



# **NAVIGATING THE SYMPPLICITY SYSTEM**

**UNIVERSITY OF PITTSBURGH SCHOOL OF LAW**

**CAREER SERVICES OFFICE**

# NAVIGATING THE SYMPPLICITY SYSTEM

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## LOGGING ON TO SYMPPLICITY

To log on, go to <https://law-pitt-csm.symplicity.com/students>. Keeping in mind that the system is case sensitive, type in your username and password and click “GO.” Your username is your e-mail address. You will receive an initial, system-generated password via e-mail to your Pitt Law e-mail account. You can change your system-generated password by clicking on the “Profile” tab from the menu on the top of the screen and selecting “Passwords/Preferences.”

### PERSONAL PROFILE

You must complete the Profile section before you can access job postings, apply for positions and bid on (apply to) OCI employers. Please update your profile information as it changes.

- Click on the “Profile” tab from the menu on the top of the screen.
- Complete (update) your contact information under the “Personal Information” tab, your education information under the “Academic Information” tab and the information in the “Privacy” tab.
- Report employment information by clicking on the “Employment” tab. Each time you start a new job, this portion should be completed. Both paid and unpaid positions for the summer, semester or post-graduation should be reported. At “Evaluations” please share with your fellow students and CSO staff your feedback about each work experience. Your Evaluations will be anonymous unless you answer “yes” to the question about whether students may contact you for further information. All Evaluations will be searchable and accessible online to students (not to employers or alumni).
- Update system access by clicking on the “Change Password” tab and creating a new password.
- Click on the “Activity Summary” tab to track your personal activity on the Symplicity site.

## UPLOADING AND MAINTAINING YOUR DOCUMENTS

Employers often request a variety of materials such as resumes, transcripts, writing samples, and list of references, for pre-screening purposes. Students are required to upload **ALL** of these materials onto the system. If you fail to upload any of the application materials requested by a particular employer, you will be unable to bid on (apply to) that employer.

### **Resume:**

Prior to uploading your documents and applying to employers, students should have their resume critiqued by a Career Services counselor if they have not done so previously.

Resumes can be revised and uploaded to the system at anytime. Please understand, however, that whatever version you have uploaded will be the version that will be sent to the employers for pre-screening.

You will select one version of your resume to upload as your “basic” resume. The basic resume will serve as your “default” resume and will be sent to all employers for whom you do not designate to receive a “specific” resume during the bidding process. At the time of bidding, you will have the opportunity to specify which resume to send to individual employers. You must designate a default resume in order to be allowed to bid.

A word about two page resumes: We strongly recommend a one page resume, but if you must have two pages, please make sure that you put your name on page 2 and place a “Page 1 of 2” and “Page 2 of 2” at the bottom of each page. Prior to uploading your resume, be sure to print a copy to make sure your page breaks are correct.

### **Transcript:**

Due to the fact that the University does not release electronic transcripts, students will have to create a digital version of their transcript to upload into Symplicity. Students may do this by scanning their “Unofficial” Law School transcript into a file that is less than 200KB (do NOT attempt to scan in an Official transcript because the University Seal will cause the file to exceed the 200KB limit). The CSO has a scanner available in the Student Resource Center. Use the scanner to scan the document into a PDF with “low resolution.” Additional scanners are also available at University Computer Labs as well as Kinkos. Once you have created this PDF file, you will be able to upload it into Symplicity. If you are not able to use the scanning method, you may create an “Unofficial & Self-Prepared Transcript” using the sample format at the end of this document. You should save this as a PDF file and upload it to Symplicity. Please note that during OCI interviews, employers may request for you to bring a hard copy of either your unofficial or official transcript with you to your interviews. Students cannot self-compute their G.P.A.; they must receive their official G.P.A. from the Law School Registrar. Any numerical average must be carried out to a minimum of two (2) digits to the right of the decimal point. For example, an average of 3.184 must be listed as 3.184 or 3.18, not as 3.2. An average of 3.186 can be listed as 3.19; it may not be listed as 3.2.

