

Symplicity Student User Guide for the 2011 Fall OCI & Resume Collections

This *Symplicity Student OCI User Guide* contains instructions and the timeline for the Fall On-Campus Interview (OCI) and Resume Collection process.

ACCESSING SYMPPLICITY

Symplicity Log-in page: <https://law-ucdavis-csm.symplicity.com/students> .

- Enter your username and password.
- **If you forgot your password**, click on the “forgot password” button on the Symplicity home 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 new Symplicity account if you forgot your password.
- **Having trouble logging in?** Check to make sure you are logging onto the student Symplicity link (not the employer Symplicity link). Your username/password will not work on the employer Symplicity link.

OCI TERMINOLOGY

Session: On Symplicity, OCI is broken down into sessions. Each session represents one week of OCI interviews or one Resume Collection. For Fall OCI we have six sessions, four separate sessions for OCI interviews and two separate Resume Collections.

Bidding: This is Symplicity's term for “applying” to employers through OCI and Resume Collections.

Preselect: A student who was selected by an employer for an on-campus interview.

Alternate: A student who was selected by an employer to be on an on-campus interview waitlist, to be interviewed in the event a preselect student declines or cancels an interview.

Resume Collection: This is for employers who are not able to interview on-campus but wish to receive student application materials as a group. There is no lottery for Resume Collections, employers select 100% of their interviewees and will contact students directly if they wish to schedule an interview.

Call-Back interview: Following an initial OCI or Resume Collection interview, the student is selected for a second interview. These interviews are held at the employer's office.

BIDDING DEADLINES

ON-CAMPUS INTERVIEWS:

Session	Bidding Deadlines

August 11, 2011	July 15, 2011 at 5:00pm
August 15-19, 2011	July 15, 2011 at 5:00pm
August 31, 2011	August 5, 2011 at 5:00pm
September 6-9, 2011	August 5, 2011 at 5:00pm
September 12-16, 2011	August 12, 2011 at 5:00pm
Alaska State Courts	August 18, 2011 at 5:00pm – Letter of Recommendation deadline August 25, 2011 at 5:00pm – Bidding Deadline

RESUME COLLECTIONS:

Session	Bidding Deadlines
August Resume Collection	August 19, 2011 at 5:00pm
September Resume Collection	September 16, 2011 at 5:00pm

TIMELINES

AUGUST 11

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
July 15, 2011 at 5:00pm	Bidding <u>deadline</u>
August 2, 2011 at 12:01am*	Preselect Interview Sign-Up begins
August 3, 2011 at 5:00pm*	Preselect Interview Sign-Up <u>deadline</u>
August 4, 2011*	Alternate Interview Sign-Up begins at 12:01am and the <u>deadline</u> is at 5:00pm

**Date and time subject to change.*

AUGUST 15-19

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
July 15, 2011 at 5:00pm	Bidding <u>deadline</u>
August 2, 2011 at 12:01am*	Preselect Interview Sign-Up begins
August 3, 2011 at 5:00pm*	Preselect Interview Sign-Up <u>deadline</u>

August 4, 2011*	Alternate Interview Sign-Up begins at 12:01am and the <u>deadline</u> is at 5:00pm
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**Date and time subject to change.*

AUGUST 31

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
August 5, 2011 at 5:00pm	Bidding <u>deadline</u>
August 24, 2011 at 12:01am*	Preselect Interview Sign-Up begins
August 25, 2011 at 5:00pm*	Preselect Interview Sign-Up <u>deadline</u>
August 26, 2011*	Alternate Interview Sign-Up begins at 12:01am and the <u>deadline</u> is at 5:00pm

**Date and time subject to change.*

SEPTEMBER 6-9

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
August 5, 2011 at 5:00pm	Bidding <u>deadline</u>
August 24, 2011 at 12:01am*	Preselect Interview Sign-Up begins
August 25, 2011 at 5:00pm*	Preselect Interview Sign-Up <u>deadline</u>
August 26, 2011*	Alternate Interview Sign-Up begins at 12:01am and the <u>deadline</u> is at 5:00pm

