



1L Mock Interview Program Simplicity Registration Instructions

Follow the steps outlined below to participate in the **1L Mock Interview Program** being coordinated by the Career Development Office. All mock interviewers will be CDO career counselors or UCI Law alumni. Mock interviews will take place on **Saturday, January 31, 2015 at the UCI Law Library**. We look forward to your participation!

REGISTER FOR SYMPPLICITY

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 RESUME

1. Click on the **Documents** tab in the blue navigation bar at the top of your Simplicity homepage.
2. Click on **Add New**, then for **Label** include **1L Mock Interview Resume – LAST NAME**.
3. Be sure **Resume** is the selected Document Type, click **Browse**, and select your document. Click **Submit**.

Advise your primary career counselor that your resume is pending approval if submitting your resume on Simplicity for the first time. To receive approval, a resume must have been previously reviewed by your primary career counselor and contain your final edits. This resume will be sent in advance to the person conducting your mock interview, and should therefore be in final form.

PLACE A BID

1. Click on the **OCI** tab in the blue navigation bar at the top of your Simplicity homepage.
2. The **Session** should read **1L Mock Interview Session – Spring 2015**.
3. Click on **Review** next to **UC Irvine School of Law, Career Development Office**.
4. On this page, select **1L Mock Interview Resume – LAST NAME** from the **Resume** drop down menu.
5. Select **1** from the **Bid/Application** drop down menu. Click **Apply**.

INDICATE YOUR AVAILABILITY

1. Indicate your availability for January 31, 2015 by filling out the Doodle poll available here: <http://bit.ly/1zhc7JZ>
2. Complete the poll by entering your name and selecting the times that you are available.

QUESTIONS?

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