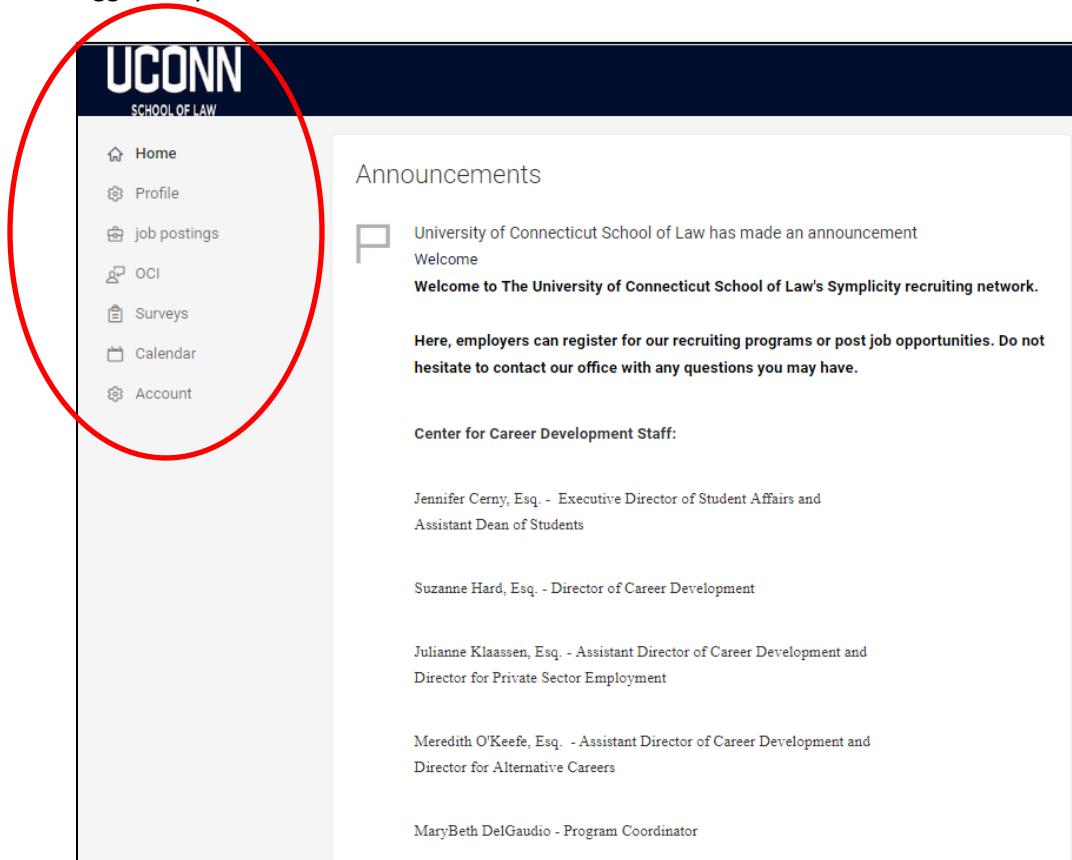


## Symplicity Employer Instructions: Managing Your Account

### Symplicity First Log In

1. Log into Symplicity at <https://law-uconn-csm.symplicity.com/employers/>
2. Sign in (left side of screen)
  - a. Username: your email address
  - b. Click on “Forgot Password.” Symplicity will email you a link to change your password to enable you to log in. You will need to be sure that you have pop-ups enabled.
3. Once logged in, you will see this screen:

