

SYMPPLICITY STUDENT USER GUIDE

Students will use Symplicity to search for job postings, view and apply to on-campus interviews (OCI), schedule a counseling appointment, build a resume, and RSVP to Professional Development career programming.

Basics: Log-in & Navigation

Log-in to Symplicity at <https://law-uga-csm.symplicity.com/students/> using your UGA e-mail address and the password provided in your Student Welcome e-mail.

***Please contact lcs@uga.edu if you cannot login or if you have forgotten your password.

Important: Contact Computing Services: lawhelp@listserv.uga.edu 706-542-0895 if you have trouble logging in.

Reset your password by selecting “Profile” and then “Password/Preferences.”

Navigating Symplicity is simple! Categories are across the top in black. Use the “Back” links provided by the system. This Guide will explain your options within each category.

The screenshot displays the Symplicity student user interface. At the top, there is a navigation bar with tabs for Home, Profile, Documents, Jobs & Resume Collection, Employers, Surveys, OCI, Professional Development Programs, and Calendar. Below the navigation bar, the user is greeted with "Welcome, Demo Student." and a search bar. The main content area is divided into several sections: "SHOW ME" with checkboxes for Announcements and Notifications, a "Subscribe to our RSS Feed" button, and a "Your feedback is welcome." message. To the right, there is a "SHORTCUTS" section with links for Request a Counseling Appointment, Document Library, My Activity Summary, and Graduate Survey. Below that is a "GETTING STARTED" section with a list of tasks: Account Created, Personal Profile, Academic Profile, Privacy Settings, and Resume, each with a green checkmark indicating completion.

QUESTIONS? If you have any Symplicity questions, please contact LCS at lcs@uga.edu or (706) 542-7541, Monday-Friday from 8:00am – 5:00pm.

SYMPPLICITY STUDENT USER GUIDE

Homepage

On the Symplicity Homepage, you will be able to read LCS announcements and access the following Symplicity Features:

- Your *Profile* (both personal and academic)
- Your *Documents* (pre-uploaded job search materials that make applying to job postings quick and easy)
- *Jobs & Resume Collection*
- *Employers* (for research purposes)
- *Surveys*
- *OCI* (to view and apply to employers interviewing on campus during August in Athens, Fall & Spring OCI seasons)
- *Professional Development Programs* (to view and RSVP)
- *Calendar*

Profile

Build a profile of yourself by clicking on the “*Profile*” link on the top black navigation bar. Update your contact information under *Personal*. Under *Academic*, check your graduation date for accuracy, provide your practice area focus, any technical background and set your geographic preferences.

Select your privacy settings under Privacy.

- The “*Receive e-mails from the Career Center*” option allows you to opt out of e-mail notifications from LCS. We strongly advise that you **ALLOW** e-mails from LCS, as this is how we will notify you of interviews and OCI programs.
- The “*Promote my resume to employers*” option allows LCS to include your uploaded resume in a resume packet when we target employers.
- The “*Enable text message alerts*” option allows LCS to send you text message reminders of interviews and counseling events.

SYMPPLICITY STUDENT USER GUIDE

Documents

Manage your job search documents through the *Documents* tab in the black navigation bar. Symplicity allows you to store up to 20 documents at a time, including resumes, cover letters, unofficial transcripts, writing samples, and reference lists. You do not have to use pre-loaded materials to apply for jobs, but the feature does make applying faster when possible.

View existing documents or upload new documents by selecting “*Documents*” in the black navigation bar.

****To add new documents:**

1. Select “*Add New*”
2. Enter your document title (Resume, Firm Cover Letter, etc) in the “*Label*” field
3. Select a document type (*resume, cover letter, unofficial transcript, writing sample, or other*)
4. Select “*Browse*”, navigate to the file you want to upload and then select “*Open*”
5. Select “*Submit*” and **Symplicity will automatically convert the document to a .pdf file.**

Jobs & Resume Collection

Job Postings displays employer job postings. You may submit application materials to job postings or access the employer’s application instructions if online submission has not been requested. Additionally, you may set *Search Agents* to schedule automated job searches with email alerts.

To view job postings select “*Jobs & Resume Collection*” from the black navigation bar.

Sort jobs by using the drop-down boxes *Practice Area, Position Type*, etc.

Find a specific job by using the *Keyword* search box and then *Apply Search*.

Mark job as a “favorite” by selecting *Add to Favorites*.

Advanced Search allows you to refine your job postings search with multiple filters.

Save your advanced search by checking “*Save As*” and choose a specific name for the search. **Run** the search by selecting *Submit*.

SYMPPLICITY STUDENT USER GUIDE

If an employer has elected to receive applications online, you will be able to upload documents via the “*Apply*” button. For employers who choose to be contacted directly, the “*Apply*” button will provide you specific application instructions.

View your submitted applications via the “*Applications*” button.

OCI

A separate Symplicity OCI guide will be available for OCI.