**Date and time subject to change.*

SEPTEMBER 12-16

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
August 12, 2011 at 5:00pm	Bidding <u>deadline</u>
August 29, 2011 at 12:01am*	Preselect Interview Sign-Up begins
August 30, 2011 at 5:00pm*	Preselect Interview Sign-Up <u>deadline</u>
September 1, 2011*	Alternate Interview Sign-Up begins at 12:01am and the <u>deadline</u> is at 5:00pm

**Date and time subject to change.*

ALASKA STATE COURTS

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
August 18, 2011 at 5:00pm	Letter of Recommendation <u>deadline</u>
August 25, 2011 at 5:00pm	Bidding <u>deadline</u>
September 6, 2011 at 12:01am*	Preselect Interview Sign-Up begins
September 7, 2011 at 5:00pm*	Preselect Interview Sign-Up <u>deadline</u>
September 8, 2011*	Alternate Interview Sign-Up begins at 12:01am and the deadline is at 5:00pm

**Date and time subject to change.*

AUGUST RESUME COLLECTION

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
August 19, 2011 at 5:00pm	Bidding <u>deadline</u>
<i>Resume Collections employers have no specific timeframe to contact selected students for interviews.</i>	

SEPTEMBER RESUME COLLECTION

DATE	DESCRIPTION
July 1, 2011 at 12:01am	Viewing of employers and bidding opens
September 16, 2011 at 5:00pm	Bidding <u>deadline</u>
<i>Resume Collections employers have no specific timeframe to contact selected students for interviews.</i>	

MANAGING APPLICATION DOCUMENTS

UPLOADING DOCUMENTS:

Before you can place bids on employers, you must have documents uploaded in your *Documents* section. The *Apply* button will not appear in employers OCI postings until you have uploaded at least one resume in your Document section.

- Click on the *Add New* button.
- Enter a document title in the *Label* field. Use a title that will allow you to identify the document easily.
- Select the *Document Type* – Resume, Cover Letter, Unofficial Transcript, Writing Sample, Other Documents. The most common Other Documents include reference lists and non-law school transcripts.
- Click the *Browse* button and select a file to upload. Click *Submit*. Symplicity will automatically convert documents into pdf format.

PEAK BIDDING TIMES AND DOCUMENT CONVERSION:

Students are advised not to bid to close to the bidding deadlines in case you have questions. Additionally, the Symplicity system tends to run slow when many students are logged in at once.

- **During peak times, your documents submitted for PDF conversion may take up to one hour.**
- Symplicity will automatically convert your document to a pdf.
 - Once converted be sure to open the document and check that the converted file matches the format of your original document.
 - Check that your document does not contain a blank sheet at the end.

MAXIMUM NUMBER OF DOCUMENTS:

Symplicity allows you to store a maximum of 20 documents at any given time and this includes all document types including resumes, cover letters, writing samples, law transcripts, references and any other type of document an employer may request such as non-law school transcripts.

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

Due to the storage limit of 20 documents, you will need to bid in stages if you plan on bidding on more than 20 employers.

- Once you have completed the bid/applications for a number of employers, you can then begin to delete some of the documents. Given that all your cover letters will be addressed to specific employers, it is not necessary to store cover letters on Symplicity once you have completed your bids.
- **Deleted documents will remain attached to your bids.**

DOCUMENT SIZE LIMIT:

- Maximum file size per document is 200KB.

DELETING DOCUMENTS:

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

TRANSCRIPTS:

Some employers will request transcripts as part of your OCI application. Official transcripts that are scanned are almost always over the 200KB size limit. It is recommended that you create and upload an unofficial transcript sheet and bring a copy of your official transcript to interviews.

