Symplicity User Guide
2022 Virtual Spring OCI & Resume Collections

This *Guide* contains the instructions and timeline for the Virtual Spring OCI and Resume Collection process. This Guide is available on the *Resources* section of Symplicity and on the On-Campus Interviews webpage.

ACCESSING SYMPLICITY

SYMPLICITY LOG-IN PAGE

Login to Symplicity (https://law-ucdavis-csm.symplicity.com/students) and go to the *OCI & Resume Collections* section to view employer postings.

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. Follow the instructions to receive information about a new password. *NOTE:* Do not register for a second Symplicity account if you forgot your password.

QUESTIONS

If you have any Symplicity questions, please contact Kim Thomas at oci@law.ucdavis.edu.

OCI SESSIONS

Spring OCI has two components; on-campus interviews and resume collections. The OCI and Resume Collection sessions are as follows:

OCI Session:
Virtual Spring OCI 2022 (Jan 20 - Law in Technology)
Virtual Spring OCI 2022 (Jan 31 – Feb 4)
Virtual Spring OCI 2022 (Feb 17 – 18)

Resume Collection Sessions:
Spring 2022 (January Resume Collection)
Spring 2022 (February Resume Collection)
Spring 2022 (UCOP Fellowships Resume Collection)
Spring 2022 (SMUD Resume Collection)
Spring 2022 (Silicon Legal Strategy Resume Collection)

OCI: On-Campus Interviews (OCI) is when employers come to campus to interview law students for summer or post graduate positions. *Opportunities for all class years are available.*

Resume Collection: This is for employers who are not able to interview on-campus but wish to receive student application materials as a group (applications are held in the Symplicity database until the bidding deadline and

released to the employer the day after the bid deadline). Resume Collection employers will contact students directly if they wish to schedule an interview. ***Opportunities for all class years are available.***

OCI TERMINOLOGY

Session: On Symplicity, OCI and Resume Collections are broken down into sessions. A session can have one or more employers in it. Each semester there will be multiple OCI and Resume Collection sessions; each session will have its own bidding deadline.

Bidding: This is the Symplicity term for "applying" to employers.

Preselect: A *Preselect* is a student who was selected by an employer for an on-campus interview.

Alternate: An *Alternate* is a student who was selected by an employer to be on an on-campus interview *waitlist*, to be interviewed in the event a preselected student declines or cancels an interview. Due to this, there is no guarantee that Alternates will get placed onto interview schedules. Employers have the option to select up to three alternates; however, not all employers select alternates.

Call-Back interview: Following an initial OCI or Resume Collection interview, the student is selected for a second interview. These interviews are usually held at the employer's office.

BIDDING DEADLINES

SESSION	BIDDING DEADLINE
Law in Technology (Jan 20)	January 11, 2022 at 11:00pm
January 31 – February 4, 2022	January 18, 2022 at 11:00pm
February 17-18, 2020	February 4, 2022 at 11:00pm
Silicon Legal Strategy Resume Collection	January 16, 2022 at 11:00pm
UCOP Fellowships Resume Collection	January 18, 2022 at 11:00pm
SMUD Resume Collection	January 18, 2022 at 11:00pm
January Resume Collection	January 20, 2022 at 11:00pm
February Resume Collection	February 10, 2022 at 11:00pm

TIMELINES

LAW IN TECHNOLOGY (JAN 20) (1L)

DATE	DESCRIPTION
December 13, 2021	Bidding opens

January 11, 2022 at 11:00pm	Bidding deadline
January 18, 2022*	Students notified (via email) if they were preselected for interviews.
January 18, 2022*	Student interview times assigned

Date subject to change.

JANUARY 31 - FEBRUARY 2022 (1L, 2L, 3L)

DATE	DESCRIPTION
December 13, 2021	Bidding opens
January 18, 2022 at 11:00pm	Bidding deadline
January 25, 2022*	Students notified (via email) if they were preselected for interviews.
January 25, 2022*	Student interview Sign-Up opens at 12:01am and closes at 11:00pm

Date subject to change.

FEBRUARY 17-18, 2022 (1L, 2L, 3L)

DATE	DESCRIPTION
December 13, 2021	Bidding opens
February 4, 2022 at 11:00pm	Bidding deadline
February 11, 2022*	Students notified (via email) if they were preselected for interviews.
February 11, 2022*	Student interview Sign-Up opens at 12:01am and closes at 11:00pm

Date subject to change.