### **Writing Sample:**

Your writing sample should be the best example of your legal analysis skills that you have. It can be a first-year writing assignment, something you did for an employer or professor, or your submission to the writing competition. The writing sample should demonstrate your ability to reason and work with cases (i.e., a letter to a client is not appropriate, and neither is an essay about history or philosophy). Even if you have to excerpt it, try to make it **5-10 pages**. If you use material you wrote for an employer, you must get permission to submit it as a writing sample and **ALWAYS** take out any identifying names, businesses, or facts.

### **List of References:**

Your list of references should include three professional references, i.e., previous employers or professors, along with their current contact information including title, employer, employer mailing address/location, as well as telephone number(s) where they can be contacted. Students are strongly encouraged to ask permission of prospective references prior to compiling this list and verify the validity of contact information. (Please see example provided at the end of this document.)

### **TO UPLOAD YOUR DOCUMENTS**

- Select the “Documents” tab from the menu on the top of the screen.
- Click on “Add New” to upload a new document. The system will convert all documents to a PDF.
- After clicking the “Add New” tab, enter a document title in the “Label” field. Use a title that will allow you to identify the document easily. Select a “Document Type” – Resume, Cover Letter, Transcript, Writing Sample or Other Documents (i.e., List of References or, if requested by an employer, Applications, Statements of Interest, Undergraduate Transcript, etc.)
- Click on the “Browse” tab, select a file to upload, and then click the “Submit” tab.
  - You can see all uploaded documents on the Document List screen. If you uploaded a document that you no longer want on the system, hit the “Delete” button to the right of that document. To replace a file that you have already uploaded, click on the document title, hit browse and pick a new file. This will replace the existing file.
  - You should make your most general resume that you want to be sent to most employers your default resume. The system will automatically make the first resume that you upload your default resume. If you want to make a different resume your default resume, upload it, and then hit the “Make Default” tab which is located on the document list to the right of that resume’s title. You can upload additional, specific resumes at this time, too, and you will have the option of selecting those specific resumes for specific employers at the time of bidding (applying).

Once you have finished entering your profile information, and recruitment materials, you are ready to research and apply to employers.

### **RESEARCHING & BIDDING FOR OCI EMPLOYERS**

Students may begin researching OCI Recruiting Program employers on **July 15**. Here’s how:

- Click on the “OCI” tab on the top menu. You will see two tabs appear below – Employers/Bidding and Scheduled Interviews. These are the functions that you need to research and bid for employers, create your schedule, and view your schedule.

The Recruiting Program is broken down into Sessions. Each Session represents a group of employers (including on-campus, Washington, DC Interview Day, Philadelphia Interview Day) during a particular time period. Resume collection and direct send employers (often nationwide) will be included in the “Pittsburgh On-Campus” session.

- First click on the “Employers/Bidding” tab. Right under the tab, you will see if the current Session is open for bidding. To the far right of the screen, you will see important dates. You will see the Bidding Dates. Bidding will always begin at **midnight** of the first day listed and will always end at **midnight** of the last day listed.

