

## NUSL Office of Career Services

# STUDENT GUIDE TO NUSL's SYMPPLICITY for FALL RECRUITMENT PROGRAMS

## I. GETTING STARTED

Symlicity is a web based recruitment management system being used by the Office of Career Services to manage the following recruitment programs:

- NUSL Recruitment Program
- New Hampshire Legal Job Fair
- National Recruitment Program (Collection Only & Apply Direct Employers)
- Fall Government & Public Interest Program (Collection Only & Apply Direct Employers)
- Winter Government & Public Interest Program (Collection Only & Apply Direct Employers)

Students can apply on-line to employers participating in our recruitment programs and set-up interview schedules.

## II. LOGGING IN and HOME PAGE

Launch your web browser and go to <https://law-neu-csm.symlicity.com/students>. You will login in using your MyNEU Username and password. Once you login, you will see the Student Home page. Be sure to read the *announcements* section for important messages from the Office of Career Services, and the *alerts* section, which will display important system generated messages.

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**”, “**job postings**” “**employers**”, and “**OCI**”. You can get back to the Home page from anywhere in the system by clicking on the “**home**” tab. NOTE: While navigating through Symlicity, 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.

## III. PROFILE

The *profile* section was completed by Northeastern University as part of the registration process. When you log-in for the first time, **CHECK YOUR PROFILE**. If the information under your profile is inaccurate, please notify Dorothy Morgan in the Office of Career Services at [d.morgan@neu.edu](mailto:d.morgan@neu.edu). This information will be reported to the Registrar and will be updated as soon as possible.

## IV. DOCUMENTS

The *documents* section of the site allows you to view and upload your resume, cover letters, writing samples, and references. Symplicity allows you to submit all required materials online to employers participating in the recruitment programs.

### Unofficial law school transcripts

Most employers participating in the fall recruitment programs will accept an **unofficial or copy of a law school transcript**. This summer, the law school will upload to *Symplicity* all of the documents you will need for an *unofficial/copy* of your transcript. Students are not permitted to upload their own transcripts to the NUSL *Symplicity* site.

For the **"Interviewing"** and **"Collection Only" Employers** - Our office will send the letter explaining our co-op program and grading system to all employers. You will need to electronically submit the following - 1) course evaluations (which will consist of a copy of your academic history page and all of your course evaluations) and 2) co-op evaluations.

For the **"Apply Direct"** Employers, you will generally need to send an unofficial transcript by hard copy or as an e-mail attachment. To do this, you will need to download the following documents from Symplicity: 1) an explanation of our co-op program and grading system from the document library on Symplicity, 2) your course evaluations (which will consist of a copy of your academic history page and all of your course evaluations) and 3) your co-op evaluations. You can either merge these documents together into a single .pdf document using adobe, or print them separately and mail them.

Click on **'documents'** to view your 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, Writing Sample). 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.

## V. OCI

The *OCI* (On Campus Interview) section of Symplicity contains information on all employers participating in our recruitment programs. It allows you to review information on employers, apply to or "bid" on employers, and signup for an interview times.

Employers are assigned to a particular "Session", depending on in which program they are participating in and their application or "bidding" deadline: (e.g., OCI Session 1, NUSL-Collection Only, NUSL-Apply Direct, New Hampshire Legal Job Fair; etc.).

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/Application'** page of the *OCI* section. Be sure to read the

notices in the shaded yellow box(es). 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 11:59 p.m. 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 on to Symplicity at least once a day to check all current announcements and deadlines.

## **A. SEARCHING EMPLOYERS**

You can view employers who are participating in the various recruitment programs by clicking on the ‘**Employers/Bidding/Application**’ tab under ‘**OCI**’ and selecting the appropriate session from the ‘**Sessions**’ dropdown list. You can also enter information in the ‘**Keywords**’ box and search by employer name, city, or other. 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 its 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, and the class years of the students they are recruiting. 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. 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/APPLYING TO 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/Application**’ 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 11:59 pm 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

The Office of Career Services will send all submitted application materials to recruiting employers approximately two to three weeks before their interview date. Employers will review the materials and make their student selections. Selected students will be notified via e-mail with instructions to sign up for an interview time. 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/Application’** 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 preselect’** 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 preselect signup 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. You will also have the option to decline the interview. If you choose to decline the interview, click on ‘Decline Invitation’ button. 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 Northeastern.

### 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 the Career Services Office 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 ‘**Apply Direct**’ session. 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. Second year students **cannot** apply directly to any participating co-op employer for a summer internship (“co-op”). Third year students can apply directly to any employer, including co-op employers, for a post-graduate position (but not for co-op positions).

## **VI. MASSACHUSETTS LAW SCHOOL CONSORTIUM PROGRAMS**

The Massachusetts Law School Consortium (of which Northeastern is a member) 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 Law School. The application process is the same for these programs, but bidding for the Interviewing Employers is done through a different Symplicity site: <https://law-massconsortia.csm.symplicity.com/students>. Your log-in is your NEU e-mail address (i.e. [morgan.d@husky.neu.edu](mailto:morgan.d@husky.neu.edu)) and your password was sent to by e-mail in October of last year. **If you forgot your password, click on forgot password on the log-in page and you will be issued a new password.** Separate instructions on using MLSC Symplicity will be available on the Career Services’ *MyLaw* page. There will be different instructions for how to submit your NUSL Transcript.

## **VII. IMPORTANT NOTES**

1. Be sure to check Symplicity each day during bidding and Career Services’ News of the Week each Tuesday, as the Office of Career Services will post announcements of employer additions and cancellations. You may also receive email notification of these changes.
2. On the NUSL Symplicity Site, the Bidding Deadline for each session is 11:59 PM (midnight) on the dates indicated. On the MLSC site, the Bidding Deadlines are 12:00 NOON. So be sure to pay attention to dates **and times** of deadlines.
3. Check your email often during recruiting season so you don’t miss notices about signing up for an interview time and any updates.

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**If you have any questions or problems with Symplicity, contact Dorothy Morgan in the Career Services Office by e-mail: [d.morgan@neu.edu](mailto:d.morgan@neu.edu) or phone (617) 373-3909.**