



## Duquesne University School of Law Career Services Office

### *Symplicity User Guide for Students*

Duquesne University School of Law uses Symplicity to communicate information about student and alumni employment openings, CSO programs, on-campus interviews, and a variety of other items. The CSO routinely updates our on-line listing of full-time, part-time, fellowship and internship opportunities for students and alumni. Students may find a link to Symplicity on the “Students” section of the Career Services Office web site at <http://www.duq.edu/law/career-services/student/index.cfm>.

### **Getting Started**

Only current Duquesne Law students and alumni have access to Symplicity. A username and password are required to access the site.

- To access your account, link from the CSO Student page or go to <https://law-duq-csm.symplicity.com/students>.
  - Enter your username and password. (You will get a “Welcome Message” from the CSO during your first year of Law School that contains your username (E-mail address) and password.
  - If you forget your password, click on the “Forgot Password” button on the Symplicity homepage or contact the CSO at [lawcareers@duq.edu](mailto:lawcareers@duq.edu) or 412-396-6559.
  - Usernames and passwords are case sensitive.
- While using Symplicity, use the “Back” link on the Symplicity pages instead of the “Back” button on your internet browser page. Using the browser’s “Back” button may cause you to lose unsaved information if you are bumped from the site.

### **Questions**

Please contact the Career Services Office (412-396-6559 or [lawcareers@duq.edu](mailto:lawcareers@duq.edu)) with any questions you may have regarding Symplicity.

## **Symplicity Home Page**

The home page is your portal to all of your Symplicity account sections. Check it often for CSO Announcements (programs, upcoming deadlines, etc). You will find tabs to each section at the top of the Home Page: Profile, Documents, Job & Resume Collection, Employers, OCI, Events and Calendar. These features provide you with some wonderful resources and organization tools... take advantage of them!

## **Profile**

Maintain your personal profile by clicking the “Profile” link on the navigation bar at the top of the page.

- Use the “Personal” tab to update your contact information.
- Use the “Academic” tab to update your academic background. Use this page to update your employment status and changes upon graduation.
- Use the “Privacy” tab to update your settings. Please note that the Career Services Office and other administrative offices at the Law School use Symplicity as the primary means of contacting students with important announcements. You are encouraged to receive emails from the CSO (this is the default setting).
- Use the “Placements” tab to update your employment history. Remember to include externships, clinical offerings and volunteer placements here. Maintaining this page will help when it is time to update your resume.
- Use the “Password/Preferences” tab to change your password.
- Use the “Activity Summary” tab to review your Symplicity history.

## **Documents**

Keep updated copies of your employment documents on Symplicity. View and add new documents by clicking the “Documents” tab on the navigation bar. Employment documents may include your resume, cover letter, unofficial transcript, writing sample, and reference lists. You are permitted to upload a maximum of twenty documents to your account.

- Adding new documents.
  - Click the “Add New” button on the “Documents” page.
  - Name your document in the “Label” field. If you are adding items specific to a job posting, be specific in your document name. For example, a cover letter to the American Bar Association should be labeled “ABA Cover Letter” and a cover letter to the Pennsylvania Bar Association should be labeled “PBA Cover Letter” so you don’t confuse the two when submitting your information electronically.

- Select a “Document Type” (Resume, Cover Letter, Unofficial Transcript, Writing Sample or Other).
- Click on the “Browse” button, and then find the file you want to upload. Then click the “Open” button.
- Click the “Submit” button. Symplicity will automatically convert the document to a pdf file. If you should need to scan and save a document (ie, unofficial transcript) prior to uploading it, you may use the scanner in the CSO.

## **Job & Resume Collection**

When employers contact the CSO about open positions within their organization, CSO will post the information in this the “Job & Resume” section. Click the “Job & Resume” tab to access the information.

Employers’ methods of collecting application materials vary. Be sure to carefully read the job posting so you know how to submit your application materials. Some employers require you to submit them electronically, others require you to mail the documents, and others request the CSO to collect and send the materials all at once. This information will be included in the job posting.

- Job postings can be found under the “Jobs” tab. Sort the postings according to your preference (job title, employer, location, date posted, deadline) by clicking the drop-down menu.
  - Tailor your search by searching by “keywords,” “practice area,” “position type,” or “location.”
  - Find and review details about each listing by clicking on the position title. You will find information about the application process (electronic, mail, etc) here, as well as the required qualifications, application deadlines and other important information the employer has submitted.
  - Mark a listing as a “favorite” by clicking the star icon at the top of each listing.
  - Jobs posted on Symplicity are also posted on the CSO bulletin boards immediately outside of the CSO. Due to the rate at which the CSO receives new postings and the limited capacity of the bulletin boards, older postings may be removed from the bulletin boards *prior* to application deadlines. Be sure to check Symplicity often so you are aware of all current postings.
- Use the “Favorites” tab to easily access jobs that interest you.
- Use the “Advanced Search” tab to tailor your search as to practice area, class status (1D, 2E, 3P, etc), geographic area, or other searchable details.
  - Save your search by giving it a unique name by hitting the “Save” button.

- Use the “Search Agents” tab to find your saved searches or to create automated searches. By inputting detailed information about your employment preferences, you can receive automated e-mail alerts when new job postings meet your search criteria.
  - Follow the prompts on the screen to create your own search agents.
- Use the “Application” tab to review postings to which you have applied via Symplicity.

## **Employers**

Click the “Employers” tab on the navigation bar to view information about employers, note your “favorite” employers, document contact information and highlight “favorite” contact information.

- Use the “Employers” tab to search all employers using Duquesne’s Symplicity.
  - Employ the drop-down menu to search by employer type or practice area, or search by keywords.
  - Note your “favorite” employers by clicking the star icon.
- Use the “Favorite Employers” tab to review employers in which you have shown interest.
- Use the “Contacts” tab to review contact information provided by some employers. (Most employers do not submit information for this entry.)
- Use the “Favorite Contacts” tab to review your favorites.

## **OCI**

OCI stands for “On-Campus Interviews.” The CSO invites employers to interview candidates at the Law School during a specific period during the Fall and Spring Semesters. Students will be given detailed instructions for OCI under separate cover. Employers most often are interested in recruiting 2D, 3D, 3P, 4P, 3E and 4E students during OCI. (Employers select the class levels in which they are interested for upcoming positions.) Information for the Fall OCI Recruiting Season will be distributed during the summer. This information is distributed via e-mail, so be sure to check your e-mail frequently during the summer months for this important information.

## **Events**

Upcoming CSO Events will be listed under the “Events” tab on the navigation bar. The CSO plans programs relating to interview skills, job search strategies, practice area lunches with practitioners, judicial clerkships, governmental careers, networking skills, and many other career development areas.

- Information for each program, including presentation title, location, date and time, is listed on this page.
- In most instances, the CSO asks that students RSVP for events so adequate planning can be done in regards to handouts, refreshments and other items. Programs are open for all students to attend, unless limited space is available or material is intended for a specific class level.
  - RSVP to events by clicking on the “RSVP” button.

## **Calendar**

Review and update your personal calendar by clicking on the “Calendar” tab on the navigation bar. In addition to finding information about CSO events, you can add your individual meetings, classes, and appointments to the calendar. This calendar is only readable by you, so take advantage of this great organization tool!

- You can view daily, weekly, monthly and annual calendars by clicking the appropriate tab.
- Add your meetings by clicking on the “Personal Events” tab. Follow the prompts on the screen to add your events.