### **SEARCHING FOR OCI & RESUME COLLECTION EMPLOYERS**

- Under the Employers/Bidding tab, use the search filter on the left of the screen to search for employers. Pick the Session that you want to review and, to see all employers seeking candidates during that Session, choose “Show All” from the Employers drop down box, and then click “Search.” This is the recommended method of searching for employers. Although you can research all employers participating in the entire Recruiting Program, you will only be able to bid on the employers participating in the active Session. If, for some reason, you want to tailor your search, click on the Additional Employer Filters link, make your selections, and click “Search.”
- If there is an “i” sign to the left of the employer’s name, this means that there are specific hiring requirements or instructions provided by the employer. To view more information about that specific employer, click on the “Review” button, also to the left of the desired organization. This section provides much of the necessary information for you to determine to which employers you would like to apply. Hiring criteria, class years preferred, interview materials requested, and interview schedules, locations, and dates are listed for each employer. Please note that the Pitt Law CSO does not pre-screen candidates. When deciding on your bids, you should use the employer’s stated hiring criteria as a guideline (i.e., consider whether you meet or are close to meeting the criteria and whether you have additional experience that the employer may find beneficial). For additional information, click on the employer name in the Bid Details box. Under the Overview tab, you will find information such as the employer’s areas of specialization. In the Contact Information box, there will be a link to the employer’s website, if it has one, providing instant access to additional research information. More information can be obtained from [www.nalpdirectory.com](http://www.nalpdirectory.com), as well as LexisNexis, Westlaw, etc.
- After you have researched the participating employers, you can bid for (apply to) the employers with whom you would like to interview.

### **BIDDING FOR/APPLYING TO OCI & RESUME COLLECTION EMPLOYERS**

- There is no limit on the number of employers that students may bid for (apply to) during the OCI Sessions.
- In the center of the Employers/Bidding screen, so long as you have uploaded multiple resumes, you will see a box for “Default OCI Resume.” Make sure your default resume is correctly selected here. This is the main resume that will automatically go to employers to whom you apply, unless you specify a different resume for a particular employer.
- If you apply to a particular employer by clicking on the “Apply” button to the right of the listed employer, your “default” or “basic” resume will automatically be included with the application. However, if the employer has requested additional materials (which most do request), you will be directed right to the “Review” screen. We recommend that rather than ever applying from the Employer list, you always apply from the “Bid Details” box on the Review screen. This will allow you to change your default resume to a specific resume if you choose,

and will allow you to attach whatever additional materials an individual employer has requested. Please remember, if you have not uploaded all of the documents an employer has requested in the “Documents” section, you will not be able to bid on that employer until you go back and upload them.

- After submitting all of the requested documents, and entering all pertinent information, click “Submit” to enter your bid.
- If you have already applied to one or more employers with your default resume, but then realize that your default resume needs to be updated, you can do so by using the “Update” feature. If you have not yet uploaded the new resume you want to use, go back to the “Documents” tab, upload your updated resume to the documents section and make it your new default resume. However, this alone will not automatically change the resume that was attached to the bids you have already placed. You must then go back to the Employers/Bidding screen and in the “Default OCI Resume” box, pick the new resume and click “Update Default.” This will change all of the default resumes that you previously submitted to employers. This will not make any changes to any specific resumes you selected. If you want to change a specific resume, you must do so individually.
- If you have selected an employer and then change your mind, simply click the “Withdraw” button to the right of the employer.
- Please note, once a bidding Session ends, you cannot make any changes to your resumes, nor can you add or withdraw from any applications for that Session. Please be sure that all of your applications are correct by the end of bidding.

### **BIDDING SESSIONS**

Students are advised not to wait until the last minute, e.g., the morning of, the night before, or the day before, to bid for employers. This may result in the inability to apply (bid) for employers due to system overload.

For participation in the OCI/Resume Collection Program, students must submit to the CSO a complete hard copy packet of application materials (resume, writing sample, and transcript, etc.) by the end of the first week of school.

### **SCHEDULING YOUR INTERVIEW TIME**

Under the Employers/Bidding tab, on the right side, in the Important Dates section, you will see the “Pre-select Sign-Up” period. This is the time when students selected by employers can schedule their interviews.

Prior to when the Pre-select Sign Up period starts, students can go to the “Scheduled Interviews” tab to see if they have been selected for an interview. Once bids have been placed, applicants’ interview status will automatically be indicated as “Pending.” Upon receipt of employer decisions, applicants’ interview status may reflect any of the following:

- Pre-select – Employer has selected applicant for an on-campus interview.
- Alternate – Employer has requested that applicant be put on a waitlist, to be seen in the event of a cancellation in the schedule. The Career Services Office will notify alternates via telephone or email if they are

moved off the waitlist. Please note: Most employers list their alternate candidates in order of preference. Therefore, alternates will be inserted into the schedule accordingly.

