

## 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>

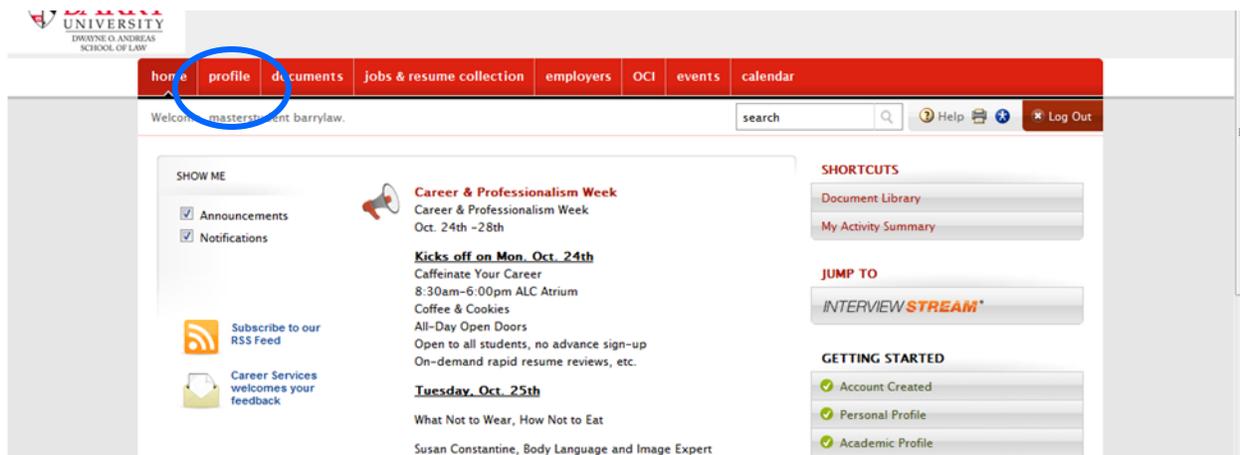
powered by  
symplicity

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

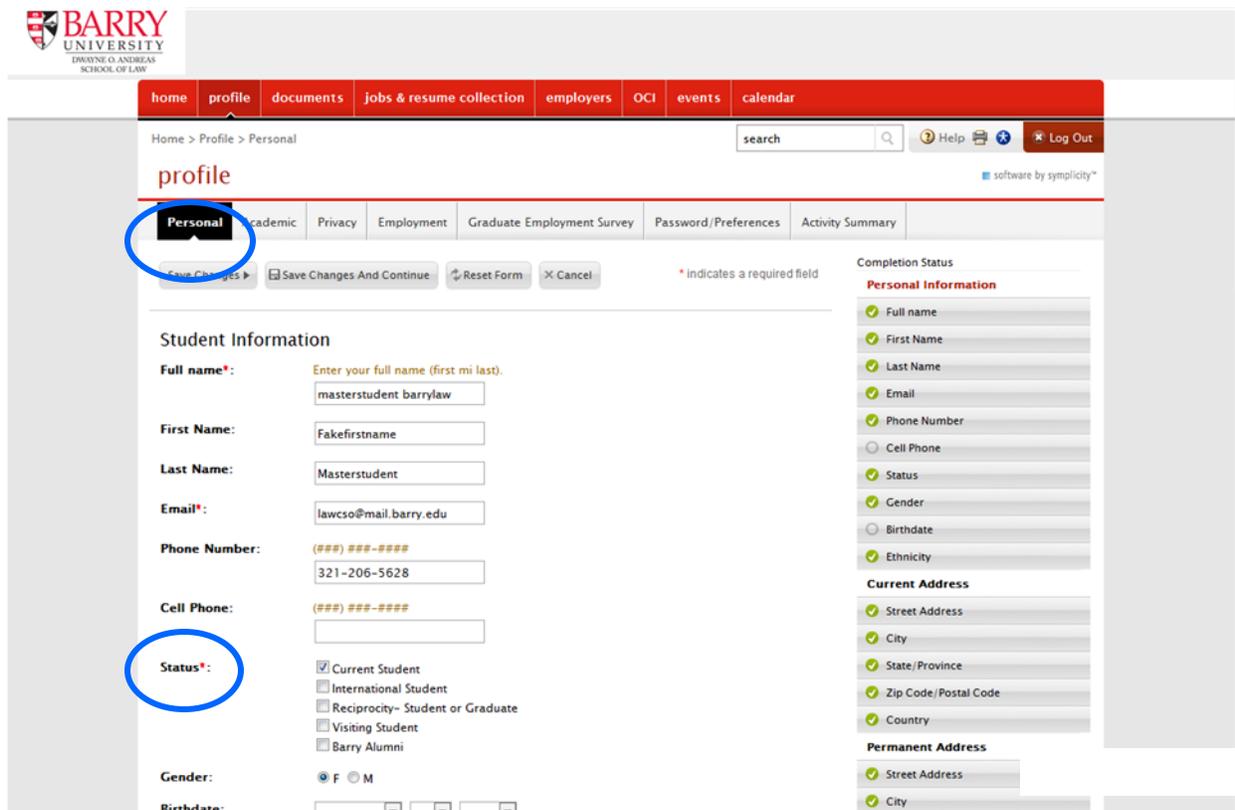
### Step 3: Enter your information into your profile.

