UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW
OFFICE OF PROFESSIONAL DEVELOPMENT

OCI SYMPLICITY PROCEDURES FOR 2022 SPRING RECRUITING

Purpose: The purpose of this document is to provide step-by-step instructions for students unfamiliar with the OCI module in Symplicity, the online system for the Office of Professional Development (OPD). The OCI module is used to apply to employers participating in Spring & Fall Recruiting.

Applying to employers who are participating in recruiting through the Symplicity database is a straightforward process if you understand the three easy steps involved and the corresponding modules within Symplicity:

Step 1:   Review the list of employers participating in spring recruiting for your class year [OCI module]
Step 2:   Upload your application materials to Symplicity [Documents module, select "My Documents"]
Step 3:   Apply to individual employers [OCI module]

Each of these steps is explained in more detail below.

Before you may begin, you must log onto Symplicity at https://law-louisville-csm.symplicity.com/students and enter your Username and Password. If you haven't logged onto Symplicity before, consult the *2021 Job Search Handbook* on obtaining your username and password. If you experience problems, contact Debra Reh, the Career Services Coordinator, at dkreh@louisville.edu or (502) 852-6368.

Step 1:   **Review the list of employers participating in Recruiting Session for your designated class year.**

1) From the Symplicity Homepage, select "OCI" from the main menu and then select "Scheduling".

2) The Spring Recruiting Schedule should appear in the "Session" box. If it doesn't, select it from the dropdown list.

> **NOTE:** The Spring Recruiting session is currently open, and employers will continue to be added. Students have until 14 days (2 weeks) prior to when an employer is scheduled to recruit on campus to apply. Deadlines will be announced by the OPD and are posted on the OCI page on Symplicity.

3) Review all information about each employer by clicking the "Review" button to the left of each individual employer's name (practice areas, deadlines, documents needed to apply, etc.). Then go to the employer's website and research each employer to determine whether it is a place where you would like to apply.

4) Make a note of which documents each employer is requesting (e.g., Resume, Cover Letter), the application deadline, and the application method being used. The different application methods are: On-Campus Interviews (OCI), Resume Collections (RC) or Direct Sends (DS).

- If the application method is either an On Campus Interview (OCI) or a Resume Collection (RC), you will need to upload your application materials and apply through the Symplicity system since the OPD staff will bundle the student applications and send them electronically to the employer.

- If the application method is a Direct Send (DS), you will not need to upload your materials to Symplicity since the employer wants you to submit your application materials directly to them either via email or through a submission portal on the employer's website. Instructions on how to submit your materials will be in the job announcement on Symplicity.

The instructions in this "Symplicity Procedures" handout apply only to the On Campus Interview (OCI) and Resume Collection (RC) application processes, since these are the only two application methods requiring you to apply via Symplicity.

5) Once you determine which documents you need for each employer, you must upload the needed documents under the "Documents" module of Symplicity if it is either a Resume Collection (RC) or an On Campus Interview (OCI). If you do not upload the required documents, Symplicity will not allow you to apply (the "Apply" button only appears once all the required documents are uploaded).

Step #2 below provides more details on how to upload your documents to the Documents module.

Step 2: Upload Your Application Materials into Symplicity

1) Select "Documents" on the main menu on Symplicity's homepage and then click on "My Documents". Symplicity will open to a page where you may upload multiple versions of your resume, cover letter, and any other application materials that employers request.

> **NOTE:** **Employers cannot see any documents that you upload on this 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.

2) Click the red "Add New" button. This will open a new page that will allow you to upload any of the documents listed below to Symplicity. This page defaults to the "Resumes" upload option.

- 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" in Symplicity.

- Cover Letters will upload under "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 apply to each employer, you will know which cover letter to use. Note: Employers do not see how you label your documents in Symplicity.

- Transcript will upload under "Unofficial Transcript" by selecting the proper radio button. Your transcript must be a PDF, and you are only allowed to upload one transcript at a time under this radio button.

  To obtain a PDF copy of your transcript, you must use UofL's ULINK system. If you attended UofL for your undergraduate degree or any other advanced degree, be sure to remove all pages of your transcript that do not pertain to law school and only submit a PDF copy of your law school classes. If you do not make this change, your transcript will be too big to convert properly in Symplicity and may result in errors.

- Writing Samples will upload under the "Writing Sample" by selecting the proper radio button. Your writing sample should be 5-10 pages in length – no more! Review the chapter on Writing Samples in the *Brandeis Job Search Handbook* for more information.

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

3) Select the radio button that corresponds to the document you want to upload, provide a name for the document in the box marked "Label", upload the appropriate document, and then hit "Submit".

4) Repeat the above step for each of the documents you need to upload.

5) Once the above steps are completed, all your documents will be "housed" within the *Documents* module of Symplicity and available to you at any time from any computer (or your phone if you use the Symplicity App). To ensure each document was properly uploaded, click on the PDF version of your document. Check to make sure the document opens correctly and that there are no blank pages at the end of the document, which may have been caused by the PDF conversion process.

Note that any of your materials housed in the *Documents* module on Symplicity may not be viewed by employers. It is only after you hit "Apply" and the application deadline passes that an employer may view your application materials. At this point the OPD staff bundles all application materials from interested students and emails them to the employer.

Step 3: Apply to individual employers

Once you upload all your individual application documents to the "*Documents*" module on Symplicity, you are ready to begin applying to individual employers. **You have until <u>10:00 a.m.</u> on the submission deadline date for each employer to apply**. After this deadline, the system will lock, and you may no longer apply.

1) Go into the *2022 Spring Recruiting* Session in the OCI module. If it does not automatically appear when you select the OCI module, select it from the "Session" dropdown box on the OCI page. Once you are in the *2022 Spring Recruiting* Session, select the name of the individual employer to which you want to apply [see Step 1 above]. Select the documents you uploaded in Step 2 above and then hit the "Apply" button.

2) If you 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 this employer from the drop-down menu.

3) After you have selected all the requested documents you want to submit for the employer, click "Apply". You will know you have successfully applied if the "Apply" button changes to "Withdraw".

> **HINT: If you haven't uploaded all the necessary documents, you will not be able to see the "Apply" button.** If this happens, go back to Step 1&2 above and upload all the needed documents for this employer into Symplicity so the system will allow you to apply.

Repeat the steps above for every employer to which you wish to apply. If you run into problems, please keep in mind the helpful hints listed below or contact the OPD staff.

> **NOTE:** If at any time before the submission 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 check your work. At least one version of each of the documents the employer has requested must be uploaded under the *Documents* module on Symplicity before the system will allow you to click on "Apply" under the OCI module. If the required documents are not uploaded, the "Apply" button will not appear on the page.

- Keep in mind that Symplicity is not able to check whether you 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. For example, you may find you accidentally uploaded a resume using the "cover letter" radio button. Make any necessary corrections.

- If you need to change any of your application materials after you have applied to an employer, the system allows you to do so. However, you may only make changes until the deadline for the employer (10:00 a.m. on the application deadline date). After the deadline, you may no longer adjust your documents. If you realize there is a problem after the submission deadline, contact Ms. Reh or Dean Lee.

*For all questions and assistance, contact Ms. Reh in room 184 (dkreh@louisville.edu) or Dean Lee in room 182 (donna.lee@louisville.edu).