A Tour of Symplicity

Welcome to Penn Law’s Career Services Management System

Symplicity is the name of our Career Services Management System. This system contains much of the information you will need to explore legal careers and to participate in CP&P recruiting program.

GETTING STARTED

At this time, we would like you to log in to Symplicity.
Your username is your Student ID (the middle 8 digits of your Penn Card)
Your password is the temporary password that is assigned in an email you will have received from Symplicity.
This random password may be hard to remember so to individualize your password, click on “Profile” and then “Change Password.”
Follow the instructions on the screen and make sure it’s a password you won’t forget! However, if you do forget, here’s what to do.

Forgot your Password?
- From the log in screen click on “Forgot My Password” tab
- Enter your student ID and click “go”
- A new random password will be emailed to you.
- You can then change it to something you’ll remember using the directions above

TOURING THE SYSTEM

Profile

Click here and you’ll see 7 named tabs under “Profile”. Five of these are important to you as a 1L.

“Personal Information.” Your name, address, gender, etc. is located here. If you need to make any changes to this information, please edit and “save changes”.

“Academic Information.” Here you can enter your “Undergraduate Institution” and “Major” and “Graduate Institution” and “Major” prior to law school. If your undergraduate/graduate institution or major is missing from the drop down box, please let us know and we’ll make changes. Don’t forget to indicate “Geographic Preferences”.

“Privacy.” “Yes” to receiving emails from Career Planning & Professionalism is the default. Please do not change it. Changing the default to “No” will create difficulties for you during on-campus recruiting programs.

“Summer Jobs.” When you confirm your summer employment, please enter that information into this tab for our records.

“Employment Survey.” Click here and you will be asked to complete a survey of your own summer employment experience. You won’t complete a survey until summer, 2009. However, click “search” to locate employer evaluations completed by Penn students. This is a very useful tool for researching employers.

“Password/Preferences.” Click here to individualize the password you received from Symplicity by email.
Documents
Click on this tab and you can “upload” your resume in the system. As a 1L, you will upload a resume in January of 2009 prior to our Spring On Campus Recruiting Program.

Jobs
Click on this tab to see job listings from employers seeking resumes from Penn Law students. The most efficient way to conduct a search for the 1L summer is select the following: Under “Position Type”, select “Summer” and under “Class Level”, select “1L”. You should follow the directions that each employer provides to apply for each job.

Employers
Click on this tab to access information about all employers in our data base. This includes employers in the public and private sector – over 5,000.

Clerkships
Click on this tab to access information about all federal judges (Supreme Court, Circuit Courts, District Courts, Bankruptcy & Magistrate Judges), as well as the highest level state courts. You can “search” for judges by Circuit Code, District Code, or City.

OCR
Clicking on this tab brings you to our On-Campus Recruiting section. Your first opportunity to use this part of the system will be for our Spring On-Campus Recruiting Program. We’ll have a meeting in January 2009 to explain how to use this section of the system.

Events & Calendar
These last two tabs not currently populated.