

Symplicity Student User Guide

Career Services

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

Career Services maintains an online listing of full-time, part-time and summer employment opportunities for students and alumni. Symplicity is continually updated and is an excellent resource for job seekers.

GETTING STARTED

REGISTER FOR A SYMPPLICITY ACCOUNT:

Symplicity requires a username (your email address) and password for access.

- To register for an account go to <https://law-ucdavis-csm.symplicity.com/students> then click the Register button. This will take you to an online Registration Form. There will be some required fields to fill out. Once the form is complete, hit the Submit button and Career Services will receive notification of your registration and you will receive a password via email from Symplicity.
- **Email Verification:** This is an important step...once you submit your Registration Form Symplicity may send you an email asking for email verification. They do this for security purposes.

NOTE: *You will need to complete this step before Symplicity will provide you a password.*

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 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 second Symplicity account if you forgot your password.*

- **If you are having trouble logging in**, check to make sure you are logging onto the Student Symplicity link. Your username and password will not work if you are accidentally trying to log onto the Employer Symplicity link.

NAVAGATING SYMPPLICITY:

While navigating Symplicity, use the “BACK” links provided within the system. These are located near the top of each page. Do not use your Internet browser’s “Back” button to return to a previous page as it may bump you out of the system.

QUESTIONS:

If you have any Symplicity questions, please contact Career Services at careerservices@law.ucdavis.edu or (530) 752-6574 or Monday-Friday from 8:00am - 5:00pm.

HOME PAGE

View at-a-glance features of Symplicity (Announcements, Shortcuts, Calendar, Alerts, etc.) on the Homepage.

- View Career Services announcements.
- Access commonly used sections of Symplicity through Quick Links.

PROFILE

Build a profile

Build a personal profile (contact information, change password, etc.) by clicking on the Profile link on the top navigation bar.

- Click on the Personal Information tab to update contact information.
- Report employment information by clicking on Employment tab.

Privacy Tab

Update Privacy settings by clicking on Privacy tab. We strongly encourage you to receive emails from our office since it is our main notification system for upcoming events, interview notification, and OCI programs. Please note that if you choose to opt-out from emails, Career Services may still need to send messages to the whole student body utilizing the class year list-serve.

Password/Preferences Tab

- If you would like to change your password that was generated to you by Symplicity, you can change it here at any time.

Activity Summary

- View a log of all your Symplicity actions.

DOCUMENTS & DOCUMENT LIBRARY

MANAGE DOCUMENTS

You will manage your documents through the Documents section of Symplicity.

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...).

- Career Services recommends that you store a resume, unofficial transcript, writing sample and reference list on Symplicity at all times.
- 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"*.

Documents List

View existing documents and upload new documents by clicking on the Documents link on the navigation bar.

- Click on the Add New button to upload a new document.

To Add Documents

1. Click on the Add New button to upload a new document.
2. After clicking Add New enter your 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.

DOCUMENT LIBRARY

Career Services posts various reference documents for student use.

JOBS & RESUME COLLECTION

Job Postings displays employer job postings. Students may submit application materials to job postings. Additionally, students may set Search Agents to schedule automated job searches with email alerts.

Viewing Job Postings

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

- Sort the job list by Practice Area, Position Type, etc. by utilizing the drop-down menus at the top.
- Find a specific job by inputting details into the Keyword Search box on the top right, and then click the Apply Search button.
- Mark a job as a “favorite” by clicking on the “Add to Favorites” icon on the right.
- View all Favorite jobs under the Favorites tab.
- Review position details by clicking on the link in the Job Title column.
 - Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
 - Submit a resume, if qualified, by highlighting the proper resume name from the Resume dropdown, inputting Cover Notes, and clicking the Submit button from Application Status on the right.

NOTE: Students can only view employers who are recruiting for their class year (for example, 1Ls can only view employers recruiting 1Ls; they will not be able to view job postings of employers recruiting for 3Ls only).

Favorites Tab

- Save job postings you are most interested in here as a way to easily access them.
- Click Add Favorite (in the Options column) for any job posting that you would like to save in Favorites.

Advanced Search & Search Agents Tabs

Using the Advanced Search tab allows you to refine your search of job postings with multiple filters including city, state, country, employer type and industry type.

- Save your advanced search by check-marking the Save As box at the top of the online form. Choose a specific name for your search such as “San Francisco Jobs” or “Public Defense.”
- Select the filters you would like to search with, such as Employer Type, Position Type, City, State, Country etc. to run a combination search.
- Run the search by clicking the Submit button. The results will display under the Search Results 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 and a Multiple (the values entered will be used to determine how frequently your agent is run)
- Click the Submit button
- Symplicity will run enabled Search Agents automatically, and then email the results.

Applications Tab

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

EMPLOYERS

This section is not available to students. This section is for staff administrative use only.

CLERKSHIPS

Instructions for the Clerkships section will be provided to students in the spring semester of their 2L year.

OCI

Instructions on how to use the OCI section will be provided to students during the Fall and Spring OCI recruiting seasons. A separate Symplicity OCI Student User Guide is provided for OCI.