STUDENT GUIDE TO SYMPLICITY

I.   INTRODUCTION TO SYMPLICITY

Symplicity is a web-based recruiting program used by the Career Development Office (CDO) to administer its job postings database and on campus recruiting program. All students have a unique login that allows them to access the Symplicity site. If you do not have your login information, please email cdo@law.miami.edu or mchisholm@law.miami.edu and provide your full name, Cane I.D. and email address (this email address will be your username for the site). You will receive your login information via email. Please allow up to two business days for a response. Once you log onto Symplicity, you are free to change your password to something you will remember. To change your password, click on "Profile" and then select the "Change Password" tab.

II.   NAVIGATING SYMPLICITY

To log onto Simplicity, visit: http://law-miami-csm.symplicity.com/students and enter your username and password. Use the top navigation bar to access the various components of Symplicity.

III.   BUILDING A PERSONAL PROFILE

To build your profile, click on the "Profile" link on the top navigational bar. Click on the various tabs to fill in important personal information. It is to your benefit that you complete as much of your personal profile as possible.

Under the "Personal Information" tab, please **fill in or update your email address and other contact information**. This is important information for the CDO to have as you may need to be contacted on short notice regarding scheduling changes. **Under the "Academic Information" tab, please review your graduation date and year in school. This information must be correct, otherwise you will not be able to bid on employers interested in interviewing students from your class year or LL.M. program.** You can enter information about your past employers under the "Employment" tab and you can submit evaluations on those employers under the "Evaluations" tab.

IV.   MANAGING DOCUMENTS

To view existing or upload new documents (résumés, cover letters, unofficial transcripts and writing samples), click on the "Documents" link on the top navigational bar. **You must upload documents before you can bid for employers.** To add a new document, click on the "Add New" button. Enter a document title in the "label" field and select a document type. Click on the "Browse" button to select a file to upload and then click the "Submit" button.

If you upload more than one version of a document (e.g. more than one résumé), you will be asked to designate a default version. The default version will be your first option when applying to employers. When bidding for employers, you will have the opportunity to select a version other than the default version.

V.   VIEWING PARTICIPATING EMPLOYERS

Prior to bidding, you may view a list of the employers participating in the Fall 2017 Externship Program by clicking on "Recruiting Program and Externship Program" from the top navigation bar.

Choose the appropriate session and click on "Search." To view the employers, click on the "Review" button next to the employer's name to view specific information about an employer's participation. **Please read the information provided for each employer as some employers may have specific bidding instructions that must be followed.**   You can utilize the search filters to filter the employer list further.

VI.   BIDDING ON EMPLOYERS

To begin the bidding process, click on "Recruiting Program and Externship Program" from the top navigation bar and then select "Employers/Bidding." Select the appropriate session to see a list of participating employers. To bid on an employer, click on the "Apply" button.   Again, please be sure to **note any specific bidding instructions listed.**

The default versions of your documents will be included in your bid unless you choose otherwise. To change the specific version of your documents, click on the "Review" button and use the drop down menus on the right hand size to select the appropriate version. While in this "Review" mode, you will have the option to list your preferred locations. This refers to the various offices an employer may have. **You do not need to fill out this portion of your bid unless specifically asked by an employer. However, if an employer has multiple offices and you would like to state an office preference, you may do so in this section.**

If you make any changes to your bid, including changing documents or adding preferred locations, you must click the "Update" button in order for the changes to be processed. You may review your bid at any time by clicking on the "Review" button. You may also withdraw your bid at any time while in the "Review" mode.

> **Please note that some externship employers are "Direct Contact" employers and may request that students send their application materials directly rather than submit a bid. For those employers, application instructions and application deadlines are provided on Symplicity, and no option for bidding on Symplicity is provided**.

VII.   APPLYING TO DIRECT CONTACT EMPLOYERS

Some employers invite students to send their materials directly to them. Called Direct Contact employers, these employers do not require students to place bids via Symplicity. However, Symplicity is used to provide students with relevant information about the employer including hiring criteria,

contact information and preferred method of application (mail, email, etc.). Direct Contact employers are listed along with Résumé Referral employers and can be viewed by selecting "Recruiting Program and Externship Program" from the top navigation bar and then choosing the appropriate session.

VIII.   USING THE JOB POSTING SECTION OF SYMPLICITY

Occasionally, employers choose to advertise available positions on the job posting section of Symplicity. Students should continue to check the job posting section in conjunction with the Fall 2017 Externship Program section of Symplicity to ensure that no opportunities are missed.

To access these job postings, click on the "Job Postings" link on the top navigational bar. To narrow down your search, use the various drop down menus to select position type or year in school. You can also search by keywords. Once you are finished selecting your filters, click the "Search" button.

To view a specific job posting, click on the job title. This will bring up specific information about the available position including a job description, hiring criteria, application deadline and materials requested. Employers are given the option to allow for online applications via Symplicity or to opt for traditional methods of application such as US mail, fax or email. If an employer does allow for online applications, on the right hand side of the screen you will see a section called "Application Status." To apply to an employer online, select the document versions you would like to submit to the employer and click "Submit." **Please note that you cannot submit an application unless you have at least one version of each document requested uploaded onto Symplicity**.

You must submit your materials directly to the employers by their specified deadline in order to guarantee that the employer will receive and review your application.