UNIVERSITY OF PENNSYLVANIA LAW SCHOOL
2013 Regional Interview Program
Instructions for Using the Symplicity System

1. Log In To The System

Please visit https://law-upenn-csm.symplicity.com/employers. To log in, enter your email address and password. If you do not know your password, click on the "Forgot my password" tab, enter your email address as your username and click "Go"; a new password will be emailed to you shortly. Alternatively, you may contact us at all-cpp@law.upenn.edu for assistance in changing your password. You may change your password in the Account section once you log in.

New User?
If you are a new user, go to https://law-upenn-csm.symplicity.com/employers, click the "Register" tab and submit the requested information. For services requested, please check on-campus interviews, job postings and profile. Be sure to complete all the fields marked with a red asterisk, as those are required to successfully register you as a new user, and then click "Submit." Once we accept your registration, you will receive an email with a password. To log in, return to https://law-upenn-csm.symplicity.com/employers and enter your email address and password.

2. Register For 2013 Regional Interview Program

From the "Shortcuts" list on the home page, select "Submit Schedule Request", **choose Session: Regional Interview Program 2013** and complete the requested information. **Please note that the interview date will be assigned based on the city where the interviews will take place.** The following data is needed in order to process your schedule request(s):

Mode: Select Interview.

Number of Interview Days Needed: Choose 1.

Class Years to Interview: Choose the class year(s) you would like interview – 2Ls and/or 3Ls. To select more than one class year, click the first class year desired, hold the "Ctrl" key and select the other class years you are interested in interviewing.

Class Allocations: Allocate the percentage of each class you are interested in interviewing. The allocations must add up to 100 percent.

Interview Length: Select the length of the interview slot. You may choose a 15, 20 or 30 minute interview length.

Number of Schedules Requested: Select the number of schedules you want. Each schedule accommodates approximately 20 interviews (the precise number of available slots will depend on the chosen interview length).

Time Slot: Select whether you would like a morning, afternoon or full day of interviews.

Additional Requests: List and/or explain documents students should bring to their interviews.

Hiring Criteria: Please use this space to indicate your preferred hiring criteria.

Scheduling Notes: Please use this space to notify us of any special requests, i.e., accessibility requirements, late start times for interviews or any other requests our office can assist you with.

After you have completed the entire form, click "Submit." Once our office accepts your schedule request, you will be able to log in and check your request. If you need to make changes after submitting a schedule request, please contact our office at (215) 898-7493 for assistance.

3. Managing Your Account

Personal Profile Tab
We recommend that you keep your contact information current throughout the recruiting season. To update your information, click the "Account" tab on the home page and then the "Personal Profile" tab. Update your information and click "Submit".

Change Password Tab
If you would like to change your password, click the "Account" tab on the home page and then the "Password/Preferences" tab. Enter your old password and new password. Finally, re-enter your new password and click "Save". You have now reset your password. Please be sure to write it down, as our office is unable to retrieve it for you.

4. Marketing Your Organization To Our Students

Profile Tab
To complete your profile, select the "Profile" tab from the home page. This is an opportunity to maximize marketing to our students. We encourage you to complete the profile with the information you would like our students to know about your organization. Many students will utilize this information as they select employers to interview with during the bidding process.

If you have already completed a profile for another location of your organization or for another law school's Symplicity database, you can import that information by selecting the location or school from the "Copy From" drop-down menu.

You may decide to fill out all or part of the profile. If you chose to leave sections blank, they will not display as blank when students view the information online; any fields left blank simply will not appear on the students' screens.

We endeavor to make our online system as user-friendly as possible. If you experience any difficulties or need assistance during this process, please do not hesitate to contact us. You can reach our office by phone Monday through Friday, 9:00 am - 5:00 pm at (215) 898-7493, or by email at all-cpp@law.upenn.edu.