Unofficial Law School Transcripts

Copy your transcript from SIS Web and paste it into a Word document; be sure to tidy the appearance of the transcript as needed. Make sure to add your name at the top of the transcript if it is not there. Once saved as a Word document you can then upload it to Symplicity.

- Select the *Unofficial Transcript* button for uploading law school transcripts onto Symplicity.

Ordering Official UC Davis Transcripts

To receive an official transcript you will need to order one through the main campus Registrar’s Office. Information on how to order an official transcript is available at <http://registrar.ucdavis.edu/html/transcripts.html>. There is a \$10 charge per transcript. Rush orders are \$20 per transcript.

Undergrad or Non-Law School Transcripts

Some employers request an undergraduate or other non-law school transcript as part of your OCI application. You will need to create and upload an unofficial grade sheet onto Symplicity.

- Select the *Other Document* button for uploading all non-law school transcripts onto Symplicity.

It is recommended that you purchase an official copy of your undergraduate transcript bring a copy of the transcript to interviews.

BIDDING/APPLYING



VIEWING EMPLOYER INFORMATION:

When you go to the *OCI* section in Symplicity, it opens by default to the OCI or Resume Collection Session with the *latest deadline*. This will usually be a Resume Collection session. Use the *Session* drop-down menu on the *Employers/Bidding/Application* tab to select the OCI or Resume Collection session you want to view.

In these Sessions, you will see a list of registered employers recruiting for your class year. You will find bidding/application deadline information as well as preselect interview sign-up dates in the box on the right side. Please note that preselect interview sign-up dates are subject to change.

Once in a Session, students can only view and bid for employers who are recruiting for their class year (for example, 3Ls can only view employers recruiting 3Ls, they will not be able to view postings of employers recruiting for 2Ls only).

Click on the *Review* button to view the employer information, position description, hiring criteria and bidding details. This is also where you will bid/apply for the employer.

- a. : This symbol signifies “no multiple interviews”. Some employers that are interviewing for multiple locations. For these employers, students can only have one interview with that employer.
- b. : This symbol signifies “instructions from employer”. This means the employer has included instructions in their posting such as hiring criteria. All employers will have this symbol.

SUBMITTING BIDS:

To place bids, go to the *OCI* section and use the *Session* drop-down menu to select the OCI or Resume Collection session you want to view.

- Click on the *Review* button of the employer you want to place a bid on.
- Select the documents you created for that employer from the drop-down menus (populated with documents you have stored in your *Documents* tab).
 - Pay careful attention that you are attaching the correct documents to the employer you are bidding on.
 - If you do not have all of the employer requested documents uploaded you will not be able to bid for that position. There will be a message in red font stating “*You need to upload missing document types to be able to submit bid for this employer.*” Check the *Additional Information* part of the employers posting as this is often where they will state what *Other Documents* they want you to provide.
- Assign a bid number to the employer (see “Ranking your bids” information below). You must select a bid number from the *Bid/Application* drop-down menu that is located in the *Bid/Application Details* box.
- If the employer is accepting applications for more than one office location, you may have to rank your *Preferred Locations* as part of the online application or you may just have to address your preferences in your cover letter.
- Click *Apply* to complete your bid.
- After you submit your bid, the screen will reflect your bid by updating the “bids used” portion of the screen in red font.

NOTE: Once the bidding deadline passes it is not possible to change bids or submit bids.

RANKING YOUR BIDS:

You must select a bid number from the *Bid/Application* drop-down menu that is located in the *Bid/Application Details* box. **Employers will not see how you ranked them;** this ranking is used only for the lottery selection process. The highest rank is “1” and lowest is “38.” You are able to adjust your rankings until the bidding deadline.

You will also need to rank bids for Resume Collection employers as well; however they do not count towards your 38 bid limit.

EDITING/UPDATING DOCUMENTS:

You can edit any application materials associated with an OCI bid until the bidding/application deadline.

