



UNIVERSITY OF PENNSYLVANIA LAW SCHOOL Spring 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. 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 Spring On-Campus Interviewing

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

Mode: Select Interview if you are interested in conducting interviews on campus.

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 (1Ls, 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 Document Types and 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 Question: Please indicate your preferred date and an alternate date for conducting on-campus interviews.

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.

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.