UC DAVIS SCHOOL of LAW | CAREER SERVICES OFFICE

Symplicity LLM Student User Guide

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 LOGIN PAGE

To access Symplicity, go to the login page here: https://law-ucdavis-csm.symplicity.com/students/. Then enter your username and password.

FORGOT PASSWORD

If you forget your password, click on the *Forgot Password* link on the login page. Once you click the link it will take you to the *Forgot My Password* page. Enter your username (your UC Davis email address) and click *Go*. You will receive an email with a link to create a new password. **NOTE:** *Do not register for a new 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 the pages. You can also use the navigation bars to move around the system. **NOTE:** *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

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

PERSONAL

- Personal tab: Update your contact information.
- Privacy tab: Choose your privacy settings. We strongly encourage you keep "yes" selected for *Receive Emails from the Career Center.* This is our main notification system for On-Campus Interview (OCI).

- Activity Summary tab: View a log of your Symplicity actions.
- Password/Preferences tab: Change your password.

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

DOCUMENTS

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.

PREPARING DOCUMENTS:
- If there is a contact listed in the job posting, this is who you should address your cover letter to.
- Before uploading a document check that you have *completed* working on the document. Make sure Track Changes have been completed and turned off; make sure there are no typos and no blank page at the end of the document.
- Employers can see the file names you give your documents.

UPLOADING DOCUMENTS:
- Go to your *Documents* section and click on the *Add New* button. Enter the document title in the *Label* field. Use a title that will allow you to identify the document easily. Employers can see the file/label names you give your documents.
- Select a *Document Type* (Resume, Cover Letter, Unofficial Transcript, Writing Sample or Other).
    - The most common "Other" documents include reference lists or non-law school transcripts.
    - **NOTE: Do not upload .png or .cfm files.**
- 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.

Symplicity will automatically convert Word documents into PDF format. **Once converted be sure to open the document and check that the converted file matches the format of your original document. During the conversion process some documents will expand in size and some text will go onto the next page or there may be a blank page at the end of the document.**

TRANSCRIPTS:
Some employers will request transcripts as part of their application process. Official transcripts that are scanned are may be over the 500KB size limit. If so, you create an unofficial transcript sheet in a Word document.

Creating an Unofficial Law School Transcript using Word
Copy your transcript from SIS Web and paste it into a Word document; be sure to tidy the appearance of the transcript and add your name at the top of the transcript. Once saved as a Word document you can then upload it to

Symplicity. Select the *Unofficial Transcript* button in your *Documents* section for uploading law school transcripts onto Symplicity. NOTE: Symplicity only allows one transcript at a time to be labeled as *Unofficial Transcript* and that will be your law school transcript. To upload non-law school transcripts see the *Non-Law School Transcripts* section of this manual.

Non-Law School Transcripts
Some employers request an undergraduate or other non-law school transcript as part of their application. You will need to create and upload an unofficial grade sheet onto Symplicity. Select the *Other Document* button in your *Documents* section for uploading all non-law school transcripts onto Symplicity. The reason you need to use *Other Document* for your non-law school transcripts is because Symplicity only allows one transcript at a time to be labeled as *Unofficial Transcript* and that will be your law school transcript.

Ordering Official UC Davis Transcripts
Students who wish to purchase an official transcript you will need to order one through the main campus Registrar's Office. Click here for information on how to order an official transcript.

MAXIMUM NUMBER OF DOCUMENTS:

Symplicity allows you to store a **maximum of 20 documents** at any given time and this includes all document types including resumes, cover letters, writing samples, law transcripts, references and any other type of document an employer may request such as non-law school transcripts or application forms.

When you have uploaded 20 documents, you will receive a message in your Documents tab 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:
- Symplicity has a **maximum file size per document of 500KB.** Documents larger than this will not upload.
- Official transcripts are almost always over the 500KB size limit so it is recommended that you create and upload an unofficial transcript.

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

JOBS & EXTERNSHIPS

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

TO OPEN A JOB POSTING:
To *open* the job posting, click on the job title. 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:

When you open a job posting there will be a "HOW TO APPLY" section in the upper right corner of the posting. This section will give instructions on how to apply and what application documents the employer is requesting. If there are any notes on how to apply from the employer they will be in this section.

HOW TO APPLY TO JOBS THROUGH SYMPLICITY:

Some employers will want you to submit your application documents through Symplicity and then they will login to Symplicity to retrieve the application materials.

When you open a job posting and see an *Apply* button in the upper right corner of the job posting, this means the employer wants students to apply to their posting through Symplicity. Click on the Apply button where you will attach your documents (that you have uploaded in your *Document* section).

APPLICATIONS:

To view applications you have submitted through Symplicity click on the *Applications* tab.

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 *My Favorites* section. **NOTE:** Once the job posting deadline has passed the job will no longer appear in your *My Favorites* list.

ADVANCED SEARCH & SEARCH AGENTS

Because the list of job postings can be long, using the *Advanced Search* section allows you to refine your search using filters.

1. To create an advanced search, click on the *Advanced Search* link (upper right corner of job postings page) and fill out the form. Select the filters you would like to search with, such as Employer Type and Position Type. Click *Search*.
2. The page will refresh and the results will display on the page.
3. If you would like to save this search click on the *Saved Searches* link (upper right corner of job postings page) and fill out the form. If you would like Symplicity to run this search for you again, select an option from the *Send Via Email* drop-down menu.

"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.

RESOURCES / DOCUMENT LIBRARY

The *Resources* section (also called *Document Library*) contains various reference documents, handouts from programs and event flyers for student use. To search by category use the *Type* drop-down menu.

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

Symplicity provides a calendar for you to keep track of academic and personal events.

QUESTIONS

Contact Kim Thomas in Career Services at (530) 754-5719 or at oci@law.ucdavis.edu.