SYMPLICITY 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)

- 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

- 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

| Confirmed Schedules | Resume/Schedule Packets | Interviews | **Applicants/Waitlist** |

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

Session

Keywords   Demo Session
            2011 August Early Interview Week
            2011 Fall OCI
Search   Clear

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	**Applicants/Waitlist**

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

Session

Keywords | Demo Session
| 2011 August Early Interview Week
Search | 2011 Fall OCI

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.

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 field] + Add Name
Room 2	[input field] + Add Name
Room 3	[input field] + Add Name