UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW
OFFICE OF PROFESSIONAL DEVELOPMENT

2018 SPRING OCI SYMPLICITY INSTRUCTIONS

Purpose: The purpose of this document is to provide step-by-step instructions for students not familiar with Symplicity, the OPD's online system used for applying to employers for spring recruiting.

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 [Resources tab; select "Documents Library"]
Step 3: Upload your application materials to Symplicity [Documents tab, select "My Documents"]
Step 4: Apply to individual employers [OCI tab]

Each of these steps 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 dkreh@louisville.edu or 852-6368.

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 2018 Spring Recruiting schedule should appear. If it doesn't, select it from the dropdown list under "Sessions".

    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.

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

3) Review information about each employer including hiring criteria by clicking the "Review" button to the left of each 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 – preferred criteria and not required - and all students are encouraged to apply if the employer meets with your career interests. If an employer has "required" hiring criteria, students must meet the criteria or be within a 10% "buffer" zone as explained in FAQ #2 of the Recruiting Instructions.

4) Make a note of which documents each employer is requesting (e.g. Resume, Cover Letter) and keep in mind that until you upload those documents under the Documents tab on Symplicity, the fields will say "None found" on the right side of the screen and you cannot 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**

A number of helpful documents and resources have been uploaded to the Document Library to assist you with the OCI application process. To access these documents, go to "Resources" on the left sidebar and then select "Document Library". You may review the materials online or download any needed materials. All OCI materials should be listed at the top of the Document Library.

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

1) Go to the "Documents" tab on the left sidebar of Symplicity's homepage and click on "My Documents". Symplicity will open to a page where you can upload your resume, cover letter and any other application materials that employers request.

   NOTE: Employers cannot see any documents that you upload on the Documents page. 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 the "Add New" button 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 that you label your cover letter with the name of the employer (e.g. "Smith Firm 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 your documents in Symplicity.

   - Transcripts will upload under "Unofficial Transcript" by selecting the proper radio button. Your transcript must be a PDF. You must use UofL's ULINK to secure your law school transcript. You may not use any other method. If you attended UofL for your undergraduate degree, be sure to remove those undergraduate 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* for more information.

   - 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.

Step 4:   **Apply to individual employers**

Once you upload all your documents under the Documents tab, you may apply to individual employers.

1) Go into the 2018 Spring Recruiting Session on the OCI page. Select the employer to which you want to apply [see Step 1 above], make sure the documents you uploaded [Step 3 above] appear and you see the Submit button.

   HINT: If you haven't uploaded all the necessary documents, you will not be able to see the "Apply" button.

2) 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.

3) 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".

   NOTE: 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) or Dean Hajek (laurel.hajek@louisville.edu in room 182.