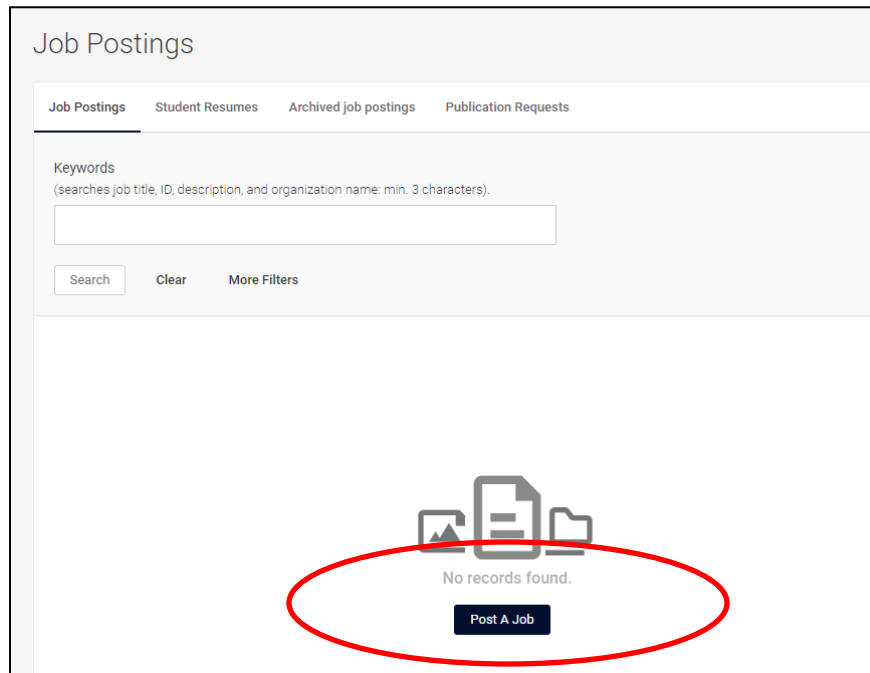


You will use the drop down menu (circled above) to work in Symplicity.

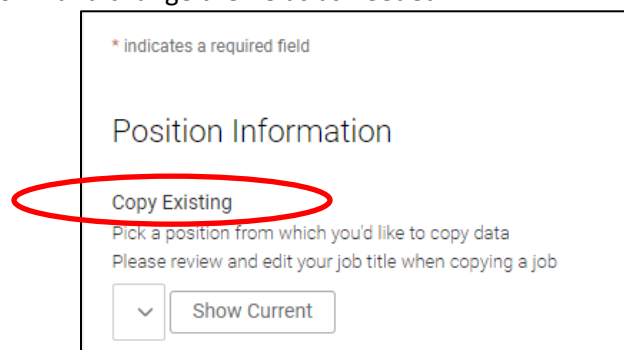
4. Review your contact info to ensure it is accurate
  - a. Under “Account,” select “Personal Info” on the left-hand menu
5. Confirm that your organization complies with our non-discrimination policy
  - a. From the “Contact Information” screen, scroll to the bottom for “Policy Affirmation”
  - b. Read and review it
  - c. If you are in compliance, click the checkbox at the lower left corner, and click “Submit”

## To Post a Job

1. You can reach the Job Posting screen in two ways
  - a. From your home screen, you can click “Create Job Posting” on Shortcuts Menu on the right side of the screen.
  - OR
  - b. Click “job postings” on the left menu, you will see this screen- click “Post a Job”. This is also where you can search for archived postings if you have posted before.



2. Fill in the required information for the position you are posting:
  - a. If you have posted in Symplicity in the past, you can copy the information from the old posting as a starting point. Select the position you would like to copy from the dropdown and change the fields as needed.



Below are descriptions of each field.

- b. Position Type (full-time, part-time, summer, etc.)
- c. Title (e.g., Summer Associate, Summer Intern, Part-Time Law Clerk)

- d. Job Description – describe responsibilities, expectations, information about your organization
- e. Resume Receipt: Indicate how you would like to receive resumes.
  - i. Select “E-mail” to have the resumes emailed to you directly from the system. Your email address will appear as a default. Be sure to change this to the proper contact for your organization if you are not the correct person.
  - ii. If you do not want to receive the information in email, select “Other” to add instructions for how to apply.