SILICON LEGAL STRATEGY RESUME COLLECTION (1L)

DATE	DESCRIPTION
December 13, 2021	Bidding opens
January 16, 2022 at 11:00pm	Bidding deadline

NOTE: *Resume Collections employers have no specific timeframe to contact selected students for interviews.*

UCOP FELLOWSHIPS RESUME COLLECTION (3L)

DATE	DESCRIPTION
December 13, 2021	Bidding opens
January 18, 2022 at 11:00pm	Bidding deadline

NOTE: *Resume Collections employers have no specific timeframe to contact selected students for interviews.*

SMUD RESUME COLLECTION (2L)

DATE	DESCRIPTION
December 13, 2021	Bidding opens
January 18, 2022 at 11:00pm	Bidding deadline
NOTE: *Resume Collections employers have no specific timeframe to contact selected students for interviews.*	

JANUARY RESUME COLLECTION (1L, 2L, 3L)

DATE	DESCRIPTION
December 13, 2021	Bidding opens
January 20, 2022 at 11:00pm	Bidding deadline
NOTE: *Resume Collections employers have no specific timeframe to contact selected students for interviews.*	

FEBRUARY RESUME COLLECTION (1L, 2L, 3L)

DATE	DESCRIPTION
December 13, 2020	Bidding opens
February 13, 2020 at 11:00pm	Bidding deadline
NOTE: *Resume Collections employers have no specific timeframe to contact selected students for interviews.*	

MANAGING APPLICATION DOCUMENTS

CAREER ADVISING:

Career advisors are available for appointments or by email for document review. Contact Career Services at 530-752-6574 or careerservices@law.ucdavis.edu to schedule an appointment with your advisor.

IMPORTANT: Materials will be reviewed in the order in which they are received. Be sure to submit your resume and cover letters for review <u>well in advance of the bidding deadlines.</u>

PREPARING DOCUMENTS:
- Cover letters should be addressed to the contact listed in the OCI or Resume Collection posting.
- 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.

UPLOADING DOCUMENTS:
Before you can place bids on employers, you must have documents uploaded in your *Documents* section.

The *Apply* button <u>will not appear</u> in OCI or Resume Collection postings until you have uploaded the documents requested by the employer.

To upload documents:

- Go to your *Document* section.
- Click on the *Add New* button. Enter a 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. Be sure to use proper capitalization and punctuation.
- Select the *Document Type* – Resume, Cover Letter, Unofficial Transcript, Writing Sample, or Other Documents (the most common Other Documents are reference lists and non-law school transcripts).
- Click the *Browse* button and select a file to upload. Click *Submit*.

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 and that there is no blank page at the end of the document.**

DOCUMENT SIZE LIMIT:

- Symplicity has a **maximum file size per document of 500kb.** Documents larger than this will not upload.
- Contact Kim Thomas at oci@law.ucdavis.edu if you have questions about document size.

Uploading during Peak Bidding Times:

Students are advised not to upload documents or bid to close to the bidding deadlines in case you have questions that you did not anticipate. Symplicity tends to run slow when many students are logged in at once. **During peak times, your documents submitted for PDF conversion will take longer than normal to upload.**

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, transcripts, references and any other types of document an employer may request.

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

Transcripts:

Some employers will request transcripts as part of your OCI application. Official transcripts that are scanned are may be over the 500KB size limit. It is recommended that you upload an unofficial transcript from MyUCDavis or create an unofficial transcript sheet in a Word document.

Creating an Unofficial Law School Transcript using Word

Transcript information can be found at the Registrar's Transcript and Enrollment Verification webpage. Enrolled students can download advising or "unofficial" transcripts in a .pdf format using **MyUCDavis**. To navigate to the transcript options, follow these steps:

- Log-in to **MyUCDavis**
- Choose "Academics"
- From the drop-down menu under "Academics" select "Student Record"
- Once on the "Student Record" page, choose the option for "Academics"

- Once on the "Academics" page, there are two options for transcripts, "order and official" and "unofficial" transcripts.
- Select "Unofficial Transcript"

Do not upload .png or .cfm files to Symplicity. These file types are not compatible with Symplicity; the documents will convert into pages of symbols.

NOTE: These instructions can be used to request an "Official Transcript" as well. Simply follow the same navigation but select the appropriate option for ordering an "Official Transcript" instead.

Transcript Note for 1Ls:

Because first-year students will not have transcripts prior to the bidding deadline (and Symplicity requires a document to be uploaded in lieu of the transcript) please upload the ***1L Transcript Letter*** that is located in your Symplicity *Resources* tab (or *Document Library*) in place of the transcript. Students will need to save this letter into a Word document, fill in the letter (add the employers contact name and your name) prior to uploading. *If you do have some grades, you can add that information to the letter.* **Students will need to fill this letter out separately for each employer requesting a transcript.**

Non-Law School Transcripts

Some employers request an undergraduate or other non-law school transcript as part of your OCI 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.

Deleting Documents:

If you have a document that is stored on Symplicity and is no longer needed or you have an updated version go to your *Documents* section and press the *Delete* button for the document you want to delete. Upload an new or updated document.

WHAT IF I HAVE REACHED THE 20 DOCUMENT LIMIT AND NEED TO DELETE DOCUMENTS THAT I HAVE SUBMITTED FOR BIDS?

