

SYMPPLICITY TRAINING

Accessing Symplicity

- Link: <https://law-liberty-csm.symplicity.com/sso/students>
 - User ID** = your law school email address
 - Password** = your law school email password*
- Call CCPD at 434-592-4679 or email lawcareer@liberty.edu if you need your password reset.

***NOTE:** Symplicity functions at its optimal level using regular Internet Explorer or Firefox. Please do not use Safari, Chrome or other browsers.*

Updating your Profile

After you log into Symplicity, from the homepage, click on the “Profile” tab. This will display 5 subtabs:

- **Personal** – Fill out your contact information (private from employers and other students).
- **Academic** – Verify your graduation date and year in school; select your practice areas of interest and your geographic location preferences.
- **Privacy** – Choose privacy settings that fit your needs.
- **Employment** – Log jobs, internships, externships, etc. that you’ve had.
- **Password/Preferences** – If your password is reset, come change it to something you’ll remember.
- **Activity Summary** – This keeps a log of all of your activities that you perform in your Symplicity account (e.g., applying to a job, creating a job search agent, etc.).

***NOTE:** It is important to maintain your profile and keep it as up-to-date as possible in order for the Center for Career & Professional Development to be in touch with you about relevant programs and job opportunities. Your profile information is secure and is not viewable to employers or fellow students.*

Documents

- After completing your profile, it is a good idea to upload your most recent résumé under the Documents tab.
 - Save your résumé in a Microsoft Word file.
 - Under Documents, click on “Add New” to upload the résumé.
 - A form will open up asking you to give your document a “label.” Give your résumé the appropriate name (e.g., “Fall 2015 Résumé”). Select “résumé” as the document type and then click on browse to find your résumé on the computer and upload it to Symplicity. Click **Submit** when finished.
 - Symplicity will take a few minutes to convert your résumé into a PDF.
- Once the PDF conversion is complete, click on the PDF icon under the “View” column to view your résumé and make sure the formatting looks correct.
- You may also upload a transcript, cover letter or other document type and label each document type accordingly.

***NOTE:** DOCUMENT SIZE: Symplicity can only upload files with a maximum file size of 200 KBs! If your résumé or any other document you are uploading are larger than 200 KBs, you must reduce the*

file size by removing any images, or, if that is not possible, you can try scanning your document using a "low resolution" setting on your scanner. Staples or another copy center may be able to offer such services.

NOTE: DOCUMENT LIMIT: *Symplicity allows you to upload a maximum of 15 documents. Once you reach 15 documents, you must delete old documents if you wish to upload new documents. If, for example, you have uploaded 1 resumé and 14 cover letters (a total of 15 documents) and you have applied for 14 jobs via Symplicity and wish to apply for more, you can then go back to your Documents tab to delete your 14 cover letters, as deleting them will not affect your applications that you have submitted. That way, you will have room for additional cover letters that you can then use for other job applications.*

Resources

- There are various resources listed here for your convenience. Utilize them at your leisure.

Jobs & Résumé Collection

- **Jobs** - To view all job announcements posted in Symplicity, click on the Jobs tab. You can scroll through the postings and you can sort by the date posted, alphabetically by title or employer, by location, or by deadline.
- **Favorites** – when browsing through the job postings, you can click on the “star” icon next to each posting, which will then “add” the posting to your Favorites tab. Under the Favorites tab, you can then view a list of all of your favorite job postings. This is a nice way to keep track of job postings you have applied to or would like a record of.
- **Advanced Search** - It is recommended that you do not use too many search filters, as that will limit how many employers come up in your search. Use 1-2 search filters at the most. If you use the keyword search filter, just type in 1 word (e.g., “tax” for tax-related postings).
- **Search Agents** – You can create a job search agent under the Advanced Search tab by checking off “save as” at the top of the search filters and giving the search agent a name. Once you submit your search, the search you have created using those filters will be saved under the Search Agents tab. From the Search Agents tab, you can edit the search agent so that you can have Symplicity email you on a regular basis a list of any postings that have come up that are related to your search.
- **Applications** – This tab will display a historical list of any applications you have sent for job postings via Symplicity.

Employers

- **Employers** - This tab displays a list of all employers that have registered for an account in Symplicity at one time or another. While this is a good tab to look through when doing employer research, it is always a good idea to confirm employer contact information with their website or directly with the organization, as Symplicity is not always 100% accurate.
- **Favorite Employers** - Like the Jobs tab, you can also select the little star next to each employer you are interested in to add them to your “Favorites” tab.
- **Contacts** -This information can be provided from your CCPD staff member upon request.

OCI

- This is where you can sign up for interview time slots when recruiters come to visit.

Events

- This is where you can sign up for Info Sessions, Workshops, and CCPD Events.