SYMPLICITY INSTRUCTIONS FOR SOUTHERN CALIFORNIA PUBLIC INTEREST/
PUBLIC SECTOR CAREER DAY [PICD]
SATURDAY, FEBRUARY 11, 2017

Instructions for:

- ✓ Accessing and utilizing database of participating entities
- ✓ Reviewing entity hiring criteria and other entity information
- ✓ Resume and cover letter uploading
- ✓ Bidding for and ranking of Career Day interviewers

Please Note: Not all of the entities that participate in Career Day opt to interview at UCLA School of Law through Career Day. Thus, while the overwhelming number of the Day's participating entities have summer and/or postgraduate positions, only a subset are opting to interview as part of the actual Day. The following uploading and bidding instructions apply **only** to those entities actually interviewing through Public Interest/Public Sector Career Day on Saturday, February 11, 2017.

The deadline for uploading your resumes and cover letters and bidding is 5:00 p.m. on Monday, January 23, 2017

Regardless of whether you are participating in the interviewing component, you should be prepared to send out your resume (accompanied by a cover letter and any other requested materials) directly to organizations, agencies and firms in which you are interested. Descriptive information about all participating entities, including entity hiring criteria and application requirements, is accessible via *https://law-scpicd-csm.symplicity.com/students*, the Public Interest/Public Sector Career Day [PICD] Symplicity website.

LOGON

1. Copy and paste the following link into your browser:
   https://law-scpicd-csm.symplicity.com/students

2. **1Ls/LLMs: Click on "Sign Up" on the right side of the screen.**

   User Name: Your law school e-mail address
   Password: consortium (**This password is used only for initial registration**.)

   Complete the student registration form. As soon as you click "**submit**," the system will take you to your home page and will send you an e-mail (from adelman@law.ucla.edu) with a link to set up a new password. If you do not receive an e-mail, you may have incorrectly entered your e-mail address on your registration form. Please contact your Career Services/Public Interest Office or Brenda Kim at kimb@law.ucla.edu with any questions.

3. **2Ls/3Ls: If you previously participated in Career Day through this Symplicity site**, please login with your username (law school e-mail address) and password. If you do not remember your password, click the "**Forgot Password**" tab and follow the instructions.

   If you have not previously registered on this site, follow the instructions for 1Ls/LLMs.

MY ACCOUNT (Changing Your Password)

If you would like to change your password at any point, go to the menu bar on the left of your home page and click "**My Account** > **Personal**" and go to the "**Password**" tab at the top.

EVENTS (Viewing and Researching <u>ALL</u> PICD Registrants)

Viewing PICD Registrants

Go to the menu bar on the left of your home page and click "**Events** > **Career Fairs** > **SCPICD Registration 2017**". Utilize the tab options at the top to tailor your search options. Please remember that additional entities may be registering through January.

Researching PICD Registrants

To view specific entity information, click on the entity's name and its "**Career Fairs**" tab. You will be able to view descriptive information, hiring criteria, and application requirements, as well as information regarding the entity's career day participation (e.g., on-site interviews, table talk, lunchtime discussion).

INTERVIEWING COMPONENT

Documents (Uploading Your Resume and Cover Letter)

Do not wait until the deadline to upload your documents.

Go to the menu bar on the left of your home page and click "**Documents** > **Approved**." Upload your resume(s) and cover letter(s) in this section. **Only pdf documents can be uploaded.** You may upload a general "**default**" resume and any other employer-specific resumes, as long as you give each resume a separate "**label**." You also may upload as many cover letters as needed. Again, please remember to give each cover letter a separate "**label**." **Note:** If you subsequently alter any documents, please be sure to replace your pdf file.

Additional Documents: Please bring any additional documents requested by the employer – i.e., writing sample, references, and/or transcript, to your interview. **Only resumes and cover letters may be uploaded on the system.**

To ensure that a specific resume and cover letter you have uploaded for a specific interviewing entity in fact will be submitted to that entity, see "3" below under "**Bidding and Ranking**."

Bidding and Ranking

The deadline for uploading your resumes and cover letters and for bidding is 5:00 p.m. on Monday, January 23.

1. Go to the tab entitled "**Bidding/Schedules**." Scroll down to view the employers interviewing (the system will automatically filter the employers and you will see only those employers interviewing your class year). Please "**review**" the employer hiring criteria, as well as the specific office geographic locations for which the employer is interviewing (e.g., an employer may be interviewing for more than one office location or for an office location other than Los Angeles or even California).

2. **You may bid for a total of only 15 employers**. To bid, select a number in the "**bidding**" column on the right of your screen. This number indicates your ranking for the particular employer. Only your Symplicity Administrator will see your ranking. The employer will not be able to see your ranking.

3. As soon as you enter a number in the "**bidding**" column, you will see a confirmation column for that interviewing entity. Review the "**bid details**" on the right. If you wish to use a specific resume (not your general "**default**" resume) for this employer, and you have uploaded your default resume (see "**Documents**" above), click on the "**Resume**" drop-down menu in the "**Bid Details**" box and select the appropriate resume for this interviewing entity. To ensure the appropriate cover letter is submitted to this employer, click on the "**Cover Letter**" dropdown menu in the "**Bid Details**" box and select the appropriate cover letter. **You must confirm your bid by clicking on "apply."** You then can continue bidding for other interviewing entities.

4. **Remember**, you are to upload **only** a resume and a cover letter. If an employer has requested additional materials (e.g., writing sample, references, and/or transcript), you are to bring those with you to your interview.

5. You may change your rankings at any time prior to **5:00 p.m. on Monday, January 23.**

Accessing Your Interviewing Schedules

Logon to the PICD Symplicity website at *https://law-scpicd-csm.symplicity.com/students* beginning Saturday, February 4, to view your interview schedule. Go to the menu bar on the left and click "**Bidding/Schedules**" and then the "**Scheduled Interviews**" tab at the top. Please reconfirm your schedule on Friday, February 10.

Cancellations

Cancellations are **strongly** discouraged. If, however, you must cancel an interview, please **immediately** contact your Career Services/Public Interest Office. **You may _not_ cancel an interview online or by contacting an employer.**

IMPORTANT NOTES AND REMINDERS:

1. Review each interviewing entity's hiring criteria carefully before you bid. Note the office(s) (**including city and state**) for which the entity is hiring.

2. You must upload a resume and cover letter, and **only** a resume and cover letter, for each interviewing entity on which you bid. Bring all requested application materials, including a copy of your resume and cover letter and any additional requested materials, with you to your interview.

3. Not all participating entities are interviewing on Career Day, but they nevertheless may have summer and/or postgraduate positions. Please review the entity information carefully. If you are interested in a position with an entity not interviewing at UCLA School of Law through Career Day, you should send the specified application materials directly to the specified entity contact.

4. Remember to check your e-mail regularly throughout January and February. Check both your law school e-mail and any other e-mail you may have used for Symplicity.

5. While you may apply directly to employers, **please do not contact employers directly regarding any Career Day question or other Career Day matter.**