Symplicity Tip Sheet

BARRY LAW
CAREER SERVICES OFFICE

What is Symplicity?

Barry Law Career Services Office (The CSO) maintains an online database, Symplicity, which contains job postings, fellowship and internship opportunities, resume and cover letter writing guides and samples, salary information, links to career-related websites, and other resources.

Why should I use Symplicity?

Symplicity allows you to create a profile, store documents, search and apply for jobs, participate in On-Campus Interviews (OCI), research employers and rsvp to campus workshops/events.

Symplicity is a great resource/tool, but you have to USE IT!

First things first. Complete Your Profile. The first thing you must complete is your profile. Job posting visibility is based on your profile (i.e., 2Ls only see jobs for 2Ls).

Step 1: Refer to the email the CSO sent to you in early November.
Your username/password was in that email. Later, if you need your username/password, email: lawcso@mail.barry.edu

Step 2: Log in https://law-barrylaw-csm.symplicity.com/student

- Enter your username and password
- Click Go

Step 3: Enter your information into your profile.

- On your home page click on the profile tab
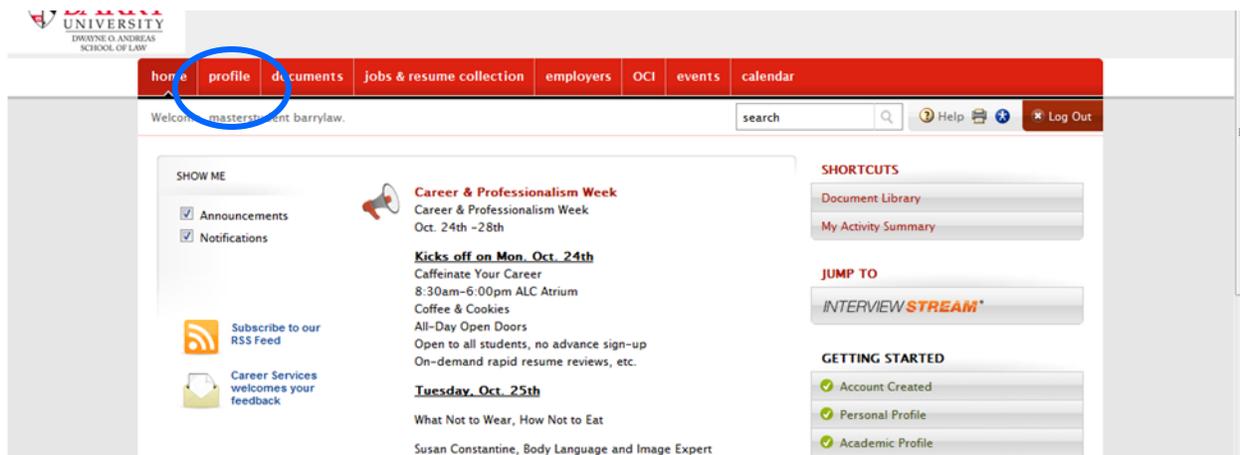
Open - <u>Personal Tab</u>