Once you have completed the bid/applications for a number of employers, you can then begin to delete some of the documents. Given that all your cover letters will be addressed to specific employers, it is not necessary to store cover letters on Symplicity once you have completed your bids. **Documents deleted from the *Documents* section will still remain attached to your bids.**

BIDDING FOR OCI & RESUME COLLECTIONS

HOW DO I VIEW EMPLOYER POSTINGS?

When you go to the *OCI & Resume Collection* section in Symplicity, **it opens by default to the OCI or Resume Collection Session with the *latest deadline*. This will usually be a Resume Collection session**.

- Use the *Session* drop-down menu on the *Employers/Bidding/Application* tab to select the OCI or Resume Collection session you want to view.
- In these *Sessions*, you will see a list of employers recruiting for your class year.
  - Once in a *Session*, **students can only view and bid for employers who are recruiting for their class year** (for example, 3Ls can only view employers recruiting 3Ls, they will not be able to view postings of employers recruiting for 2Ls or 1Ls).

o   If you open a session and it says "No Records Found" that means there are no employers in that session recruiting for your class year.

Once in a *Session*, click on the *Review* button next to the employers name to view the employers position description, hiring criteria and bidding details. You will find bidding/application deadline information as well as preselect interview sign-up dates in the box on the right side. This is also where you will bid/apply for the employer.

Symbols:

⚠: This symbol signifies "no multiple interviews". Some employers interview for multiple locations. Students preselected for an interview will have one interview with that employer rather than an interview for each location.

ⓘ: This symbol signifies "instructions from employer". This means the employer has included instructions in their OCI posting such as hiring criteria, additional application instructions or items to bring to an interview.   All employers will have this symbol.

HOW DO I SUBMITT BIDS?

To place a bid, go to the *OCI & Resume Collections* section and use the *Session* drop-down menu to select the OCI or Resume Collection session you want to view.

1. Click on the *Review* button of the employer you want to place a bid on.
2. Select the documents you created for that employer from the drop-down menus (populated with documents you have stored in your *Documents* section).
   a. Select/highlight the documents from the drop-down menu.
   b. **Pay careful attention that you are selecting/attaching the correct documents from the drop-down to the employer you are bidding on.** For example, students often have several cover letters uploaded in their *Documents* section and they will all show up on the drop-down menu; be sure you are selecting the correct cover letter for the employer you are bidding on.
   c. **If you do not have all of the documents uploaded that the employer requested you will not be able to bid/apply for that position**. The "Apply" button will not appear until all documents have been uploaded in your *Documents* section. For documents that are required but have not been uploaded you will see "not selected" instead of the drop-down menu. There will also be a message in red font stating *"You need to upload missing document types to be able to submit bid for this employer."* Check the *Additional Information* section of the posting to see what other documents you need to upload. Every employer will require a resume. Most, but not all, employers want a cover letter. Many employers will ask for transcripts and writing samples. Some employers will ask for a list of references or some other additional documents.
3. **If the employer is accepting applications for more than one office location**, you may have to rank your *Preferred Locations* as part of the online application or you may just have to address your preferences in your cover letter.
4. Check the *Additional Information* part of the posting to see if there are any other things needed as part of the bidding process.
5. **Click "*APPLY*" to complete your bid.**

NOTE: You may adjust and withdraw bids before the bidding deadline but once the bidding deadline passes it is not possible to change, submit, or withdraw bids.

EDITING/UPDATING DOCUMENTS:

You can edit any application materials associated with an OCI bid until the bidding/application deadline.

1. Update/edit the document on your computer.

2. Delete the old document from Symplicity and upload the newly updated document.
3. Withdraw your OCI bid that has the old document attached to it.
4. Submit a new bid for that employer with the newly updated document.

Edit/update documents before the bidding deadline. Once the bidding deadline passes, the bids and application materials associated with the bids can no longer be updated, edited, or withdrawn.

IS THERE AN ADVANTAGE TO BIDDING EARLY?

No. Employers cannot see any student bids before the bidding deadlines. The day after the bidding deadlines is when employers have access to application materials.

PEAK BIDDING TIMES:

Students are advised not to upload documents or bid to close to the bidding deadlines in case you have questions. Additionally, the Symplicity system tends to run slow when many students are logged in at once. During peak times, your documents submitted for PDF conversion may take up to one hour. Once the bidding deadline passes it is not possible to submit bids.

CAN I BID AFTER THE DEADLINE?

No. Once the bidding deadline passes it is not possible to change, submit, or withdraw bids. If you are in the middle of doing a bid and the deadline passes, Symplicity will not allow you to complete your bid. Please be sure to allow yourself plenty of time to complete your bids before the deadline.

