

Symlicity Student User Guide

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

ACCESSING SYMPPLICITY

SYMPPLICITY LOGIN PAGE

To access Symlicity, please visit <https://law-ucdavis-csm.symlicity.com/students/>. Then enter your username and password. You can also find information on our Symlicity system, the *Symlicity Student User Guide* and a login link on the [Symlicity](#) page of the Career Services Office website.

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:** The link to create a new password will expire at 24 hours. If you do not get a chance to create a new password before the link expires, just go through the *Forgot Password* process again to receive a new link. Please do not register for a new Symlicity account if you forgot your password.

NAVAGATING SYMPPLICITY

While navigating Symlicity, 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:** Using the Internet browser’s back button/arrow may bump you out of Symlicity.

QUESTIONS

If you have any Symlicity questions, please contact [Kim Thomas](#) in Career Services.

HOME PAGE

Under the *Shortcuts* section on your *Home* page you will have access the Document Library, My Activity Summary and Judicial Yellow Book Online.

Resources (also called *Document Library*): The *Resources* section contains various career/job related reference documents.

My Activity Summary: This is where update your personal and academic profiles, access your privacy settings, change your password and other features

Judicial Yellow Book Online: Clicking this link opens the Judicial Yellow Book through Symlicity.

My Account: Build/update your profile through the *Profile* section of *My Account*.

DOCUMENTS

MANAGE DOCUMENTS

Manage your application documents through the *Documents* section. Symlicity 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. Use proper capitalization.

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.
- **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 review the document to 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.** If this happens you will need to fix your document.

TRANSCRIPTS:

Some employers will request transcripts as part of their application process.

Transcripts can be obtained from the main campus, Office of the University Registrar, at <https://registrar.ucdavis.edu/records/transcripts>.

Non-Law School Transcripts

Some employers request non-law school transcript as part of their application process (from undergraduate or other graduate degrees). You will need to upload the unofficial transcript onto Symplicity. In your *Documents* section select the *Other Document* button in for uploading all non-law school transcripts. NOTE: The reason you need to use *Other Document* for your non-law school transcripts as Symplicity only allows one transcript at a time to be labeled as *Unofficial Transcript* and that will be your law school 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 can run over the 500KB size limit so it is recommended to 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. Career Services receives jobs daily and posts them into Symplicity.

HOW TO APPLY TO JOBS:

Click on the job title to open the job posting. Once the job posting is open you will see an *Apply* button in the upper right corner of the posting. This will open and 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. **Some employers want you to submit your application documents through the Symplicity system** rather than applying to them directly. The employer will login to Symplicity to retrieve the application materials. When you open a job posting click on the *Apply* button in the upper right corner of the job posting, there will be drop-down menus to select your documents (that you have uploaded in your *Document* section). To view the applications you have submitted through Symplicity click on the *My Job Applications* tab.

FAVORITES:

You can mark any posting as a *favorite* to review again at a later time by clicking on the “star” icon. The positions will now be 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:

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

1. Click *Advanced Search* link (upper right corner of job postings page) to see a set of more specific criteria. Click *Search*. The page will refresh and the results will display on the page.
2. To save, click *Save this Search* link. To delete the search click on *Saved Search* and click *delete*.

RESOURCES / DOCUMENT LIBRARY

The *Resources* section (also called *Document Library*) contains various reference documents, handouts from programs, OCI information and event flyers for student use. To search by category click on *More Filters* then select a category on the *Type* drop-down menu.

CALENDAR

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