

What is Symlicity?

Barry Law Career Services Office (The CSO) maintains an online database, Symlicity, 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 Symlicity?

Symlicity 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.

Symlicity 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

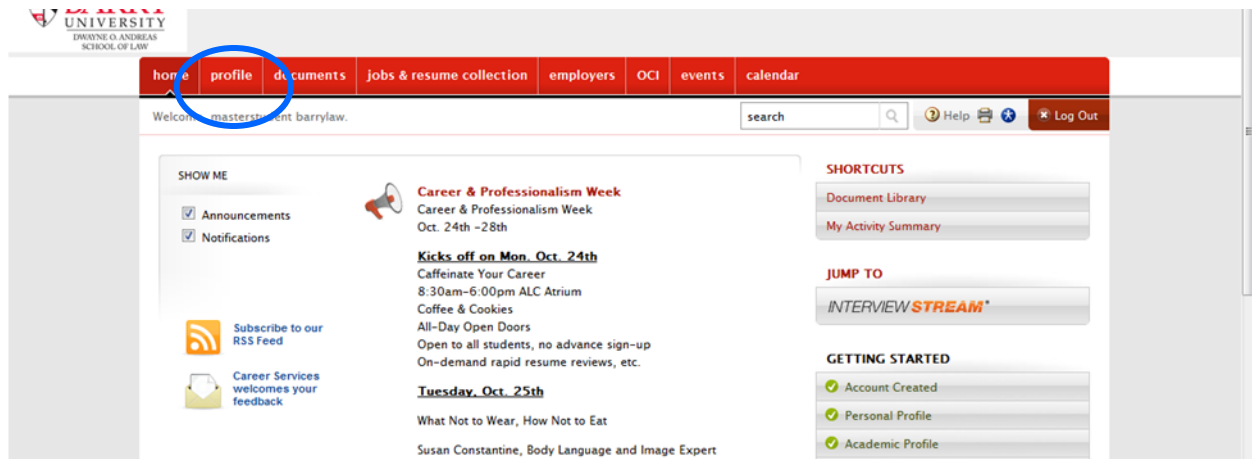
Step 2: Log in <https://law-barrylaw-csm.symlicity.com/student>

The screenshot shows the Symlicity login interface. At the top left is the Barry University logo. The main content area has a 'Log In' heading and a prompt to enter username and password. The 'Username' field is pre-filled with 'lawcso@mail.barry.edu'. The 'Password' field is empty and masked with dots. A blue oval highlights these two fields. To the right of the login fields is a computer monitor icon with a hand cursor. Below the login fields are 'Go' and 'Forgot Password' buttons. The footer contains the text 'powered by symlicity' and the Barry University logo. At the very bottom is a footer with contact information: 'Barry University Dwayne O. Andreas School of Law Career Services Office 6441 East Colonial Drive Orlando, FL 32807 Phone number: (321) 206-5653'.

- 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 - Personal Tab

- 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 **STATUS** and continue down the page
- Click Save Changes and continue

A screenshot of the Barry University 'profile' page. The 'profile' tab is selected in the navigation bar. Below it, the 'Personal' sub-tab is circled in blue. The page shows a 'Student Information' form with fields for 'Full name*', 'First Name', 'Last Name', 'Email*', 'Phone Number', 'Cell Phone', 'Status*', 'Gender', and 'Birthdate'. The 'Status*' field has radio buttons for 'Current Student', 'International Student', 'Reciprocity- Student or Graduate', 'Visiting Student', and 'Barry Alumni'. The 'Current Student' option is selected. On the right, a 'Completion Status' section lists various fields with checkmarks indicating completion: Full name, First Name, Last Name, Email, Phone Number, Status, Gender, Birthdate, Ethnicity, Street Address, City, State/Province, Zip Code/Postal Code, Country, and Permanent Address. The 'Permanent Address' section is partially visible at the bottom.

Step 3: Profile Continued...

Next go to the Academic Tab

- 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.

