

Symplicity Alumni and LLM Student User Guide

This User Guide and a link to Symplicity are available on the Career Services section of the law school website under the Job Resources section at <http://www.law.ucdavis.edu/current/career-services/job-resources.html>.

Career Services maintains an online listing of full-time job opportunities on Symplicity. Symplicity allows alumni and LLM students to fill in their Profile, store documents, search for jobs, and apply for jobs. Symplicity is continually updated and is an excellent resource for job postings.

ACCESSING SYMPPLICITY

SYMPPLICITY LOG-IN PAGE:

Launch your web browser and go to <https://law-ucdavis-csm.symplicity.com/students>.

- Enter your username and password.
- **If you forget your password**, click on the *Forgot Password* link on the Symplicity log-in page. Follow the instructions to receive an email containing a new password. Once you receive a new password, your old one will no longer work. **NOTE:** *Do not register for a second Symplicity account if you forgot your password.*

NAVAGATING SYMPPLICITY:

While navigating Symplicity, use the “back” links provided within the system, these are located near the top or bottom of most pages. You can also use the navigation bar to move around the system. Do not use your Internet browser’s back button/arrow to return to a previous page as it may bump you out of the system.

QUESTIONS:

If you have any Symplicity questions, please contact Kim Thomas at ksthomas@ucdavis.edu or (530) 754-5719 or stop by Career Services. Our office is open Monday-Friday from 8:00am - 5:00pm.

HOME PAGE

The Symplicity homepage provides access to all sections of the system as well as announcements from the Career Services Office and upcoming events.

PROFILE SECTION

Build a Profile:

Build a personal profile by clicking on the *Profile* link on the top navigation bar.

- Add or update contact information through the *Personal* tab.
- Add or update academic information through the *Academic* tab.
- Chose your privacy settings through the *Privacy* tab.
- View a log of your Symplicity actions in the *Activity Summary* tab.

Change Password:

If you would like to change your password go to the *Profile* section then click on *Password/Preferences* tab. Enter your old password, your new password, and re-enter your new password and click *Save*.

DOCUMENTS SECTION

MANAGE DOCUMENTS

Manage your application documents through the *Documents* section. Symplicity allows you to store a maximum of 20 documents at any given time and this includes all document types (resumes, cover letters, writing samples, transcripts, reference lists, etc...).

- When you have uploaded 20 documents, you will receive a message in your *Documents* screen stating “*You have already uploaded the maximum 20 documents. If you would like to upload another, please replace or delete an existing one*”.

To Add/Upload Documents:

1. Click on the *Add New* button.
2. Enter the document title in the *Label* field.
3. Select a *Document Type* (Resume, Cover Letter, Unofficial Transcript, Writing Sample or Other).
 - a. An example of an Other document would be your list of references.
4. Click on the *Browse* button, navigate to the file you want to upload and then click the *Open* button.
5. Click *Submit* and Symplicity will automatically convert the document to a pdf file.

To Delete Documents:

- Go to your *Documents* section and press the *Delete* button for the document you want to delete.

DOCUMENT LIBRARY

Career Services posts various reference documents, handouts from programs and event flyers for student and alumni use.

JOBS & RESUME COLLECTION SECTION

The *Jobs & Resume Collections* section displays job postings. View job postings by clicking on *Jobs & Resume Collections* from the top navigation bar.

Job Title:

Click on the job title to open the job posting. To return to the list of jobs, click on the *Back* button at the bottom of the posting.

Apply button:

If you hover over the *Apply* button it will tell you how long applications will be accepted for that position. You can also open the job posting by clicking on the *Apply* button.

View Printable Job List button:

To create printer friendly job postings, click on the check box next to one or more job titles and then click on the *View Printable Job List* button. You can also open individual job postings and click on the *Print Preview* button.

Binocular icon:

If you hover over the *binocular* icon it will give you a Quick View of the job posting.

Favorites:

You can mark any position as a “favorite” to review again at a later time by clicking on the “star” icon next to the job title. You can view, manage and rank your list of favorite jobs click on the *Favorites* tab.

Advanced Search & Search Agents Tabs:

Using the *Advanced Search* tab allows you to refine your search using multiple filters including city, state, country, employer type and industry type. To create an advanced search, click on the *Advanced Search* tab and fill out the online form.

- Save your advanced search by checking the *Save As* box at the top of the online form and choosing a name for your search such as “San Francisco Jobs” or “Litigation Jobs.”
- Select the filters you would like to search with, such as Employer Type, City, State, or Country.
- Run the advanced search by clicking the *Submit* button. The results will display in the *Search Agents* tab.
- View your list of saved searches by clicking on the *Search Agents* tab.
- Review and/or edit a *Search Agent* by clicking in the *Options* column.

Run Search Agents / Email Notifications

- To enable a *Search Agent* click on the name of the *Search Agent* (in the Label column) or the *Schedule* button (in the Options column) and click Yes in the *Enabled* field.
 - Then set a Period (day, week, month) and a Multiple (number value) then click *Submit*. The values entered will be used to determine how frequently your agent is run. For example if you have Period=day and Multiple=3 your Search Agent will run every three days.
- Symplicity will run enabled *Search Agents* automatically, and then email the results.

Applications Tab:

- This tab lists the jobs you have applied for directly through Symplicity.