- 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



### 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 the profile management interface. The 'School Information' section is highlighted with a blue circle and contains the following fields:

- Graduation Date\*:** Enter the expected date of your graduation. Set to May 2014.
- Year in school\*:** Choose your current year in law school. Set to 1L.
- Program Type\*:** Select which program type(s) this student is eligible for. Options include Full-time (checked), Part-time, and I have graduated.

The 'Personal Information' sidebar on the right shows completion status for various fields:

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

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' section is highlighted with a blue circle and 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. Set to Yes.
- Receive Email Job Blasts:** Choose Yes to receive job listings by email. Set to Yes.

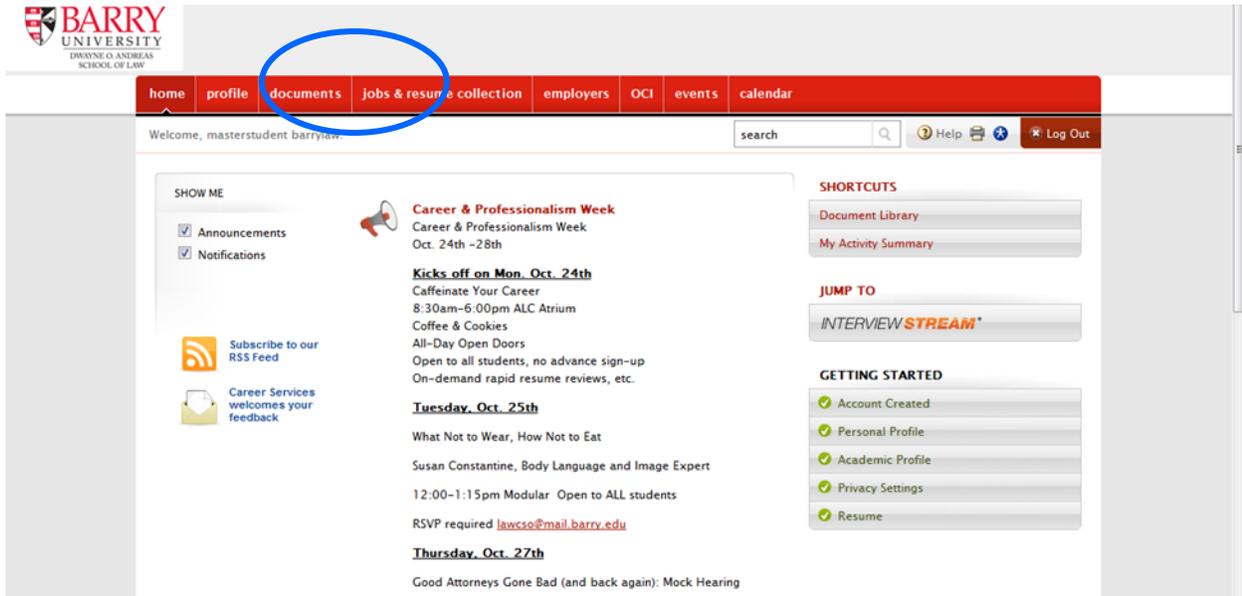
The 'Completion Status' sidebar on the right shows completion status for various fields:

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

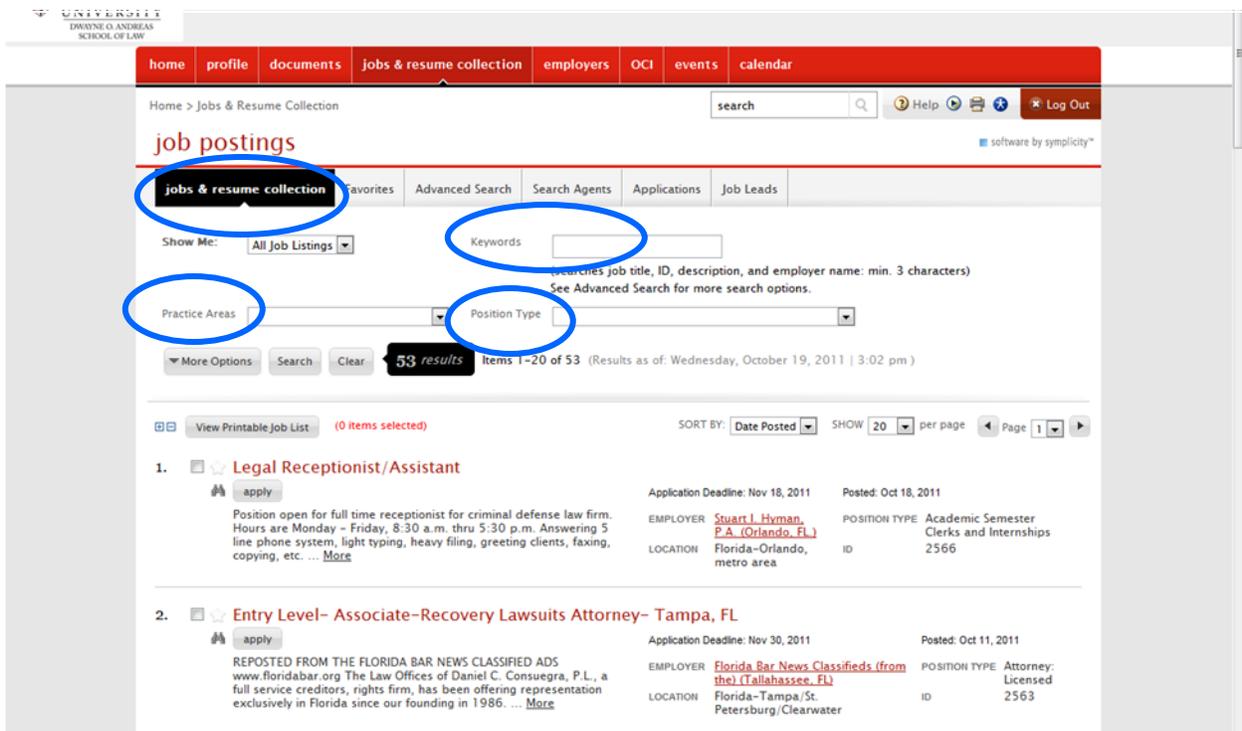
This completes the *required fields* in your profile to make your profile ready for use to job search and participate in OCI. We strongly encourage you to update these each time you enroll in classes for the next semester.

# How to Search Jobs

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



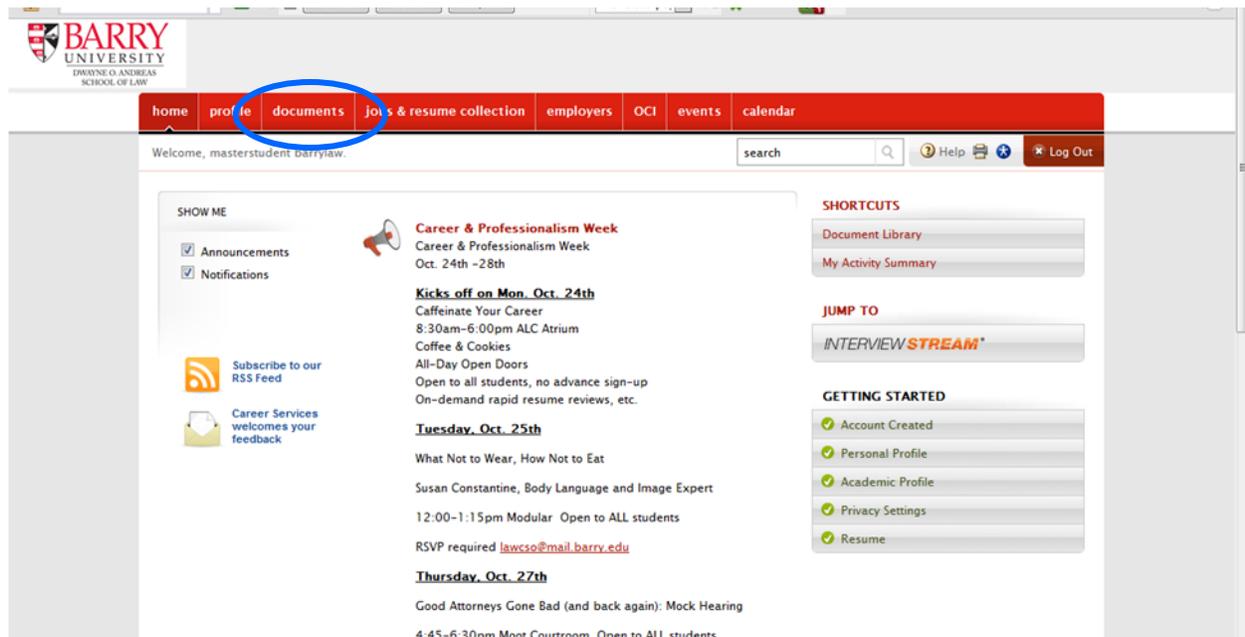
- The window will open to Job Postings.
- You can review all current postings or conduct a search by: keywords, practice areas, or position type.