The screenshot shows the 'Academic' tab selected in a profile management interface. The 'School Information' section is highlighted with a blue circle. It contains the following fields:

- Graduation Date*:** Enter the expected date of your graduation. (May 2014)
- Year in school*:** Choose your current year in law school. (1L)
- Program Type*:** Select which program type(s) this student is eligible for.
 - ☒ Full-time
 - ☐ Part-time
 - ☐ I have graduated
- Law School Concentration:** (Dropdown menu)
- Graduate College:** (Dropdown menu)

On the right side, there is a 'Completion Status' section with a list of items:

- ☒ Graduation Date
- ☒ Year in school
- ☒ Program Type
- ☐ Law School Concentration
- ☐ Graduate College
- ☒ Undergraduate College
- ☒ Undergraduate Major
- ☒ Work Authorization
- ☒ Practice Area(s)

Below this is a 'Privacy' section and a 'Documents' section.

Next go to the Privacy Tab

- Continue answering everything that has a **red asterisk**.
- Click Save Changes and continue.

The screenshot shows the 'Privacy' tab selected in the profile management interface. The 'Privacy' tab is highlighted with a blue circle. The 'Promote My Resume to Employers*' section is highlighted with a blue circle. It contains the following fields:

- Promote My Resume to Employers*:** Upload your professional resume so that we can promote you to our employers. Choose 'yes' to have your resume included in our resume books or for employers to review online.
 - ☒ Yes
 - ☐ No
- Receive Email Job Blasts:** Choose Yes to receive job listings by email.
 - ☒ Yes
 - ☐ No

At the bottom, there are 'Save Changes', 'Save Changes And Continue', and 'Cancel' buttons. Below these are 'Previous' and 'Next' navigation links.

On the right side, there is a 'Completion Status' section with a list of items:

- ☒ Promote My Resume to Employers
- ☐ Synchronizing Options
- ☒ Receive Email Job Blasts
- ☐ Sync Events from the system with your Google Calendar

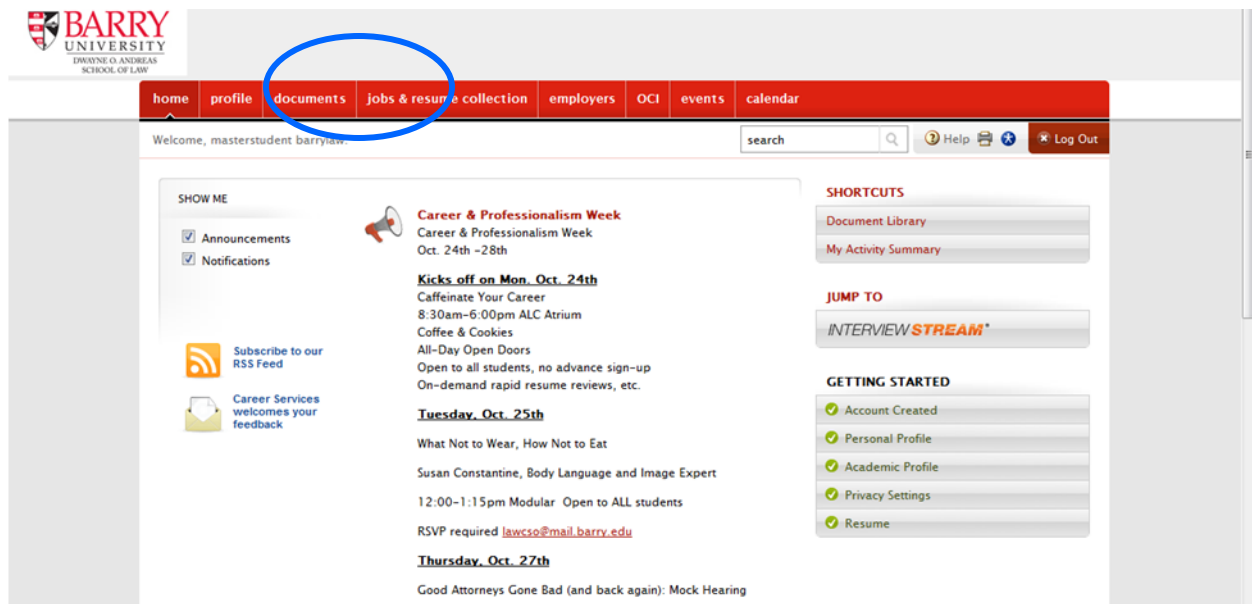
Below this is a 'Documents' section with a list of items:

- ☒ 2 documents uploaded.

