University of Louisville Brandeis School of Law
Office of Professional Development

Instructions on How to Upload Resumes for 1L Mock Interviews

I.   Log onto Symplicity

1)   Go to: https://law-louisville-csm.symplicity.com/students
2)   Enter your Username and Password

*Reminder: Directions for retrieving your user name & password and how to log onto Symplicity are available in the Job Search Handbook. If you experience problems logging onto Symplicity, click "Reset Password." If continued problems, contact Ms. Reh at dkreh@louisville.edu.

II.   Upload Your Resume to Symplicity Using the Documents Tab

1)   Go to the "Documents" tab on the left-hand navigation bar on the Symplicity Home page to upload your resume.
2)   Click on "Add New" and you will be able to upload each of your documents.
   - The Resume will be uploaded under "Resume" by selecting the proper radio button.

III.   Apply for Mock Interviews Under the OCI Tab on Symplicity

1)   From the Symplicity Home page, click on the OCI tab on the left-hand navigation bar.
2)   Under "Search Filters", select the session called "2017 1L Mock Interviews".
3)   Click the "Review" button on the left-hand side. Make sure your resume shows to the right of the screen. If you have uploaded more than one resume, choose the one you want to submit for the employer by selecting it.
4)   After you have uploaded your resume, click on "Apply". **NOTE: The requested documents must be uploaded first before you can click on "Apply". If they are not, you will not see the "Apply" button.**

*For all questions and assistance, contact Ms. Scinta in Room 180 or jina.scinta@louisville.edu.

The application deadline for uploading resumes is Friday, January 13 at midnight.