign & Newsletter Emails
If "yes", you will not receive Campaign or Newsletter emails from Career Services.
 Yes No

Policy Affirmation *
Non-Discrimination Policy

Enter the required information and click “Submit.”

Amount *
\$26.25

Payment Method *
 check
 credit card

Check # *
1324708723

The “Password/Preferences” allows you to adjust your password and update preferences.

Old Password
Please enter your current password:

Password
Assign Password: Enter a new password here.

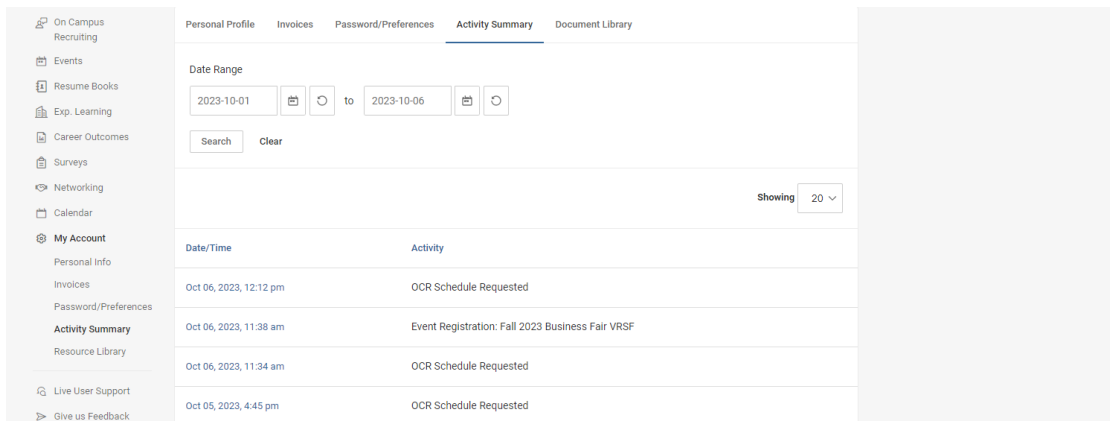
X At least 6 total characters
X Strength Weak

Verify Password
Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done.

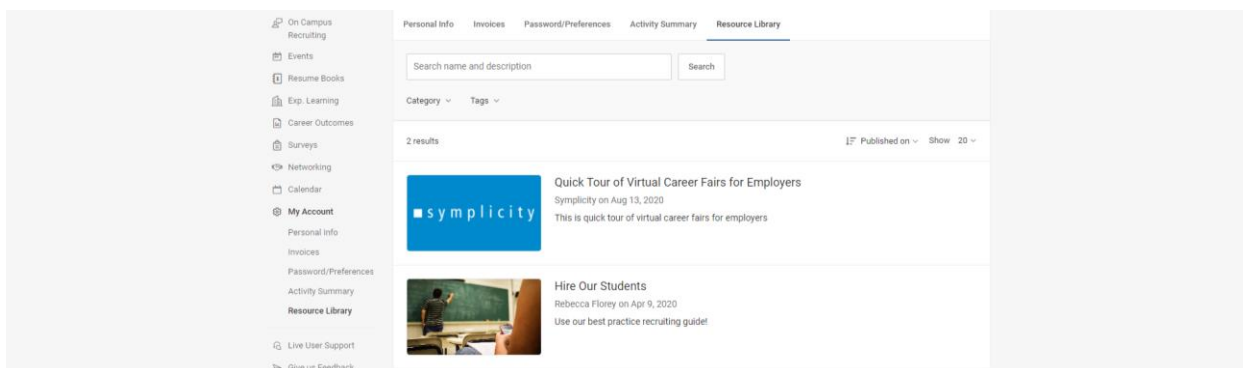
Accessible Mode
Improves accessibility and compatibility with screen reader software.
 Yes No

Timezone
Search by continental region, country, and city. Defaults to system timezone.
United States, New York (North America) GMT -4

The “Activity Summary” tab displays the date and time of actions you took in the system.



The "Resource Library" tab displays resources the career center feels are valuable to share with you. Click on the resource to view the information.



Lastly, the **Give us Feedback** tab allows you to share comments or questions with Symplicity about a specific module or the system in general.

To reach the Center for Career Development directly, please see our contact information below:

The Center for Career Development
 University of Connecticut School of Law
 Thomas J. Meskill Law Library
 39 Elizabeth Street
 Hartford, CT 06105
 (860) 570-5320
law.careers@uconn.edu

Thank you.