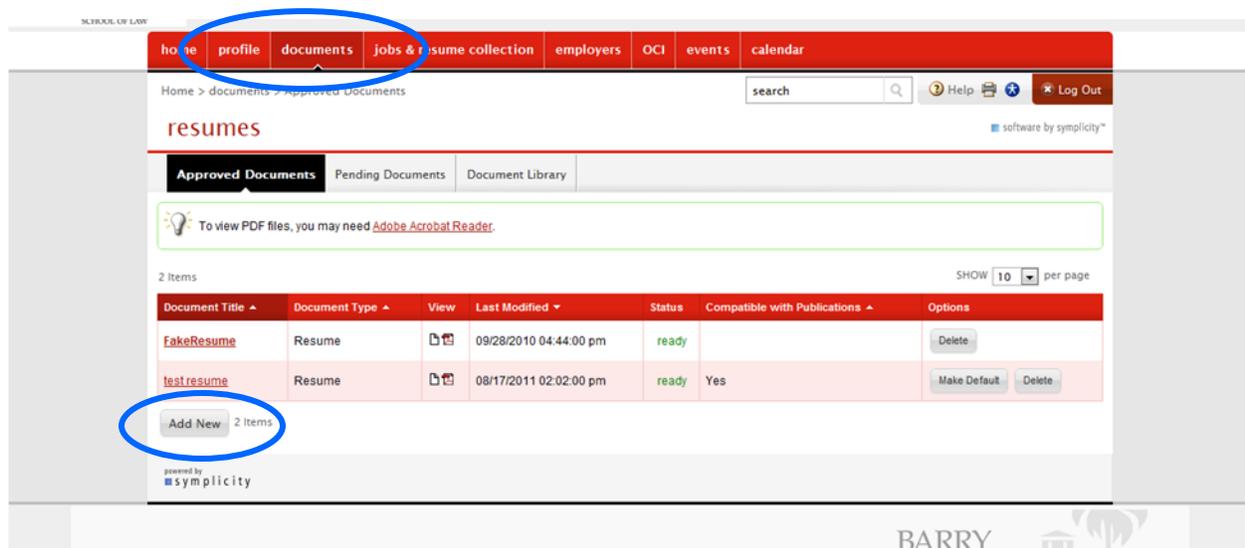
Remember that what jobs you see when searching is based on how you completed your Profile. Keep your Profile updated.

## 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 >

resumes

software by simplicity™

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.

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](mailto: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  
(nk to arrive a little late and to leave a little early)

SHORTCUTS

Document Library  
My Activity Summary

JUMP TO

INTERVIEWSTREAM™

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 circled in blue. Below the navigation bar, there is a search area with filters for Session Start, Session End, and Keywords. The 'RSVP to Event' section has radio buttons for Yes, No, and Ignore. Below the search filters, a table lists an event titled 'Breakfast of Champions' with a circled 'RSVP' button.

Name	Session Start	Session End	Location	RSVP
<a href="#">Breakfast of Champions</a>	Nov 09, 2011 7:30 am	Nov 09, 2011 9:00 am	Church Street Ballroom	<a href="#">RSVP</a>

## 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 features a 'Career & Professionalism Week' announcement with details for Monday, Tuesday, and Thursday. The 'OCI' tab is circled in blue.

**Career & Professionalism Week**  
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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](mailto: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 alittle late and to leave alittle early)  
RSVP required [lawcso@mail.barry.edu](mailto:lawcso@mail.barry.edu)

**Programs Just for 2Ls**

## 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.

Home > OCI > Employers/Bidding

on-campus interviews

Employers/Bidding | Scheduled Interviews | Class Schedules/Conflicts

Bidding period in progress. 0 out of 50 bid/application used

**Search Filters:**  
Tip: Click hyperlinks with arrows for categorized search filters.  
Session: Fall 2011 OCI  
Employers: Show All  
Additional Employer Filters  
Search Clear

**Default OCI Resume:**  
FakeResume\* Update Default  
Update All  
Resume selected above will be used with all bids you make from this list from now on. Different resume may be selected for individual bids by clicking on Review.

**Important Dates**  
Bidding Aug 22, 12:00am to Oct 20, 1:00pm  
Pre-Select Sign-Up Aug 11, 12:00am to Oct 20, 5:00pm

legend: no multiple interviews instructions from employer

Items 1 - 2 of 2

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

Items 1 - 2 of 2

Have questions or need assistance with Symplicity?  
Ask us! [lawcso@mail.barry.edu](mailto:lawcso@mail.barry.edu)