- Everything that has a **red asterisk must be completed.**
- **Note: username/full name/email fields will already be completed by us. Please do not change**
- Start with **<u>STATUS</u>** and continue down the page
- Click Save Changes and continue
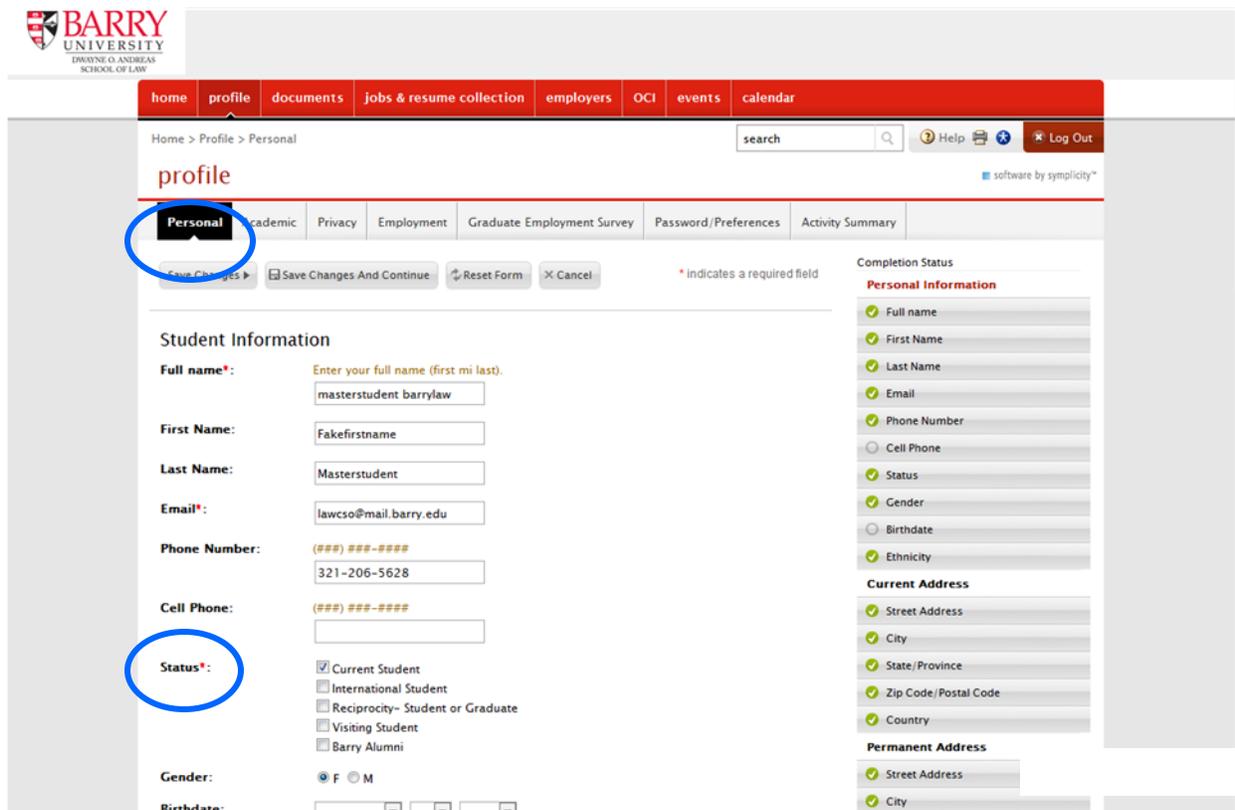
Step 3: Profile Continued...

Next go to the <u>Academic Tab</u>
- Continue answering everything that has a **red asterisk**

- Note: Your Graduation Date and Year in School need to remain updated throughout law school. This field affects your ability to view job postings relevant to you.

- Complete the remainder of the fields. Click Save Changes at the bottom of the screen and continue.

Next go to the <u>Privacy Tab</u>
- Continue answering everything that has a **red asterisk.**

- Click Save Changes and continue.


This completes the *required fields* in your profile to make your profile ready for use to job search and participate in OCI. We strongly encourage you to update these each time you enroll in classes for the next semester.

