

# Spring Interview Program Simplicity Bidding Instructions

This document is a “how-to” guide for students participating in the **2015 Spring Interview Program**. Employers from all sectors will collect application materials via Simplicity and schedule interviews with UCI Law students throughout February and March. Some employers will conduct interviews at their office and others will interview at the law school. Before reaching out with questions, please read each step below thoroughly.

## REGISTER FOR SYMPLICITY

**Note:** Disregard this section if you already have a Simplicity account.

1. Go to the following site: <https://law-uci-csm.simplicity.com/students>. Click **Register**.
2. Follow the on-screen instructions.

After a CDO staff member approves your account, you will receive an automated email. You can then log in to Simplicity and complete your **Profile**. You must complete your **Profile** before utilizing other system features.

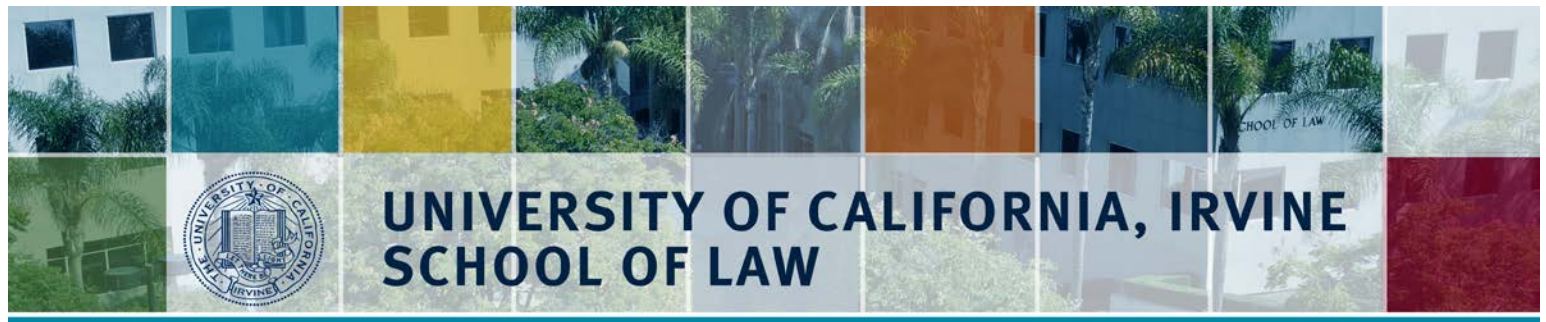
## UPLOAD YOUR DOCUMENTS

1. Click on the **Documents** tab in the blue navigation bar at the top of your Simplicity homepage.
2. Click on **Add New**, then select the appropriate **Document Type**. Select Other Documents if there is no corresponding category for the document you are uploading (e.g., list of references).
3. Name your files consistently and include your name in the file name. For example, **do not** name your file simply Resume or Cover Letter.
4. Click **Browse** and select your document. Click **Submit**.
5. Advise your primary career counselor when you have uploaded a document that is pending approval. **You will not be able to place a bid until your documents are no longer pending approval.**

To receive approval, a document must have been previously reviewed by your primary career counselor and contain your final edits. The first resume/cover letter/writing sample (or any other document type) you upload will need approval before you can bid. Once one cover letter is approved, all subsequent cover letters you upload will go directly to your Document Library (this is the case for all document types).

## REVIEW EMPLOYER/POSITION INFORMATION

1. Click on the **OCI** tab in the blue navigation bar at the top of your Simplicity homepage.
2. The **Session** should read **2015 Spring Interview Program**.
3. On this page you can view employers seeking to receive applications from your class year. You can also note each employer’s specific bidding deadline. Click on **Review** next to the employer name to gather information about the employer and available position(s).
4. **Check Simplicity regularly, as employers will be added on a rolling basis.**



## PLACE YOUR BIDS

1. On the employer **Review** page (see above), select the correct documents from the drop-down menus on the right-hand side of the page, then click **Apply**.
2. If there is no drop-down menu next to a required Document Type, this means you have not yet uploaded that Document Type into your Document Library.
3. **Only attach documents that are requested by an employer.**

**Although the Spring Interview Program runs through the end of March, each employer will have an individual deadline for submitting materials.** Many employers will be collecting application materials first, and only subsequently scheduling interviews with qualified candidates. Because of this format, there is no limitation to the number of employers you can bid/apply for. There is also no benefit to placing your bids early. Just be sure you place your bids before the specified deadlines.

## QUESTIONS?

Please contact Kelly Swanholm at [kswanholm@law.uci.edu](mailto:kswanholm@law.uci.edu) or (949) 824-0364.