Career Services maintains an online listing of full-time, part-time and summer employment opportunities for students and alumni. Symplicity is continually updated and is an excellent resource for job postings.

**ACCESSING SYMPLICITY**

A link to the Symplicity login page and this User Guide are available on the Career Services section of the law school website by clicking [here](#).  

**SYMPLICITY LOG-IN PAGE**

To access Symplicity, [click here](#). Then enter your username and password.

**Forgot your password?** Click on the Forgot Password link on the Symplicity log-in 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 within the system that 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 in Career Services at ksthomas@ucdavis.edu or (530) 754-5719 or stop by the office. Career Services 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 program announcements and deadlines from the Career Services Office.

**PROFILE**

**PERSONAL SECTION**

Build a personal profile through the Profile section of your Symplicity account.

- Add or update your 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.

**Privacy Tab:**

In this section we strongly encourage you to choose “yes” to receive emails from our office since it is our main notification system for On-Campus Interview (OCI) and other OCI information.

**ACADEMIC SECTION**

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 maximum of 20 documents at any given time and this includes all document types such as resumes, cover letters, writing samples, transcripts and reference lists.

To Add/Upload Documents:

- Click on the Add New button. Enter the document title in the Label field.
- Select a Document Type (Resume, Cover Letter, Unofficial Transcript, Writing Sample or Other).
  - An example of an “Other” document would be your list of references or undergrad transcripts.
- Click on the Browse button, navigate to the file you want to upload and then click the Open button.
- Click Submit and Symplicity will automatically convert the document to a pdf file.

RESOURCES

The Resources (or Document Library) section contains various reference documents, handouts from programs, OCI information and event flyers for student use. To search by category use the “Type” drop down menu.

JOBS & EXternships

The Jobs & Externships section displays summer and school year/externship job postings.

To Open A Job Posting:
Click on the job title to view 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.

- 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.
- If you hover over the Binocular icon it will give you a ‘Quick View’ of the job posting.

How to Apply to Jobs You See on Symplicity:
Some employers will want you to submit your application documents through Symplicity and then they will login to Symplicity to retrieve them. For these postings, there will be an “Apply” button in the upper right corner of the job posting where you will attach your documents (that you have uploaded in your Document section)

“View Printable Job List” button:
To create 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. You can also open individual job postings and click on the Print Preview button.

FAVORITES

You can mark any posting as a “favorite” to review again at a later time by clicking on the “star” icon next to the job title. Also, positions that you have applied for can be placed in your Favorites list. NOTE: 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 filters. To create an advanced search, click on the Advanced Search tab and fill out the form.

1. Check the Save As box at the top of the form and choose a name such as “2L Summer Jobs.”
2. Select the filters you would like to search with, such as Employer Type and Position Type. Click Submit.
3. The results will display in the Search Results tab.
4. View your list of saved searches by clicking on the Search Agents tab.

To Run Saved Searches on a Schedule:
1. To schedule your saved Search to run on a schedule, to the Search Agents tab and click the Schedule button. Click Yes in the Enabled field.
2. 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 search is run. For example if you have Period=week and Multiple=1 your search will run once a week.
3. After each scheduled run Symplicity will send you an email notification of the results found.

APPLICATIONS

To view applications submitted through Symplicity by clicking on the Applications tab.

SURVEYS

The Surveys section enables students to fill out surveys created by Career Services. If there is a current survey requiring completion you will automatically be directed to the survey once you have logged into Symplicity. If this is a required survey, it will say Reply Required in red font next to the Respond button. Click on the Respond button to view and answer the survey questions. Click Finalize when you have completed the survey. Once you have completed the survey you will regain access to the full system.

OCI & RESUME COLLECTIONS

On-Campus Interview (OCI) job postings are located in the OCI & Resume Collections section during the Fall and Spring OCI recruiting seasons. A separate Symplicity OCI Student User Guide is provided on our website here.

EVENTS

The Events tab allows students to view and RSVP to upcoming events and informational sessions presented or co-sponsored by the Career Services Office. Once on the Events tab click into either the Information Session or Workshops to view a specific event and RSVP. NOTE: If an event has an RSVP limit, a waitlist will be created for those who still want to RSVP after the limit has been reached. If a student cancels their RSVP, a waitlisted student will be moved up in the waitlist or to a regular RSVP.

CALENDAR

The calendar allows you to view Career Services events, OCI timelines, and add personal events.

OCI Timelines:
As OCI and resume collection timelines mainly begin 12:01am and deadlines are at 11:00pm you will want to use the calendar in the “expanded” view (by using the View drop-down menu). Hover over the calendar item to see a quick view of the details for that item. Click on an event title (this is a link) in the calendar and you will be taken to that OCI session.

Personal Events:
Click on the Personal Events tab to add your personal events.