How to Search Jobs

- On your home page click on the Job & Resume Collection Tab
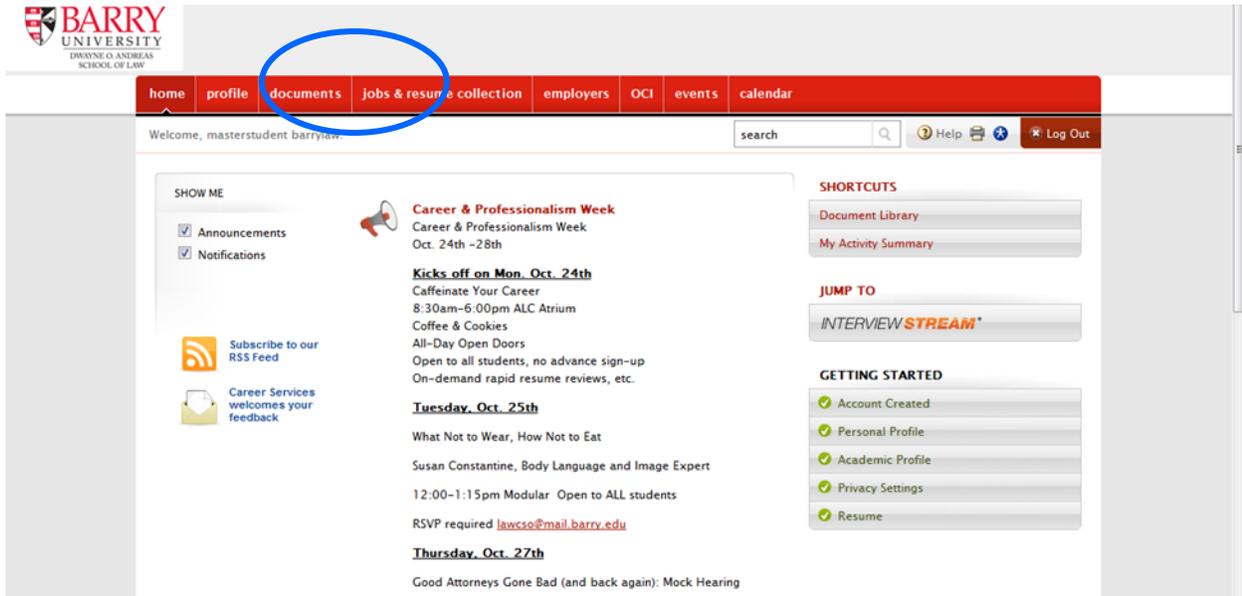
- The window will open to Job Postings.

- You can review all current postings or conduct a search by: keywords, practice areas, or position type.
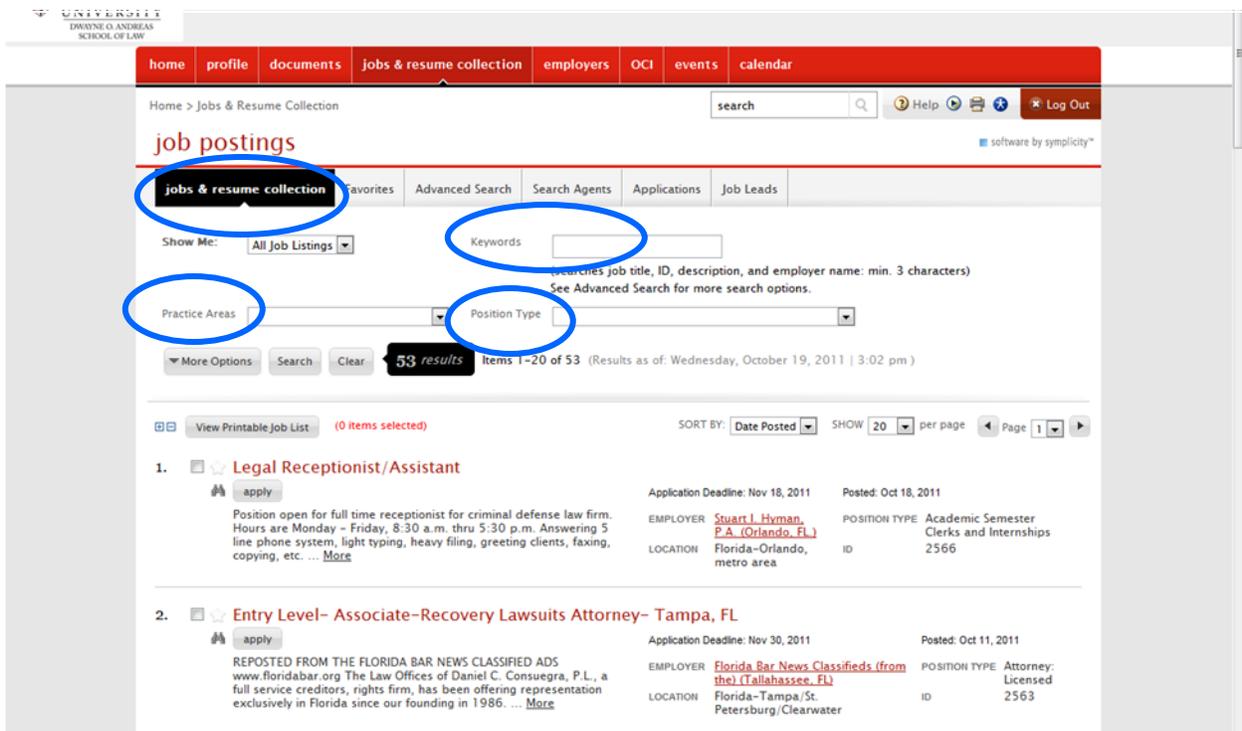