PRESELECTS/ALTERNATES

Employers will gain access to application materials the day after the bidding deadline. Employers have a period of time in which to make preselect and alternate selections. There is no lottery for Spring OCI; employers preselect 100% of the interviewees.

PRESELECTS

A *Preselect* is a student who was selected by an employer for an on-campus interview.

ALTERNATES

An *Alternate* is a student who was selected by an employer to be on an on-campus interview waitlist, to be interviewed in the event a preselected student declines or cancels an interview. Due to this, there is no guarantee that Alternates will get placed onto interview schedules. Employers have the option to select up to three alternates; however, not all employers select alternates. In the event that an opening in an interview schedule occurs, Career Services will contact alternates to inform them that the interview opening. *This can happen up to and including the day of the interview.*

INTERVIEW NOTIFICATION AND SELECTING INTERVIEW TIMES

Students preselected for interviews will receive an email with information on how and when to sign-up for an interview time.

Selecting an interview time:
- If you have been preselected for an interview, you will be responsible for logging into Symplicity during the *Preselect Sign-up* period and choosing one of the available interview times before the *Preselect Sign-up* deadline.
- If you were preselected for an interview with more than one employer you will need to select an interview time with each employer during the *Preselect Sign-up* period. There is a possibility that you may have

back-to-back interviews. To help avoid this, log-on to Symplicity and select an interview time slots as soon as possible once the *Preselect Sign-up* period opens so you have more time slots to choose from. If you have back-to-back interviews, notify Career Services at least one day in advance of the interview at oci@law.ucdavis.edu and we will inform the interviewers.

- There will be interview slots available for all selected interviewees/preselects; however, the interview time slots are filled on a first-come, first-served basis. Choose your interview time carefully.*
- **You can only sign up for your time during the *Preselect Sign-up* period. <u>Once the sign-up period closes</u> Alternates are scheduled into the remaining interview time slots.**
- Because OCI interviews are held during the day and there are limited time slots, students may have to miss some class to attend interviews.

**Some employers request changes in their schedule or a student had to cancel an interview and there are gaps in the employer's interview schedule. When these happen Career Services will need to adjust some student interview times. Students will be notified via email and/or phone if their interview time has changed. Please check your email and phone messages daily during the OCI season.*

INTERVIEWS

VIRTUAL LOCATION:
OCI interviews will be held virtually using the Flo Recruit virtual interview platform.

INTERVIEWERS:
Most, but not all, employers provide the name of the interviewer(s) in advance of their visit to campus. If provided, the interviewer names will appear on the interview schedule and Flo Recruit interview link. You can also log-on to Symplicity and see the interviewer names on the employers OCI job posting. On occasion an interviewer that was scheduled to do interviews is swapped out just before the interviews; as Career Services become aware of these changes we update Symplicity and the interview schedule.

OCI INTERVIEW CANCELLATION AND NO-SHOW POLICY

CANCELLATION REQUESTS:
- **OCI cancellation requests must be made in writing to Career Services at** oci@law.ucdavis.edu. Students cannot cancel interviews through Symplicity or through employers.
- **DO NOT contact employers to cancel or reschedule your interview. Employers do not have access to cancel or change your interview in Symplicity.**
- You may submit a request to cancel an interview only if you do so <u>before 3:00pm</u>, **two** business days prior to the interview. **We need adequate time to inform the employer that you have cancelled and to put an alternate on the interview schedule.**
- **Cancellations will be granted only** if you have accepted a job offer or you have had an emergency. Emergencies will be handled on a case-by-case basis. In cases of emergencies contact Career Services at oci@law.ucdavis.edu or by phone at (530) 754-5719 or (530) 752-6574 as soon as possible so we can notify the interviewer.

NO-SHOWS:
A student who fails to attend their scheduled OCI interview inconveniences the employer and it affects the relationship between the employer and the school. It also reflects poorly on the student. Additionally, no-shows are unfair to fellow students who were alternates for the interview schedule.

Interview "no-shows" will result in sanctions unless Career Services excuses you on the basis of an **emergency**.

- If a student fails to attend an interview they will be contacted by Career Services to schedule an appointment to discuss the circumstances regarding their missed interview.
- The student will also be **required** to send a letter of apology to the employer and the letter must be reviewed by Career Services prior to sending it to the employer. A copy of the finalized letter must be submitted to Career Services.
- **If you miss an interview due to an emergency,** contact Career Services as soon as possible at 530-752-6574 or oci@law.ucdavis.edu so we can inform the employer that you will not be interviewing and select an alternate for the interview time.

RESUME COLLECTION INTERVIEWS

Employers hiring through Resume Collections will select 100% of their interviewees and will contact students directly to set up interviews. Resume Collection employers have no specific timeframe in which they need to contact selected students for interviews. Students selected for interviews from Resume Collection employers will arrange their interview time and location directly with the employer.

QUESTIONS

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