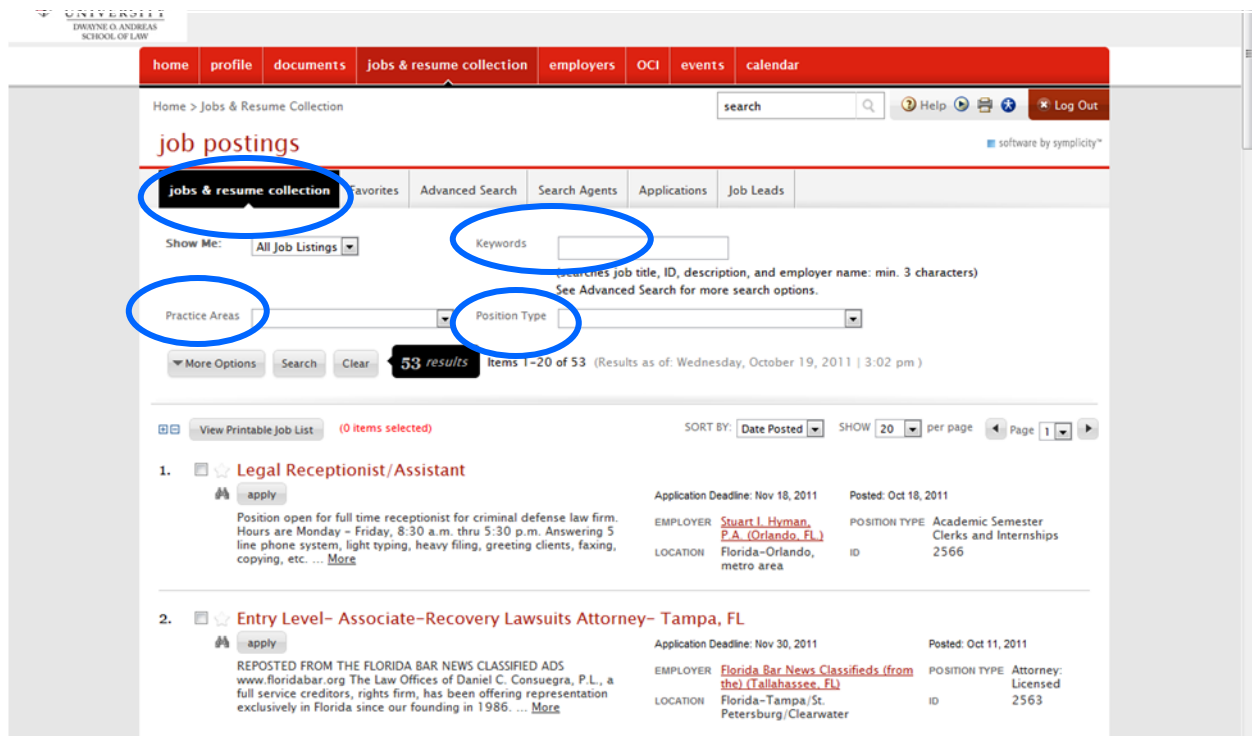
This completes the *required fields* in your profile to make your profile ready for use to job search and participate in OCI. We strongly encourage you to update these each time you enroll in classes for the next semester.