Remember that what jobs you see when searching is based on how you completed your Profile. Keep your Profile updated.

How to Upload Documents

- On your home page click on the <u>Documents Tab</u>

- Your uploaded resume, cover letters and other documents are stored under this tab. The system will convert it to a PDF before uploading into your profile. Also, there is a short queue process, that often is a few business days. If you have a tight deadline be sure to contact us!
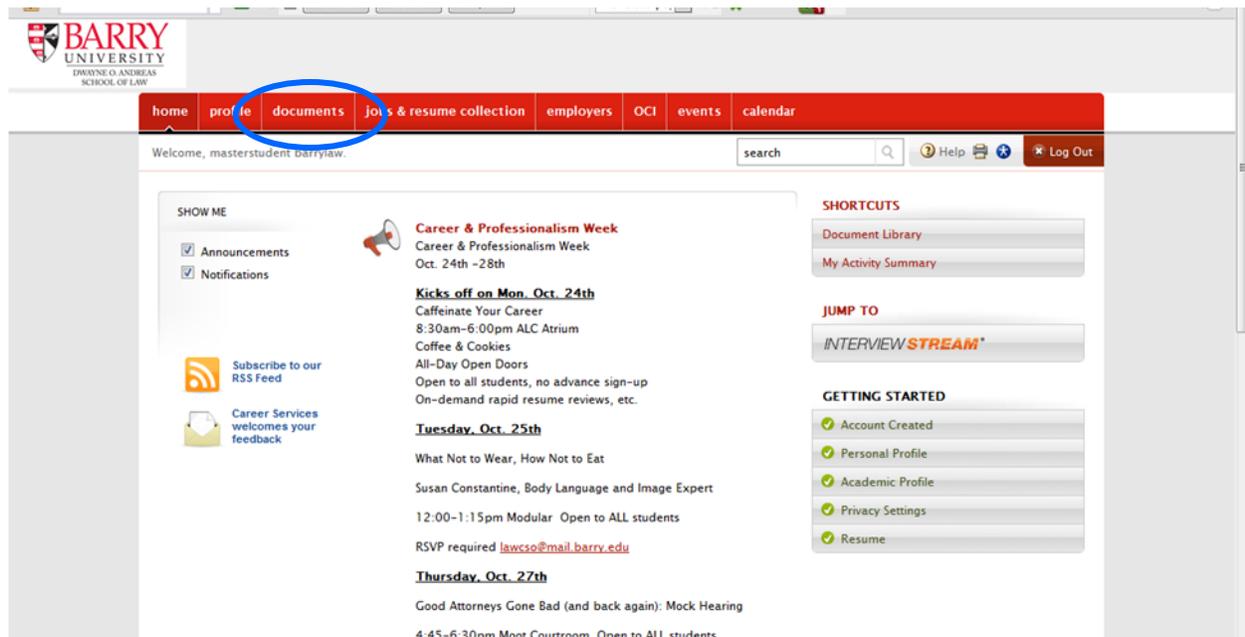
- This will open to <u>Approved Documents</u>

