

# SYMPPLICITY EMPLOYER OCI USER GUIDE

## OCI Registration

\*Employers will need a Symplicity account to register for OCI.\*

### If you have an existing Symplicity account:

- Log-on to Symplicity at <https://law-uga-csm.symplicity.com/employers/>
- Select "OCI" from the black navigation bar running along the top of your screen
- Select "Schedule Request" tab (1), and then "Request Schedule" (2)

The screenshot shows the Symplicity Employer OCI interface. At the top, there is a black navigation bar with tabs: Home, My Account, Calendar, Employer Profile, Job Postings, Resume Books, OCI, Employment, and Surveys. Below the navigation bar, there is a welcome message: "Welcome, Demo Contact." and a user profile: "Demo Contact @ Demo Employer (demoville, de)". The main content area is titled "on-campus interviews" and has a circled "1" next to it. Below the title, there is a horizontal navigation bar with tabs: Confirmed Schedules, Resume/Schedule Packets, Interviews, Applicants/Waitlist, Schedule Request, and Feedback. The "Schedule Request" tab is highlighted in red. Below the tabs, there is a yellow warning box that says "No records found." and a "Request Schedule" button with a circled "2" next to it. Below the button, there is a legend: "Legend: [icon] - Review Schedule Request". At the bottom of the page, there is a footer that says "powered by sympathy".

- Complete the request form and hit "Submit"

### If you have forgotten your Symplicity password:

- Log-on to Symplicity at <https://law-uga-csm.symplicity.com/employers/>
- Select "Forgot my password" from the horizontal navigation bar
- Enter your email address in the "Username" box

### Forgot my Password

The screenshot shows the "Forgot my password" form. At the top, there is a horizontal navigation bar with tabs: Sign in, Forgot my password, Register, Register And Post Free Local Job, and Register and Post Job At Multiple Schools. The "Forgot my password" tab is highlighted in red. Below the navigation bar, there is a heading "forgot my password" with a lock icon. Below the heading, there is a message: "Enter your username below, click go, and your password will be reset and emailed to you". Below the message, there is a "Username:" label and a text input field. To the right of the input field, there is a note: "(your email address)". Below the input field, there are two buttons: "Go" and "Clear". At the bottom of the page, there is a footer that says "powered by sympathy".

- Symplicity will immediately send you a new password by email. \*\*\*Note: your old password will no longer work.

**To register for a new Symplicity account:**

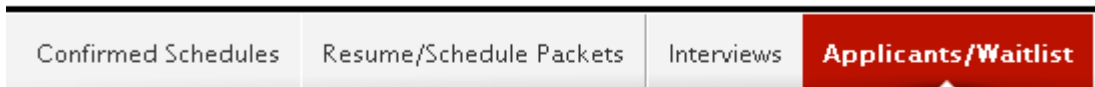
- Visit <https://law-uga-csm.symplicity.com/employers/>
- Select “Register” and complete the online form.
- You will receive an email from Symplicity with your account username and password.
- With your new username and password, follow instructions above to register for OCI.

*Accessing Resumes*

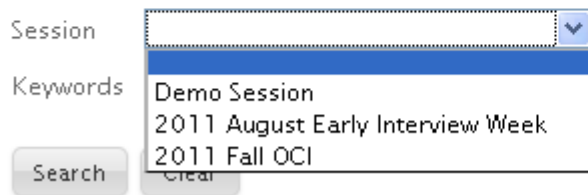
**View student applications by following these instructions:**

1. Go to Symplicity at <https://law-uga-csm.symplicity.com/employers/> and log-in using your username and password (see “OCI Registration” above if you’ve forgotten your password or need to register for an account).
2. Under *Shortcuts* on the right-hand menu, select “View OCI Applicants.”
3. Select the applicable “Session” and click *Search*.

on-campus interviews



NOTE: You need to specify a session to be able to view or manage preselects.



4. A list of students who have submitted materials will appear.
5. To view documents individually, select the letter code in the “Documents” column (R = resume, C = cover letters, T = transcripts, W = writing samples, and O = other).
6. To print out all submitted materials at one time, select “+” button in the uppermost row above the students’ names. A green check mark will appear next to each student’s name. Then *select “Generate Resume/Applicant Packet.”*
7. Format the packet options to your needs (i.e. renaming the file and allowing more than 100 pages). When finished, select “Submit Request.”

