General Information and Instructions

It is important to become familiar with the Symplicity system; detailed instructions below.

Log on to Symplicity at: https://law-byu-csm.symplicity.com. Your username is your email address. Your initial password will be mailed to you by the CSO secretary. Once logged in, you can change your password to be whatever you like under the Profile tab, Password/Preferences. If you forgot your password, simply click Forgot Password. A computer generated password will be emailed to your account.

You may apply to employers in any category you are interested in.

**On-Campus Employers**
These employers begin interviewing on campus the first day of school and continue to the middle of October.
*Application deadline: Fall OCIs – Monday, August 6, 2012*
*Winter OCIs – usually the last week of January, date TBA*

**Collect Employers**
These employers will not be traveling to campus, but would like to receive application materials from interested students in a resume packet.
*Application deadline: Fall Resume Collect – Monday, August 6, 2012*
*Winter Resume Collect – usually the last week of January, date TBA*

**Early Interviewing Program (August 6-10, 2012)**
These employers will be conducting interviews in the following cities on the dates indicated. You are required to provide your own transportation, food, and lodging.
*Application deadline: Monday, July 9, 2012*
Note: you can apply to only one of the following sessions, but may apply to one, two, or all cities in that session.

1) Washington D.C. (August 6-7), New York (August 8-9), Chicago (August 9-10)
2) Houston, (August 6-7), Dallas (August 8-9), Denver (August 9-10)
3) Northern California (August 6-7), Southern California (August 9-10)

**Las Vegas Job Fair**
These employers will be conducting interviews in Las Vegas, Nevada. The interviews will be held at Lewis and Roca in Las Vegas, Nevada, on Saturday, September 8, 2012. You are required to provide your own food, transportation, and lodging.
*Application deadline: Monday, August 13, 2012*

To apply, log in to Symplicity, select OCI/Job Fairs tab. Go to the Sessions dropdown menu, select the appropriate category to view all the employers interested in applications from your class.
GENERAL INFORMATION
When using Symplicity, navigate using the on-screen navigation buttons. The browser navigation buttons are not useful in navigating from one previously viewed screen to another.

Changing passwords and personal information:
1. **Password**: select Profile, Password/Preferences, follow the prompts to change password
2. **Personal information**: select Profile, Personal to change your home address, phone number, contact information, etc.

Uploading documents for applications: must be done prior to applying to employers:

Select **Documents, Add New**
1. Label/Name your document appropriately, i.e. John Smith Resume
2. Select the appropriate document type: resume, cover letter, transcript, writing sample, or other. If you are uploading an unofficial transcript, follow the on-screen link.
3. Browse and find the file you wish to upload.
4. Submit the file. This will create a PDF document of your document.

To edit or delete documents:

Select **Documents**
The documents you have already uploaded will display.

To delete uploaded documents, click on the **Delete** box to the far right of the document. If you already applied to a firm, this will not delete that application, but will delete it from your current document list. Symplicity will only allow you to store 10 documents at a time. If you exceed that number, you will have to delete something in order to add a new document.

Transcripts: The transcript you will upload is an unofficial transcript which will be made available to you in a PDF format. After selecting **Add New** under the **Documents** tab, click on the link labeled “Note: If you want to upload an unofficial transcript, click here.” You can preview the transcript by clicking on the link at the bottom of the screen labeled, **Your name - transcript**. Once you preview it, you can select **Submit**. This will add it to your document list.

APPLYING TO EMPLOYERS

**Important Note: You must assign a bid number to each employer you apply to.** The first four employer bids (numbers 1, 2, 3 and 4) will be designated as Preferred Employers. The other bids you assign to firms do not matter but you must include a bid number or your application will not go through. Employers will never be able to see your bid numbers, but they will ask if they are one of your preferred firms.
1. Select the OCI/Job Fairs/Collect Employers tab at the top of the screen.
2. Under Search Filters, select which Session you wish to apply.
3. A list of employers will appear below the Search Filters box. To select an employer, click on the Review box next to the employer’s name. A profile of the employer will appear, including which application documents are necessary to apply.
   - Hovering over or clicking the “i” icon to the left of the employer’s name will show the requested documents.
4. To apply for a particular employer, in the Bid Details column, select your bid number and documents you would like to include from the drop down menus. Note: You must have previously uploaded your documents in order for them to be available to you at this stage. Once you have made your selections, click Apply.
5. If, after applying, you determine that you would like to withdraw your application, you must contact MariLee Allred allredm@law.byu.edu, 801.422.1857, for instruction.
6. To change the order of your top four preferences, simply put the new number 1, 2, 3 or 4 in under the Bid arrow on the right and it will automatically bump everything else down a number.

SCHEDULING AN ON-CAMPUS INTERVIEW

**You will be notified that you have been selected for an interview by MariLee Allred via email. Once you have been notified, you will be able to schedule your interview time.

1. Select the OCI/Job Fairs/Collect Employers tab.
2. Under Search Filters, select which session you wish to apply, then Search.
3. A list of employers will appear below the Search Filters box.
4. If you have been selected for an interview, there will be a button next to the firm’s information titled Accept Preselect. Click this button to display the interview room numbers, date and times available.
5. Select an available time and click Submit.
6. To view the interviews that you have scheduled, select the OCI/Job Fair/Collect Employers tab. Your interview dates and times will display in the Interview Dates column.
7. To change an interview that you have scheduled, click on the date in the Interview Dates column. The scheduled and available interviewing times will display. Select an available time and click Submit. If no time slots are left, check with another student you’d like to trade times with. Both of you will need to notify MariLee Allred allredm@law.byu.edu that you have traded times. If you must trade times, do so as early as possible in order for the firm to be notified and paperwork corrected.

APPLYING FOR COLLECT EMPLOYERS
1. Select the OCI/Job Fairs/Collect Employers tab.
2. Under Session, select the appropriate session.
3. A list of employers will appear below the Search Filters box. To select an employer, click on the Review box to the left of the employer’s name. A profile of the employer will appear, including which application documents are necessary to apply.
4. To apply for a particular employer, select a bid number and the appropriate documents from the
drop down menus. When finished, select **Apply**.