- Click on Add New.
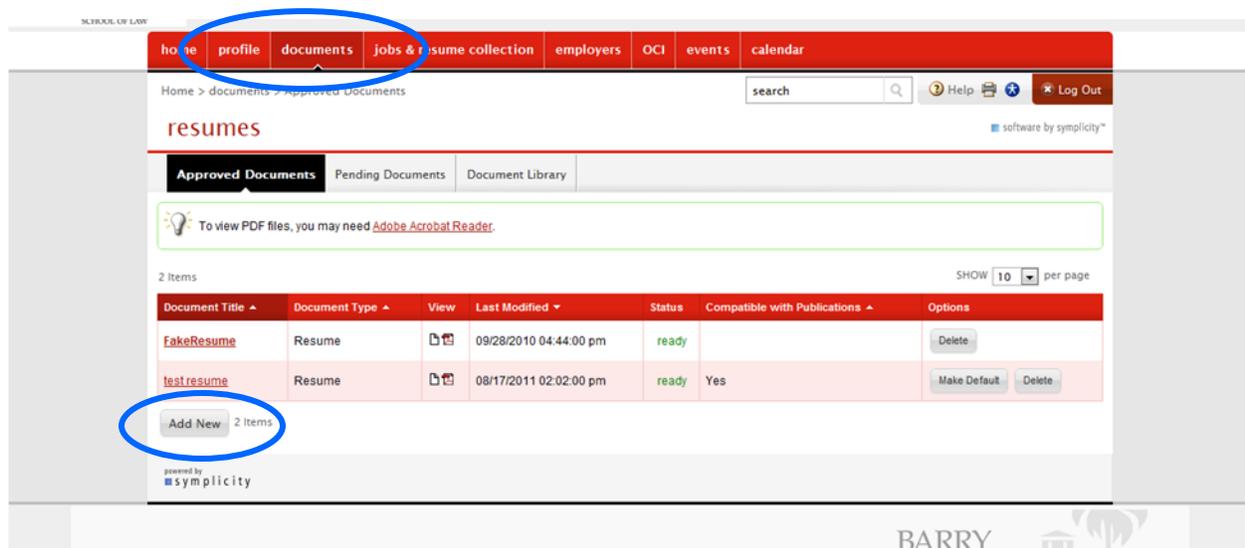
Upload Documents Continued...

- Complete each section that has a **red asterisk.** We suggest that you entitle your document with **your name** (e.g., CBakerLawClerkResume)

Note: review the converted PDF version to ensure no conversion issues (like margin shifts) We

How to RSVP to CSO Events/Programs

- On your home page click on the   Events Tab

RSVP to Events Continued...

- This will open to Events.

- You will see all current Career Services events that are available or you can conduct a search by Session Start date, Session End Date, or Keywords.

- Select which event you wish to RSVP to and click RSVP tab

How to Bid for On-Campus Interviews (OCI)

- Make sure your resume is uploaded. You will not be able to apply to an employer's interview session until you have your resume uploaded.
- On your home page click on the OCI Tab

OCI Continued...

- This will open to on-campus interviews.
- Use the pull down menu to select the appropriate Session (e.g., Fall 2011 OCI).
- This will open a list of all OCI dates for which you qualify in that session.
- Review the list then click on the Review button next to the employer name information about that OCI participant.
- Once you are ready, click on the Apply button to submit your bid for that employer's interview session. Follow the steps to complete your bid.
- If selected you will receive an email from Career Services about your interview time.

Have questions or need assistance with Symplicity?
Ask us! lawcso@mail.barry.edu