UNIVERSITY OF PENNSYLVANIA LAW SCHOOL
Fall 2013 On-Campus Interview Program
Instructions for Using the Symplicity System

1. Log In To The System

Please access 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 "Profile" 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 the Fall 2013 On-Campus Interview Program

From the "Shortcuts" list on the home page, select "Submit Schedule Request for Fall 2013 OCI" and complete the requested information. Make sure to choose Session: Fall 2013 OCI. The following data is needed in order to process your schedule request(s):

Number of Interview Days Needed: Choose the number of days you would like to conduct interviews.

Class Years to Interview: Choose the class year(s) you would like interview. 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 scheduling or day-of-interview requests, i.e., accessibility requirements, late start times for interviews or any other requests our office can assist you with. If you plan on hosting a reception for students, please let us know.

Survey Questions: Please indicate your preferred date and two alternate dates for conducting on-campus interviews. Please also indicate whether you are interested in hosting a hospitality table for students and whether you plan to have more than one attorney in each interview room.

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.

5. Resume Collections

If you would like to request a resume collection for the fall 2013 recruiting season, please click on "Request a Resume Collection for the Fall 2013 Recruiting Season" under the Shortcuts menu on the homepage, and complete the information requested in the survey. Packets containing student application materials will be distributed electronically on August 1.