**Resume Receipt \***

Choose how you would like to receive student resumes for non-ocr positions.

E-mail     Accumulate Online     Other (enter below)

**How to Apply**

If adding a URL, it must be the complete URL and include either "http://" or "https://" for URL Tracking to work. Example: <https://www.symplicity.com/about/careers/>

- f. Additional Documents – click on all documents you expect applicants to provide
- g. Documents Required – of those you selected under “Additional Documents” indicate those that are required for the application

**Additional Documents**

Which additional documents do you request for non-ocr positions.

Cover Letter     Unofficial Transcript     Writing Sample     Letter of Recommendation     List of Professional References     Application Form     Other (See description for details)

**Documents Required**

From Additional Documents selected above, which do you want required?

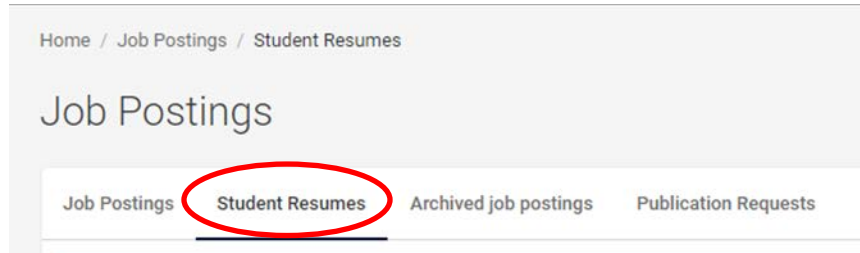
Cover Letter     Unofficial Transcript     Writing Sample     Letter of Recommendation     List of Professional References     Application Form     Other (See description for details)

- h. Posting Date: will default to the day you create the posting
- i. Expiration Date: The job posting will expire on this date and applicants will no longer be able to apply
- j. Compensation Type: Select from the dropdown
- k. Compensation Details: not a required field

- I. Class Level: Indicate which class levels you are seeking. To select more than one level, hold the shift key while you click
  - i. Current students are indicated by their class year
  - ii. UConn Law has an evening division and four-year dual degree programs. A 2L Day Student is the equivalent of a 3L Evening student and a 3L Four-Year Day Student. Please select all levels whom you are seeking.
  - iii. To seek experienced attorneys, select "Graduate"
- m. Desired Skills: not a required field, but helpful to provide more information
- n. Practice Areas: required, select all that apply (shift + click)
- o. Geographic Preference: very helpful for applicants to see where your position is located States are grouped by region (i.e., Northeast includes New England, NY and NJ; Mid-Atlantic is DC, VA, etc.)
- p. You must confirm your organization's compliance with UConn School of Law's nondiscrimination policy by checking the box at the bottom of the screen**
- q. You may add attachments
  - i. Click "Add Item"- you may title the document here and then click "browse" to find the file for upload
  - ii. Clicking "Add Item" again will add the item to the posting
  - iii. To remove the attachment, click "Delete"
- r. You may click "Submit" if you are finished adding information or "Save and Finish Later" which will save your job as a draft
- s. To complete a job posting or view it, click on the title of the job
- t. Once you hit submit, your job posting will appear as "Unapproved" until the Career Planning Staff reviews and approves your posting. Once approved, applicants in the appropriate class levels will be able to view and apply for your position.
- u. To "deactivate" a job posting, click "Withdraw" below the job title. This will "archive" the posting and applicants will not be able to apply.

**To Review Resumes (if you selected “Email Resumes”)**

1. You will receive an email with the resume and other documents attached once an applicant submits materials to your job posting
2. Also, you can view resumes in the job posting
  - a. From your Home screen, click “job postings”
  - b. Click on “Student Resumes”



- c. From this screen, you will be able to view resumes that have been submitted to your posting
    - d. The applicant’s name will appear, along with a PDF icon and a link saying “View Resume.” The document will appear in a new browser window, from which you can save or print it.