1. Update/edit the document on your computer.
2. Delete the old document from Symplicity and upload the newly updated document.
3. Withdraw your OCI bid that has the old document attached to it.
4. Submit a new bid for that employer with the newly updated document.

Once the bidding deadline passes, the bids and application materials associated with the bids can no longer be updated, edited, or withdrawn.

NUMBER OF BIDS:

You have 38 bids total for all OCI sessions. There are no limits to the number of bids you have for Resume Collections sessions.

- Symplicity tracks how many bids you have used for both OCI and Resume Collections. Towards the top of the page, just under the OCI sub tabs, you will notice that it displays the number of bids/applications used in red font.
- If you apply to both OCI and Resume Collection employers your “bids used” may be over 38. For example, if you bid for 38 OCI employers and 10 Resume Collection employers, you will see that you have placed 48 bids.

IS THERE AN ADVANTAGE TO BIDDING EARLY?

No. Employers cannot see any student bids until the day after the bidding deadlines.

PEAK BIDDING TIMES:

Students are advised not to bid to close to the bidding deadlines in case you have questions. Additionally, the Symplicity system tends to run slow when many students are logged in at once.

TO WITHDRAW A BID:

You can withdraw a bid anytime before the bidding deadline, but not after the deadline. To withdraw a bid, click in the drop-down under the column entitled *Bidding/Application* and scroll up until you see the words “no bid” (or a blank space) above the number “1”. Click on the no bid/blank space and your bid will be withdrawn.

LATE BID APPLICATIONS CANNOT BE MADE:

If you are in the middle of doing a bid and the deadline passes, Symplicity will not allow you to complete your bid. Please be sure to allow yourself plenty of time to complete your bids. Once the bidding deadline passes it is not possible to change bids or submit bids.

PRESELECTS / LOTTERY SELECTS / ALTERNATES

After the bidding deadline, all application materials are accessible to the employer for review. Employers have a period of time in which to make preselect and alternate selections.

PRESELECTS

A *Preselect* is a student who was selected by an employer for an on-campus interview.

LOTTERY SELECTS

Employers preselect 90% of the interviewees. Of the employers remaining applicants 10% of them are allotted, by random lottery through Symplicity, to interview with the employer.

ALTERNATES

An *Alternate* is a student who was selected by an employer to be on an on-campus interview waitlist, to be interviewed in the event a preselected student declines or cancels an interview. Due to this, there is no guarantee that Alternates will get placed onto interview schedules. Employers have the option to select up to three alternates; however, not all employers select alternates. In the event that an opening in an interview schedule occurs after the Alternate Sign-Up period ends, Career Services will contact alternates to inform them that an interview opening has occurred. This can happen up to and including the day of the interview. If the employer has selected multiple alternates, all will be contacted at the same time via email and the interview opening will be given to the first student who replies. If an employer has ranked their alternates, Career Services will contact them in the order that the employer has ranked them.

INTERVIEW NOTIFICATION AND SELECTING INTERVIEW TIMES

Students selected for interviews will receive an email with information on how to sign-up for an interview time. If you have been selected for an interview, you will be responsible for logging into Symplicity during the *Preselect Sign-up* period and choosing one of the available interview times before the *Preselect Sign-up* deadline.

PAY CAREFUL ATTENTION WHEN SELECTING AN INTERVIEW TIME.

- **Students are responsible for selecting their interview time. You can only sign up for your time during the *Preselect Sign-up* period. Once the period closes it opens up for Alternates to select the remaining interview times and you will lose your interview slot.**
- **Once an interview time is selected, it is set; you will not be able to change your time. ***
- There will be interview slots available for all selected interviewees; however, the interview time slots are filled on a first-come, first-served basis.
- If you are selected for interviews from more than one employer in a day, there is a possibility that you may have back-to-back interviews. To help avoid this, log-on to Symplicity and select an interview time slots as soon as the *Preselect Sign-up* period opens so you have more time slots to choose from.
- Because OCI interviews are held during the day and there are limited time slots, students may have to miss some class to attend interviews.

