

# NATIONAL RECRUITMENT PROGRAM MASSACHUSETTS LAW SCHOOL CONSORTIUM FALL 2010

The Massachusetts Law School Consortium is using *Symlicity*, to manage the National Recruitment Program. Application materials for the “Interviewing” Employers must be uploaded to the MLSC *Symlicity* by students. See instruction below. **The Symlicity site is different from the NUSL Symlicity site. Log-in name is your entire neu e-mail address and passwords were e-mailed to students during their 1<sup>st</sup> year of law school. If you do not know your password, log-in and click on “forgot password”.**

If you have any questions please contact Dorothy Morgan in the Career Services Office.

E-mail: [d.morgan@neu.edu](mailto:d.morgan@neu.edu)

Tel: (617) 373-3909

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## **STUDENT GUIDE TO MLSC’s SYMPPLICITY**

*Symlicity*, is a web-based recruitment program management system, the Office of Career Services is using to manage the Massachusetts Law School Consortium (MLSC) recruitment programs.

### **I. LOGGING IN**

#### **To Log-In to Symlicity:**

Go to <https://law-massconsortia-csm.symlicity.com/students>. Enter your user name (your neu.edu e-mail address) and your password, which was to sent to you via e-mail. If you forgot your password, you can click on the “forgot my password” tab to have a new password generated and sent to your e-mail address. Students can log-on to **update their student profile, upload application materials, and apply to participating “Interviewing” employers.**

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.

### **II. PROFILE**

#### **Update your Student Profile:**

Click on “**profile**” on the bar at the top of the screen and **enter the required information indicated by the red asterisk.** Be sure to hit “Save Changes” at the bottom of the page to save changes.

### III. DOCUMENTS

#### **Upload & View your Application Materials:**

Click “**documents**” on the bar at the top of the screen. This section allows you to view and upload your resume, cover letters, unofficial transcript, writing samples, and references. To upload new documents, click on the “**+Add New**” button. Enter a title for your document and select the document type. 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. You can then view the original version or the pdf version of your document by clicking on the appropriate icon in the “**View**” column of the document list.

**An unofficial transcript** can be created by downloading the following documents from Symplicity: 1) an explanation of our 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 merge these documents together into a single .pdf document using adobe.

Note: If you make changes to a document after it has been uploaded on *Symplicity*, you will have to reload the new version. **Delete the old version and repeat steps above.** If you have already submitted applications to employers, the new version of the document will replace the old. After the bidding deadline, though, all resume submissions are final for the session. You will not be able to make changes to documents after the bidding deadline.

### IV. OCI

**(OCI refers to On-Campus Interviews – and also includes Job Fair Interviews)**

#### **A. Searching Employers:**

Click on the “**OCI**” on the bar at the top of the screen. To view participating employers, click on the “**Employers/Bidding**” tab and select the appropriate session from the “**Sessions**” dropdown list. 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 their recruiting information.

For the National Recruitment Program, there are three (3) deadlines to apply to participating “Interviewing” Employers. Deadlines are referred to as “Bidding Due Dates” or “Sessions” on *Symplicity*. The “Bidding Due Dates” for the **National Recruitment Program** are:

- August 19, 2010 (NRP1) **by Noon**
- August 26, 2010 (NRP2) **by Noon**
- September 9, 2010 (NRP3) **by Noon**
- September 23, 2010 (NRP4) **by Noon**

“Bidding” means selecting the employers to whom you want to submit your application materials. Students can begin applying to (“bidding”) employers beginning now until the “Bidding Due Date”.

## **B. Bidding for Interviews:**

Click on the “**OCI**” on the bar at the top of the screen. Choose the appropriate session from the “**Session**” dropdown menu under the “**Employers/Bidding**” tab. You can click on the “**Review**” button to the left of the employer name or the “**Apply**” button in the “**Bidding**” column after the employer 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 (if you uploaded more than one) to submit, and if required, which cover letter, transcript, writing sample, or other document to include. Click the “**Apply**” Button to submit your bid.

**You can make changes to your bids and application materials for each session until 10:00 am 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.**

Be sure to check *Symplicity* frequently during bidding, as there will be announcements of employer Additions & Updates.

## **C. Notification and Scheduling of Interviews:**

Employers will contact Suffolk Law School (the coordinating school) and give them the names of the students to be interviewed. If you have been selected for an interview, you will be notified by e-mail at your NEU e-mail address. During the Fall Quarter you should check your e-mail frequently. E-mails regarding this program may come from our Career Services Office, Suffolk Law School or *Symplicity*. **Check your e-mails carefully before deleting.**

To schedule an interview, click on “**OCI**” and make sure you are on the “**Employers/Bidding**” 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 to interview, an “**Accept pre-select**” 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 pre-select sign-up 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. If you do not meet that timetable, your interview may be reassigned to another student on an alternate list supplied by the employer.

You can review the information for your schedule 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; not all of the employers are interviewing at Suffolk Law School.

All students are expected to interview with any and all employers to which they applied, if they are selected to interview. If you have an emergency and you must withdraw from an interview for the NATIONAL RECRUITMENT PROGRAM, please call the Career Services Office (617) 373-3909 as soon as possible. Cancellations and no-shows have a negative effect on the job fair and on NUSL.

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### I. INTERVIEWING:

The following organizations will be participating in the Massachusetts Law School Consortium's National Recruitment Program. Bidding will be done through the MLSC Symplicity site.

#### **SKELTON TAINTOR & ABBOTT**

95 Main Street, P.O. Box 3200

Auburn, ME 04212-3200

[www.skeltonaintorabbott.net](http://www.skeltonaintorabbott.net)

Years: 2010/2011 students

Contact: Marc Frenette, Hiring Partner, [mfrenette@3200.com](mailto:mfrenette@3200.com)

Requirements: *Submit resume and transcript.*

Interview Date:

September 16, 2010

at Suffolk Law School

Bidding Due Date:

August 26, 2010 (NRP2)

#### **HANCOCK & ESTABROOK, LLP**

1500 AXA Tower I, 100 Madison Street

Syracuse, NY 13202

[www.hancocklaw.com](http://www.hancocklaw.com)

Years: 2012 students

Contact: Joseph T. Mancuso, Partner, [jmancuso@hancocklaw.com](mailto:jmancuso@hancocklaw.com)

Requirements: *Submit resume and transcript. Seek strong academic performance, interpersonal skills, hardworking, and commitment to Central New York.*

Interview Date:

September 17, 2010

at Suffolk Law School

Bidding Due Date:

August 26, 2010 (NRP2)

#### **U.S. COURT OF APPEALS, 2<sup>ND</sup> CIRCUIT**

40 Foley Square

New York, NY 10007

[www.ca2.uscourts.gov](http://www.ca2.uscourts.gov)

Years: 2011 students

Contact: John Perrie, Executive Coordinator, [john\\_perrie@ca2.uscourts.gov](mailto:john_perrie@ca2.uscourts.gov)

Requirements: *Submit cover letter, resume and transcript.*

Interview Date:

October 15, 2010

at Suffolk Law School

Bidding Due Date:

September 23, 2010 (NRP4)