- Not Selected – Employer did not grant applicant’s request for interview.

During the Pre-select Sign Up period, for each interview that a student is selected for, the student must hit the “Accept Pre-select” tab in order to schedule an interview.

Once you hit “Accept Pre-select”, you will be directed to the interview schedule screen. Interviews can be scheduled on a first-come, first-served basis. You cannot pick an interview time that has already been taken by another student and you cannot pick a time if it conflicts with other interviews you have scheduled (there must be at least 20 or 30 minutes between the end of one interview and the beginning of the next).

***STUDENTS ARE REQUIRED TO ACCEPT ANY & ALL INTERVIEWS EXTENDED TO THEM BY AN EMPLOYER TO WHICH THEY APPLIED. INTERVIEWS MAY ONLY BE CANCELLED WITH CSO APPROVAL IN THE CASE OF AN EMERGENCY OR IF THE STUDENT HAS FORMALLY ACCEPTED AN OFFER OF EMPLOYMENT.***

***THE FAILURE TO SCHEDULE OR THE CANCELLATION OF INTERVIEWS, WITHOUT JUST CAUSE OR HAVING CSO APPROVAL, IS IN DIRECT VIOLATION OF THE CSO POLICY ALL STUDENTS HAVE AFFIRMED WHEN REGISTERING WITH SYMPPLICITY. SUCH ACTIONS WILL RESULT IN THE FORFEITURE OF A FUTURE INTERVIEW AND REQUIRE A LETTER OF APOLOGY TO BE SENT TO EMPLOYER.***

**In the event you must cancel an interview due to an emergency or because you have formally accepted an offer of employment, you must notify Pam G. Day, Assistant Dean for Career Services via email at [pday@pitt.edu](mailto:pday@pitt.edu) or by phone 412-648-1411(if you are unable to access email).**

In the case of scheduling conflicts, students are required to contact the Career Services Office so that they may be resolved, for once a student has selected an interview time slot, changes to the interview schedule may only be made by the CSO. All schedule adjustments and conflicts must be resolved at least 48 business hours prior to the scheduled interview date.

During the OCI Recruiting Program, be sure to check your e-mail and the Symplicity system each day, as the CSO will notify students of employer cancellations and additions.

## **NON-OCI EMPLOYERS (JOBS & RESUME COLLECTION TAB)**

Similar to the previous Job Opportunities Board (J.O.B.), there are organizations who will post positions that are not a part of the OCI Recruiting Program (OCI sessions). These employers will be listed on Symplicity in the “Jobs & Resume Collection” section.

- To apply, follow the instructions in the “How to Apply” box to the right of the screen. You will either submit the required documents via Symplicity (uploading) by the deadline date indicated, and they will be automatically transferred to the employer, or, if the employer does not want to use Symplicity the posting will indicate how you should apply for the position (e.g. mail, fax, email on your own to employer’s email address, etc.). If the employer is interested in interviewing a student, the employer will contact the student directly to schedule an interview at the employer’s office.

Students are encouraged to access this information regularly to keep apprised of these opportunities, as well as changes and/or additions.