How to Search Jobs

- On your home page click on the Job & Resume Collection Tab



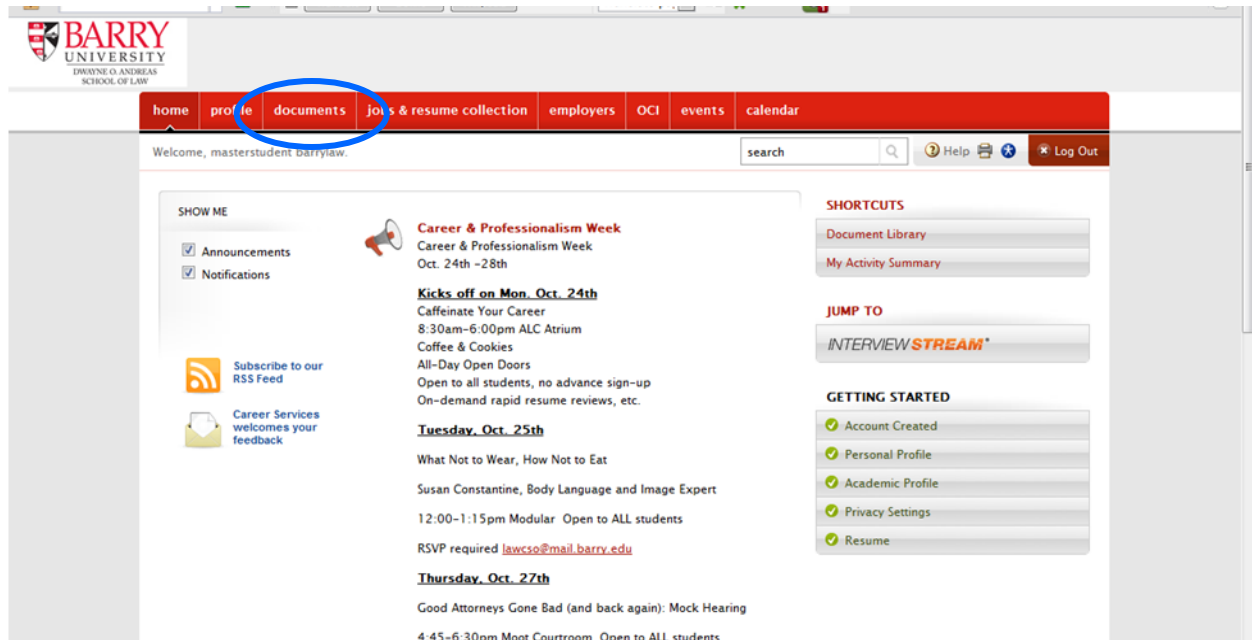
- The window will open to Job Postings.
- You can review all current postings or conduct a search by: keywords, practice areas, or position type.



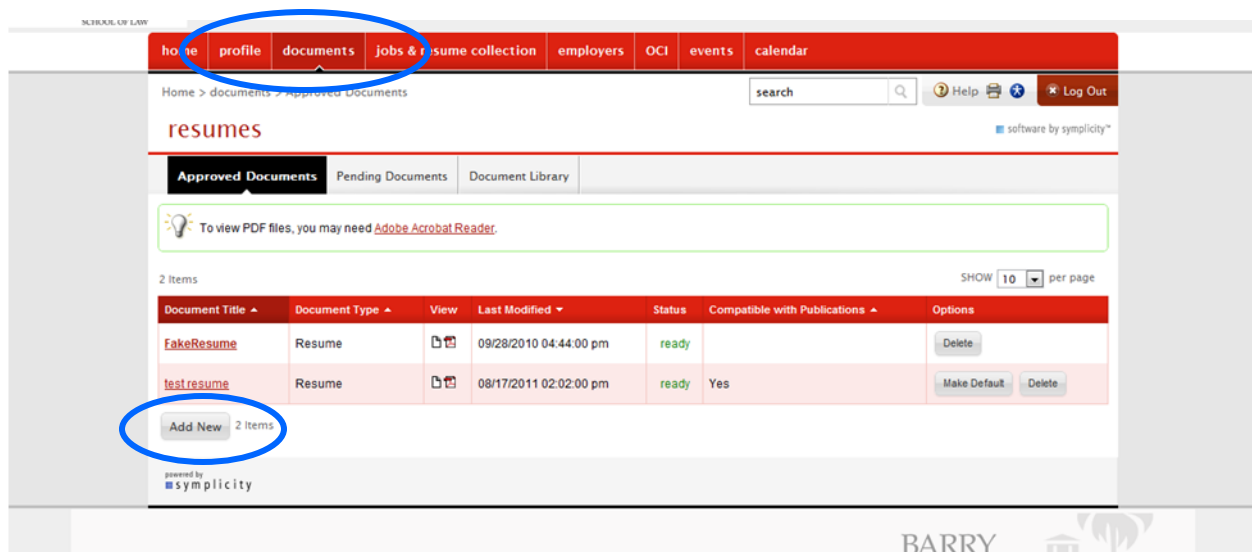
Remember that what jobs you see when searching is based on how you completed your Profile. Keep your Profile updated.

How to Upload Documents

- On your home page click on the Documents Tab
- 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 Approved Documents
- 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

home profile documents jobs & resume collection employers OCI events calendar

Home > documents > Approved Documents >

search

Help

software by sympathy™

resumes

Upon initial uploading, your resume will be automatically converted to PDF format.

