SYMPLICITY INSTRUCTIONS FOR SOUTHERN CALIFORNIA PUBLIC INTEREST/ PUBLIC SECTOR CAREER DAY [PICD] SATURDAY, FEBRUARY 8, 2014

STUDENT REGISTRATION, REVIEW OF ENTITY HIRING CRITERIA AND OTHER INFORMATION, RESUME AND COVER LETTER UPLOADING, AND 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 8, 2014.

The deadline for uploading your resumes and cover letters and for bidding is 5:00 p.m. on Wednesday, January 22, 2014.

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: Click on "Register" 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 new password. If you do not receive an e-mail, you may have mistakenly entered your e-mail address on your registration form. Please contact Rochelle Adelman, UCLA School of Law, Public Interest Programs, at adelman@law.ucla.edu.

3. **2Ls/3Ls: If you previously participated in any of the consortium events through the Symplicity site (including last year's career day)**, please login with your username (e-mail address) and password. If you do not remember your password, go to the "Forgot My Password" tab and follow the instructions.

   If you have not previously registered, follow the instructions for 1Ls.

   Important Note: As you maneuver through the Symplicity website, please **do not** use your internet "back" button to return to the previous page. Rather, use the "back" or "return" buttons provided by the system.

Profile (If You Would Like to Change Your System-Generated Password)

Go to the tab entitled "Profile." Your personal information will appear. To change your password, go to the tab entitled "Change Password" and follow the instructions.

Events (Viewing and Researching <u>ALL</u> PICD Participants)

Viewing PICD Registrants

Go to the tab entitled "Events." Click on "SCPICD Registration 2014" to view all registered participants. Please **do not** "Submit your Resume and RSVP" but rather scroll down to review the information on registered participants. Please remember that additional entities may be registering through January.

Researching PICD Registrants

Click on an entity's name, scroll down and click on their "Career Fairs" tab. You will be able to view information submitted by that entity, including descriptive information, hiring criteria, and application requirements, as well as information regarding the entity's participation in Career Day.

Documents (Uploading Your Resume and Cover Letter)

Do not wait until the last moment to upload your documents. There typically are approximately 1,000 students bidding, and the system cannot handle that number of resumes/cover letters being uploaded in the final hours.

Go to the tab entitled "Documents." You may upload your resume(s) and cover letter(s) in this section. 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 resume, please click either "update default" or "update all" to save the changes in the resume.

Additional Documents: Please bring any additional documents requested by the employer, i.e., writing sample, references, 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 on Employers."

Bidding on Employers

1. Go to the tab entitled "Bidding/Schedules." Scroll down to view the employers interviewing students from your class year (i.e., 1L, 2L, or 3L). Please "review" the employer hiring criteria.

2. **You can bid for a total of only 15 employers**. To bid, select a number in the "bidding" column. 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 page for that interviewing entity. Review the "bid details" on the right, i.e., if a cover letter is required and you have not uploaded that document, you will not be able to complete your bid. Make certain you meet the specified hiring criteria. In addition, if you wish to use a specific resume (not your general "default" resume) for this employer, and you already have uploaded that specific resume (see "Documents (Uploading Your Resume and Cover Letter)" 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. You may change your rankings at anytime prior to **5:00 p.m. on Wednesday, January 22.**

Accessing Your Interviewing Schedules

Logon to the PICD website at *https://law-scpicd-csm.symplicity.com/students* beginning Saturday, February 1, to view your interview schedule. Go to the tab entitled "Bidding/Schedules" and click on "Scheduled Interviews." Please reconfirm your schedule on Friday, February 7.

Cancellations

Cancellations are **strongly** discouraged. If, however, you must cancel an interview, please **immediately** contact your Career Services/Public Interest Office. **You may <u>not</u> cancel any interviews online or contact an employer.**

Notes:

1. Please review each interviewing entity's hiring criteria carefully before you bid. Note the office (including state) for which the entity is hiring. Please bring all documents to your interview. Only resumes and cover letters may be uploaded.

2. Please 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.

3. Not all participating entities are interviewing on Career Day, but they nevertheless may have summer and/or postgraduate positions available. 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.