**Some employers request changes in their schedule or a student had to cancel an interview and there are gaps in the employer's interview schedule. When these happen Career Services will need to adjust some student interview times. Students will be notified via email and/or phone if their interview time has changed. Please check your email and phone messages daily during the OCI season.*

INTERVIEWS

LOCATION:

Due to construction on campus this summer, OCI interviews will be held in various locations. The busiest days of OCI (August 15-17) when more than 30 employers will be on campus are tentatively scheduled to be held on the 2nd floor of the Buehler Alumni Center (across from the Mondavi Center) in the Internship & Career Center suite. Additional OCI interviews will likely be held at the Graduate School of Management – also across from the Mondavi Center -- and at King Hall. If additional space is needed some interviews may be held at the Hyatt Place hotel located behind the Graduate School of Management. We will keep you posted regarding the locations for your interviews.

INTERVIEWS – DAY OF:

- Interviews are usually 20 or 30 minutes in length depending on the employer's preference.
- Arrive to your OCI interview 10-15 minutes early.
- Turn your cell phone off before you begin your interview.
- Some employers provide NALP (National Association of Law Placement) forms and marketing material for students to view. These will be located in the waiting area for your review while you are waiting for your interview to start.
- At the time of your interview, knock on the door of the interview room and wait to be called in by the interviewer.

INTERVIEWERS:

Most employers provide the name of the interviewer(s) in advance of their visit to campus. If provided the interviewer names will appear on the interview schedule that is at the interview location site and on the interview room door. You can also log-on to Symplicity and see the interviewer names on the employers OCI job posting. On occasion an interviewer that was scheduled to come to Davis is swapped out just before the interviews; as Career Services become aware of these changes we update Symplicity and the interview schedule.

OCI INTERVIEW CANCELLATION AND NO-SHOW POLICY

A missed interview inconveniences the employer; reflects poorly on you; and affects the relationship between the employer and the school. No-shows are also unfair to your fellow students who wished to interview.

CANCELLATION REQUESTS:

- **OCI cancellation requests must be made in writing to Career Services.**
 - Requests must be made in writing via email at oci@law.ucdavis.edu.
- **DO NOT contact employers to cancel or reschedule your interview.** This can only be done through Career Services.
 - **Employers do not have access to cancel or change your interview schedule or theirs in Symplicity.**
- Students cannot cancel interviews through Symplicity.
- You may only **request** to cancel an interview **before 3:00pm three** business days prior to the interview for good cause only, meaning that either you have officially *accepted* an offer (not just *considering* an offer) or you have had an emergency. Emergencies will be handled on a case-by-case basis. **No other cancellation requests will be granted.**
- In cases of emergencies you **MUST** contact Career Services by email at oci@law.ucdavis.edu or by phone at (530) 754-5719 or (530) 752-6574.

NO-SHOWS:

Interview "no-shows" will result in sanctions unless Career Services excuses you on the basis of an **emergency**.

- If a student fails to attend an interview they will be contacted by Career Services to schedule an appointment to discuss the circumstances regarding their missed interview.
- The student will also be **required** to send a letter of apology to the employer and the letter must be **reviewed by Career Services prior** to sending it to the employer.
- **If you miss an interview due to an emergency**, contact Career Services as soon as possible at 530-752-6574 or oci@law.ucdavis.edu so we can inform the employer that you will not be interviewing and select an alternate for the interview time.

RESUME COLLECTION INTERVIEWS

Employers hiring through Resume Collections will select 100% of their interviewees and will contact students directly to set up interviews. Resume Collection employers have no specific timeframe in which they need to contact selected students for interviews. Students selected for interviews from Resume Collection employers will arrange their interview time and location directly with the employer.

QUESTIONS

Contact Kimberly Thomas in Career Services at (530) 754-5719 or at oci@law.ucdavis.edu.