UC DAVIS SCHOOL of LAW | CAREER SERVICES OFFICE

Symplicity Alumni and LLM Student User Guide

Alumni and LLM's seeking employment can access current attorney job listings posted by Career Services on our online job search database system called Symplicity. Symplicity allows you to fill in your Profile, store documents, search for jobs, and apply for jobs. Symplicity is continually updated and is an excellent resource for job postings.

ACCESSING SYMPLICITY

A link to Symplicity and this user guide are available on the law school website under the *Career Services & Transcripts* page of the *Alumni & Giving* section.

SYMPLICITY LOGIN PAGE

To access Symplicity, click here. Then enter your username and password.
- **Forgot your password?** Click on the *Forgot Password* link on the Symplicity login page.   Follow the instructions to receive 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.***

NAVAGATING SYMPLICITY

While navigating Symplicity, use the "back" links/buttons provided within the system, these are located near the top or bottom of most pages. You can also use the navigation bars to move around the system. Do not use your Internet browser's back button/arrow as it may bump you out of Symplicity.

QUESTIONS

If you have any Symplicity questions, please contact Kim Thomas at ksthomas@ucdavis.edu or (530) 754-5719 or stop by Career Services. Our office is open Monday-Friday from 8:00am - 5:00pm.

HOME PAGE

The Symplicity homepage provides access to all sections of the system as well as announcements from the Career Services Office.

PROFILE SECTION

PERSONAL

Build a personal profile through the *Profile* section on the top navigation bar.
- Add or update contact information through the *Personal* tab.
- Choose your privacy settings through the *Privacy* tab.
- View a log of your Symplicity actions in the *Activity Summary* tab.
- Change your password through the *Password/Preferences* tab. Enter your old password, your new password, and re-enter your new password and click *Submit*.

ACADEMIC

Add or update academic information through the *Academic* tab such as practice areas you are interested in, foreign language skills, undergraduate and graduate degrees, degree level, and other academic information.

MANAGE DOCUMENTS

Manage your application documents through the *Documents* section. Symplicity allows you to store a <u>maximum of 20 documents</u> at any given time and this includes all document types (resumes, cover letters, writing samples, transcripts, reference lists, etc…).

- When you have uploaded 20 documents, you will receive a message in your *Documents* screen stating *"You have already uploaded the maximum 20 documents. If you would like to upload another, please replace or delete an existing one"*.

Document size limit:
- Maximum file size per document is 200KB.

To Add/Upload Documents:
1. Click on the *Documents* tab then click the *Add New* button.
2. Enter the document title in the *Label* field.
3. Select a *Document Type* (Resume, Cover Letter, Unofficial Transcript, Writing Sample or Other Documents).
   a. An example of an Other Documents 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. Then click *Submit* and Symplicity will automatically convert the document to a pdf file.

NOTE: You may only have one transcript uploaded at a time.

To Delete Documents:

Go to your *Documents* section and press the *Delete* button for the document you want to delete.

Transcripts:

Some employers will request a transcript. Official transcripts that are scanned are over the 200KB size limit. It is recommended that you upload unofficial transcripts.

SIS Web Unofficial Transcripts
Copy your transcript from SIS Web and paste it into a Word document; be sure to tidy the appearance of the transcript as needed. Make sure to add your name at the top of the transcript if it is not there. Once saved as a Word document you can then upload it to Symplicity.

Official Transcripts
If an employer would like an official transcript you can order one through the main campus Registrar's Office. Information on how to order an official transcript is available at http://registrar.ucdavis.edu/html/transcripts.html.

RESOURCES SECTION

The Resources (or Document Library) section contains various reference documents, handouts from programs and event flyers for student and alumni use. You can do a keyword search or search by categories in the "Type" drop down menu.

JOBS & EXTERNSHIPS SECTION

The *Jobs & Externships* section provides post-graduate job postings. View job postings by clicking on this section from the top navigation bar.

JOBS

View Printable Job List button:

To create list of printer friendly job postings, click on the check box next to one or more job titles and then click on the *View Printable Job List* button.

Job Title:

Click on the job title to open the job posting. To return to the list of jobs, click on the *Back* button at the bottom of the posting. Click on the *Print Preview* button for a printer friendly version of the posting.

Apply button:

If you hover over the *Apply* button it will tell you how long applications will be accepted for that position. You can also open the job posting by clicking on the *Apply* button.

Binocular icon:

If you hover over the *binocular* icon it will give you a Quick View of the job posting.

FAVORITES

You can mark any position as a "favorite" to review again at a later time by clicking on the "star" icon next to the job title. Mark jobs as favorites that interest you the most and use this list to easily access those postings. Also, positions that you have applied for can be placed in your *Favorites* list. *Once the job posting deadline has passed the job will no longer appear in your Favorites list.*

ADVANCED SEARCH & SEARCH AGENTS

Because the list of job postings can be long, using the *Advanced Search* tab allows you to refine your search using multiple filters including city, state, country, employer type, position type and industry type. To create an advanced search, click on the *Advanced Search* tab and fill out the online form.

- Save your advanced search by checking the *Save As* box at the top of the online form and choosing a name for your search such as "San Francisco Jobs" or "Litigation Jobs."
- Select the filters you would like to search with, such as Employer Type, City, State, or Country.
- Run the advanced search by clicking the *Submit* button. The results will display in the *Search Agents* 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 *Schedule* button and click Yes in the *Enabled* field.
  - Then set a Period (day, week, month) and a Multiple (number value) then click *Submit*. The values entered will be used to determine how frequently your agent is run. For example if you have Period=day and Multiple=3 your Search Agent will run every three days.
- Symplicity will run enabled *Search Agents* automatically, and then email the results.

APPLICATIONS

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