## **RECRUITING PROGRAM TERMINOLOGY**

- **On-Campus Interview (OCI)** – Refers to interviews held at Pitt Law School, in addition to Washington, DC Interview Day, Philadelphia Interview Day. The Pittsburgh On-Campus Session(s) will also include resume collection and direct send employers (often nationwide) participating in the OCI Recruiting Program.
- **Resume Collection** – For employers that are unable to interview students on-campus, but wish to receive application materials from students as a group, the Symplicity system will collect students’ materials and forward them as a group to the employer.
- **Direct Send** – For employers that are unable to interview students on-campus, but wish to receive application materials from students directly, the Office advertises employer information to students for direct submission.
- **Application Materials** – All materials pertaining to OCI, i.e., resume, writing sample, transcript, cover letter, references.
- **Session** – On Symplicity, the Recruiting Program is broken down into Sessions. Each OCI Session represents a specific category of employers during a particular time period, including Pittsburgh On-Campus (which also includes resume collection and direct send employers (often nationwide) participating in the OCI Recruiting Program), Washington, DC Interview Day, and Philadelphia Interview Day employers.
- **Bidding** – Bidding is a Symplicity term. It simply means that you are electronically applying to the employers that you are interested in interviewing with via Symplicity. Pitt Law does not limit the number of employers that students may apply to; hence there is no “formal” bidding process.
- **In-Office Interview** – An initial interview held at the employer’s office.
- **Call-Back Interview** – Following an initial interview, candidates may be requested to interview again. These interviews are referred to as call-back interviews and are generally held at the employer’s office.

## OCI RECRUITING PROGRAM CHECKLIST

### **Before Bidding for employers, do not forget to:**

- ✓ Send your resume to be reviewed by Career Services if you haven't already done so.
- ✓ Research participating OCI and Resume Collection employers through the "OCI" function of Symplicity beginning **July 15**.
- ✓ Confirm that your addresses and all other information are current under the "Profile" section, including your class year status.
- ✓ Upload your documents and bid for participating employers.
- ✓ Please bring a complete hard copy packet of application materials to the CSO by the end of the first week of school.

## FREQUENTLY ASKED QUESTIONS

### **Q...If I am not in the top of my class, how do I make the most of the OCI Recruiting Program?**

**A...**You should try to be flexible geographically and take advantage of the "Resume Collection" employers who request that the CSO collect resumes for them. Another type of employer is in our "Direct Send" program, where employers have asked that you personally send them your resume, cover letter, and any other required materials. Furthermore, don't rely solely upon the OCI Recruiting Program, even if you are in the top portion of the class. Apply to employers who have posted other positions in the Job Postings section. Meet with one of the CSO counselors to strategize and create your own self-directed search to identify opportunities that may not be advertised through the CSO. Identify Pitt Law alumni using, the Pitt Law Attorney Networking Directory, [Martindale Hubbell](#) online or on Lexis/Nexis or Westlaw) and try to set up informational meetings or interviews before returning to campus.

### **Q...Why might the system not allow me to bid for a participating employer?**

**A...**Usually because the employer did not request your class year. Since some employers only request certain class years, the system will only allow you to research and bid for employers that are requesting your class year. Please check your class year under the "Profile" section to ensure it is correct. Joint Degree students with either one or two summers remaining should set their class year as 2L.

Additionally, the system will not allow you to bid for any employer if you have not: (1) filled out all required information in the Personal Information, Academic Information and Privacy portions of the Profile; (2) uploaded and designated a default resume; or (3) uploaded all materials requested by the particular employer you are trying to bid on.

**Q...Does bidding for an employer obligate me to interview?**

**A...YES. *STUDENTS ARE REQUIRED TO ACCEPT ANY & ALL INTERVIEWS EXTENDED TO THEM BY AN EMPLOYER TO WHICH THEY HAVE APPLIED. INTERVIEWS MAY ONLY BE CANCELLED WITH CSO APPROVAL IN THE CASE OF AN EMERGENCY, OR IF THE STUDENT HAS FORMALLY ACCEPTED AN OFFER OF EMPLOYMENT.***

***THE FAILURE TO SCHEDULE OR CANCEL INTERVIEWS WITHOUT JUST CAUSE OR HAVING CSO APPROVAL IS IN DIRECT VIOLATION OF THE CSO POLICY ALL STUDENTS HAVE AFFIRMED WHEN REGISTERING WITH SYMPPLICITY. SUCH ACTIONS WILL RESULT IN THE FORFEITURE OF A FUTURE INTERVIEW AND REQUIRE A LETTER OF APOLOGY TO BE SENT TO EMPLOYER.***

