

UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW  
OFFICE OF PROFESSIONAL DEVELOPMENT

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**SYMPPLICITY INSTRUCTIONS for Applying to 2017 Spring Recruiting**

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Applying to employers who are participating in On Campus Recruiting (OCI) through the Symplicity database is a straightforward process if you understand the four easy steps involved and the corresponding functions within Symplicity:

- Step 1:** Review the list of employers participating in spring recruiting [OCI tab]
- Step 2:** Review recruiting materials and instructions [Documents Library under Resources Tab]
- Step 3:** Upload your application materials to Symplicity [Documents tab]
- Step 4:** Apply to individual employers [OCI tab]

Each of the steps above is explained in detail below.

Before you can begin, log onto Symplicity <https://law-louisville-csm.symplicity.com/students> and enter your Username and Password. If you experience problems logging on, contact Ms. Reh at 852-6368 or [dkreh@louisville.edu](mailto:dkreh@louisville.edu).

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**Step 1: Review the list of employers participating in spring recruiting**

- 1) From the Symplicity Home page, click on OCI tab on the left sidebar menu.
- 2) The 2017 Spring Recruiting schedule should appear. If it doesn't, select it from the dropdown list under "Search Filters".

**NOTE:** The spring session is currently open and employers will continue to be added. Students have until 14 days (2 weeks) prior to when an employer comes on campus to apply. If an employer is not coming on campus to interview but instead, only collecting resumes (Resume Collection), the employer sets the application deadline date.

Deadlines will be announced by the OPD and are also posted on the OCI page on Symplicity.

- 3) Review information about each employer including hiring criteria by clicking the "Review" button next to the employer's name. If you meet the hiring criteria listed, research the employer to determine whether it is a place where you would like to apply.

**REMINDER:** If an employer lists "preferred" hiring criteria, it is only that and all students, if interested, are strongly encouraged to apply. If an employer has "required" hiring criteria, students must meet the criteria or be with a "cushion" zone as explained in the Recruiting Instructions.

- 4) Make a note of which documents each employer is requesting under "Bid/Application Details" (e.g. Resume, Cover Letter). Keep in mind that until you upload your documents, the fields next to the required documents will be marked "Not Selected" and you may not apply.
- 5) Once you determine which documents you need for each employer, you must upload those documents under the "Documents" tab which you may access from the left sidebar of Symplicity. Step #3 below provides more details on how to upload your documents.

**Step 2:      Review recruiting materials and instructions**

- 1) To assist you with the OCI application process, the following documents have been prepared:
  - **2017 Spring Recruiting Guide**
  - **2017 Fellowship Descriptions**
  - **Public Service Fellowship Application** (\*Required to apply for Louisville Metro Public Defender, Legal Aid Society of Louisville, Kentucky Department of Public Advocacy and the Edwin Perry Mediation Fellowship)
- 2) To access these documents, go to “Resources” on the left sidebar and then select “Document Library”.
- 3) The most important document that all students must review is the 2017 Spring Recruiting Guide. This guide is very thorough and provides helpful information you will need throughout the OCI process.
- 4) The *2017Fellowship Descriptions Guide* is also important since it explains the different public service fellowships being offered this summer through the Samuel L. Greenebaum Public Service Program at the law school.

**Step 3:      Upload Your Application Materials into Symplicity**

- 1) Go to the “Documents” tab on the left sidebar of Symplicity’s homepage to upload your resume, cover letter and any other documents that employers request. They first must be uploaded here before you may apply for any jobs.

**NOTE:** No employers may see any of your documents that you upload on under the “Documents” tab. Think of this page as a private portfolio for you to store your documents which you may retrieve at any time from any computer in the world.

- 2) Click on “Add New” to upload each of your documents:
  - Resumes will upload under “Resume” by selecting the proper radio button. You may upload more than one version of your resume. If you have multiple versions of your resume uploaded, you must select one version to serve as your “default”.
  - Cover Letters will be uploaded under the “Cover Letter” by selecting the proper radio button. You will upload a different cover letter tailored for each employer. It is recommended you label the cover letter with the name of the employer (e.g. “Wyatt Cover Letter”) so when you go to apply to each employer, you will know which cover letter to use. Note: Employers do not see what you label documents in Symplicity.
  - Transcripts will upload under “Unofficial Transcript” by selecting the proper radio button. Your transcript must be a PDF. Follow the steps provided in the *Spring Recruiting Instructions*, located in the Document Library, to obtain your transcript. You must use UofL’s ULINK to secure your transcript. You may not use any other method. If you attended UofL for your undergraduate degree, be sure to remove those classes and grades from your transcript before you submit and scan to a PDF only your law school classes.
  - Writing Samples will upload under “Writing Sample” by selecting the proper radio button. Your writing sample should be no longer than 10 pages. Review the chapter on Writing Samples in the *Job Search Handbook*. Both handbooks may be accessed via the Document Library on Symplicity.

- Other Documents is an option for you to upload items such as a reference list, application, or other material that may be unique to a particular employer. Normally the instructions under an employer will tell you when to use this option.

**HINT:** If you are applying for a fellowship (**Louisville Metro Public Defender, Legal Aid, Kentucky Department of Public Advocacy, or Just Solutions**) your Application will be uploaded under the “Other Documents” radio button. DO NOT convert your application to a PDF before uploading. Doing so will result in a blank application. Symplicity will automatically convert your application to a PDF when it is uploaded.

**Step 4:        Apply to individual employers**

Once all your documents are uploaded under the Documents tab, you may apply to an employer.

- 1) From the Symplicity Home page, click on the red OCI tab in the left sidebar menu.
- 2) Make sure you are in the proper session – 2017 Spring Recruiting.
- 3) Review the employers by clicking the “Review” button next to each employer’s name. Make sure the documents you uploaded in Step #3 appear so you may apply. (HINT: If you haven’t uploaded all the necessary documents, you will not be able to see the “Apply” button.) If you have uploaded more than one version of any required document (e.g. you have multiple cover letters uploaded), select the one you want to submit for the particular employer from the drop down menu.
- 4) After you have selected all the requested documents for an employer, click “Apply”. You will know you have successfully applied if the “Apply” button changes to “Withdraw”. Once this occurs, if at any time before the deadline you wish to withdraw or change your application materials, you may do so by simply clicking the “Withdraw” button, making the necessary changes to your documents, and then reapplying.

**HELPFUL HINTS:**

- If the Apply button does not appear, then recheck your work. At least one version of each of the documents the employer has requested must be uploaded under the Documents page on Symplicity before the system will let you click on “Apply” for any employer under the OCI tab. If they are not uploaded, you will not see the “Apply” button.
- Keep in mind that the system is not smart enough to know whether you have uploaded the correct documents. Therefore, after you have applied to an individual employer, go back to the OCI homepage where you can click on links and check each of the documents you have uploaded next to the employer’s name and confirm that they are correct.
- If you need to change documents after you have applied to an employer, the system allows you to do so. However, you may only make changes up until the deadline for the employer. After that, you may no longer adjust your documents. If you realize there is a problem after the submission deadline, contact Ms. Reh or Dean Hajek.

**\*For all questions and assistance, contact Ms. Reh in room 184 ([dkreh@louisville.edu](mailto:dkreh@louisville.edu)) or Ms. Scinta in Room 180 ([jina.scinta@louisville.edu](mailto:jina.scinta@louisville.edu)).**