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit Cancel

* Indicates a required field

Student Document Label*

Document Type

Resume Cover Letter Unofficial Transcript Writing Sample Other Documents

Maximum file size: 500kb

File*

Please select your document to upload.

Choose file No file chosen

How to RSVP to CSO Events/Programs

- On your home page click on the Events Tab

home profile documents jobs & resume collection employers OCI events calendar

Welcome, masterstudent barrylaw.

search

Help

Log Out

SHOW ME

☒ Announcements

☒ Notifications

Subscribe to our RSS Feed

Career Services welcomes your feedback

Career & Professionalism Week

Career & Professionalism Week

Oct. 24th -28th

Kicks off on Mon. Oct. 24th

Caffeinate Your Career

8:30am-6:00pm ALC Atrium

Coffee & Cookies

All-Day Open Doors

Open to all students, no advance sign-up

On-demand rapid resume reviews, etc.

Tuesday, Oct. 25th

What Not to Wear, How Not to Eat

Susan Constantine, Body Language and Image Expert

12:00-1:15pm Modular Open to ALL students

RSVP required lawcso@mail.barry.edu

Thursday, Oct. 27th

Good Attorneys Gone Bad (and back again): Mock Hearing

4:45-6:30pm Moot Courtroom Open to ALL students

(ok to arrive a little late and to leave a little early)

SHORTCUTS

Document Library

My Activity Summary

JUMP TO

INTERVIEW STREAM*

GETTING STARTED

Account Created

Personal Profile

Academic Profile

Privacy Settings

Resume

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

The screenshot shows the Barry University Career Services website. The navigation bar includes links for home, profile, documents, jobs & resume collection, employers, OCI, events, and calendar. The 'events' tab is selected and circled in blue. Below the navigation bar, there is a search section with fields for Session Start, Session End, and Keywords, each with 'Select' and 'Clear' buttons. The 'RSVP to Event' section has radio buttons for 'Yes', 'No', and 'Ignore'. Below this is a table of events. The first event, 'Breakfast of Champions', is highlighted. The 'RSVP' button for this event is circled in blue.

Name	Session Start	Session End	Location	RSVP
Breakfast of Champions	Nov 09, 2011 7:30 am	Nov 09, 2011 9:00 am	Church Street Ballroom	RSVP

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

The screenshot shows the Barry University Career Services website home page. The navigation bar includes links for home, profile, documents, jobs & resume collection, employers, OCI, events, and calendar. The 'OCI' tab is circled in blue. Below the navigation bar, there is a 'Welcome, masterstudent barrylaw.' message. The main content area is divided into three columns. The left column has a 'SHOW ME' section with checkboxes for 'Announcements' and 'Notifications', and a 'Subscribe to our RSS Feed' button. The middle column features a 'Career & Professionalism Week' announcement for Oct. 24th-28th, with details about the event and a list of activities. The right column has a 'SHORTCUTS' section with links to 'Document Library' and 'My Activity Summary', a 'JUMP TO' section with a link to 'INTERVIEW STREAM', and a 'GETTING STARTED' section with a list of tasks: 'Account Created', 'Personal Profile', 'Academic Profile', 'Privacy Settings', and 'Resume'.

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.

The screenshot shows the Symplicity OCI interface. A blue circle highlights the 'Search Filters' section, which includes a dropdown for 'Session' set to 'Fall 2011 OCI' and a 'Show All' button for 'Employers'. Another blue circle highlights the 'Review' button in the table for the 'State Attorney's Office, 11th Judicial Circuit (Miami, FL)'. A third blue circle highlights the 'Apply' button in the table for the 'U.S. Army JAG (Rosslyn, VA)'. The interface also shows a 'Bidding period in progress' message, 'Important Dates' for Bidding and Pre-Select Sign-Up, and a table with columns for Employer, Interview Dates, Invitations, document, and Bidding/Application.

Employer	Interview Dates	Invitations	document	Bidding/Application
State Attorney's Office, 11th Judicial Circuit (Miami, FL)	N/A (Resume Collection)			Apply
U.S. Army JAG (Rosslyn, VA)	Oct 19th, Oct 20th			Apply

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