8. Log-out of the Symplicity.
9. Symplicity will send you an e-mail when the packet is ready for you to view.
10. Log back into Symplicity and select the link to the resume packet under "Alerts."
11. You can download the .pdf version of the packet under "View/Download." You may have multiple PDFs depending on the size of the packet.

## Interview Selections

**Make your interview selections by following these instructions:**

1. Go to Symplicity at <https://law-uga-csm.symplicity.com/employers/> and log-in using your username and password (see "OCI Registration" above if you've forgotten your password or need to register for an account).
2. Under *Shortcuts* on the right-hand menu, select "View OCI Applicants."
3. Select the applicable "Session" and click *Search*.

### on-campus interviews

Confirmed Schedules	Resume/Schedule Packets	Interviews	<b>Applicants/Waitlist</b>
---------------------	-------------------------	------------	----------------------------



NOTE: You need to specify a session to be able to view or manage preselects.

Session	<div style="border: 1px solid gray; padding: 2px;"> <span style="float: right;">▼</span> </div>
Keywords	<div style="border: 1px solid gray; padding: 2px;"> <p style="margin: 0;">Demo Session</p> <p style="margin: 0;">2011 August Early Interview Week</p> <p style="margin: 0;">2011 Fall OCI</p> </div>
<input type="button" value="Search"/>	<input type="button" value="Create"/>

4. In "Keywords," type the name of each student you'd like to interview or designate as an alternate.
5. Once the correct student is visible, change their invitation status to "preselect" or "alternate" via the drop-down box under "Invitation."
  - a. If you designate someone as "preselect," there is no "Submit" button as all selections occur in real time.
  - b. If you designate someone as "alternate," you will be taken to a new screen where you should **rank the alternates** starting with "1" as your first choice. Click "Submit" when finished ranking.

6. Use the “Keywords” box to search for the next student until you have selected your maximum number of “preselect” candidates and have designated 10 alternates.

### View Interview Schedule

Log-on to Symplicity at <https://law-uga-csm.symplicity.com/employers/>.

Select “OCI” from the black navigation bar running along the top of your screen. Then select “Interviews.” After selecting the appropriate “Session,” your interview times may be viewed here.

The screenshot shows the Symplicity website interface. At the top, there is a black navigation bar with the following menu items: Home, My Account, Calendar, Employer Profile, Job Postings, Resume Books, OCI, Employment, and Surveys. Below the navigation bar, there is a welcome message: "Welcome, Demo Contact." and a user profile dropdown for "Demo Contact @ Demo Employer (d)". The main content area is titled "on-campus interviews". Below this title, there is a secondary navigation bar with the following tabs: Confirmed Schedules, Resume/Schedule Packets, Interviews (highlighted in red), Applicants/Waitlist, Schedule Request, and Feedback. Below the navigation bar, there is a lightbulb icon and a message: "To view Excel files, you may need [Excel Viewer 2003](#)." Below this message, there is a search form with the following elements: a "Session" dropdown menu, a "Keywords" text input field, and two buttons: "Search" and "Clear".

### Designate Interviewers

1. Go to Symplicity at <https://law-uga-csm.symplicity.com/employers/> and log-in using your username and password (see “OCI Registration” above if you’ve forgotten your password or need to register for an account).
2. Select “OCI” from the black navigation bar running along the top of your screen. Then select “Confirmed Schedules.”
3. Select the applicable “Session” and click Search.
4. Select the appropriate interview date. “OCI Schedule Data” will appear. Scroll down to include your interviewers.

Location: Law School

# of Rooms: 14

Timespan: 9:00 am - 10:35 am, 10:50 am - 12:25 pm,  
1:30 pm - 3:05 pm, 3:20 pm - 4:55 pm

Interviewer(s):

Room	Interviewer(s)
Room 1	<input type="text"/> <input type="button" value="+ Add Name"/>
Room 2	<input type="text"/> <input type="button" value="+ Add Name"/>
Room 3	<input type="text"/> <input type="button" value="+ Add Name"/>