**Q...What kind of writing sample should I send?**

**A...Your writing sample should be the best example of your legal analysis skills that you have. It can be a first-year writing assignment, something you did for an employer or professor, or your submission to the writing competition. The writing sample should demonstrate your ability to reason and work with cases (i.e. a letter to a client is not appropriate, and neither is an essay about history or philosophy). Even if you have to excerpt it, try to make it **5-10 pages**. If you use material you wrote for an employer, you must get permission to submit it as a writing sample and ALWAYS take out any identifying names, businesses, or facts.**

**Q...May I write cover letters?**

**A...YES.** If an employer requests a cover letter, you are required to submit an employer specific cover letter. Generic cover letters are unacceptable. Remember, your cover letter serves as your initial writing sample.

**Q...How do I include a cover letter(s) with my resume(s)?**

**A...You must first upload your cover letter in the Documents section. Be sure to label each cover letter accordingly to avoid confusion. Then, when bidding on individual employers, you will select the employer specific cover letters to be attached to your application. Please see Bidding For/Applying to OCI & Resume Collection Employers for further details.**

**Q...How and when will I know if I have been selected for interviews?**

**A...For OCI employers, you should check the Symplicity system as well as your Pitt Law email account to see if you have been selected for an interview. Throughout the Recruiting Program, students should be logging onto the Symplicity system at least once a day. "Resume Collection" and "Direct Send" employers will contact you directly to schedule an interview if you are selected.**

**Q...When an employer requests that a transcript be brought to the interview, does it need to be an "official" transcript?**

**A...Unless otherwise specified by the employer, copies of your unofficial transcript, as issued by the University Registrar, are suitable for on-campus and in-office interviews. Such transcripts may be obtained from the University Registrar's Office at Thackeray. "Unofficial & Self-Prepared Transcripts," used for uploading onto the Symplicity**

website, are for preliminary applications only. These transcripts are not for interview distribution. In the event an employer requests an Official transcript, these may be obtained from Thackeray Hall.

**Q...Is the Symplicity system secure?**

**A...**Yes. Among other forms of protection, Symplicity uses a secure data center to protect student information. To ensure your protection, please make sure you log out of Symplicity after each session. Do not share your password with anyone and we strongly encourage you to change your initial password that you received from Symplicity.

# Sample

**UNOFFICIAL & SELF-PREPARED TRANSCRIPT  
UNIVERSITY OF PITTSBURGH SCHOOL OF LAW**

# Sample

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

UNIVERSITY OF PITTSBURGH SCHOOL OF LAW Juris Doctor Expected, May 20__		
<b>Fall Term 200_-200_</b>		
Contracts	B+	4 credits
Legal Process	B	3 credits
Torts	B-	4 credits
Criminal Law	B-	3 credits
<b>Spring Term 200_-200_</b>		
Property	B+	4 credits
Civil Procedure	B+	3 credits
Criminal Procedure	B-	3 credits
Constitutional Law	B	4 credits
<b>Academic Year 200_-200_</b>		
Legal Analysis and Writing	A	4 credits
<b>CUMULATIVE LAW SCHOOL G.P.A.</b>	<b>._._</b>	

Under no circumstances should academic biographical data, grades, or honors be falsified, misrepresented or distorted.

Per Law School policy, students are not permitted to list or estimate a class rank.

All violations of this policy will be reported to the Associate Dean for Academic Affairs for immediate action.

**Jane Doe**  
Your Street  
Your Town, Your State 12345  
(123) 456-7890  
[youremail@pitt.edu](mailto:youremail@pitt.edu)

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(The heading of your list of references should be identical to the heading of your resume.)

**List of References**

**Reference #1** First/Last Name  
Title  
Employer  
Address of Employer  
Phone:  
e-mail:

**Reference # 2** First/Last Name  
Title  
Employer  
Address of Employer  
Phone:  
e-mail:

**Reference #3** First/Last Name  
Title  
Employer  
Address of Employer  
Phone:  
e-mail: