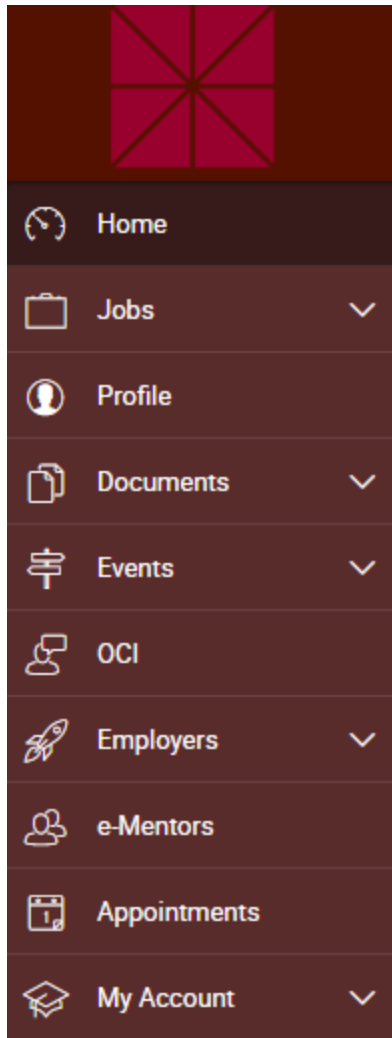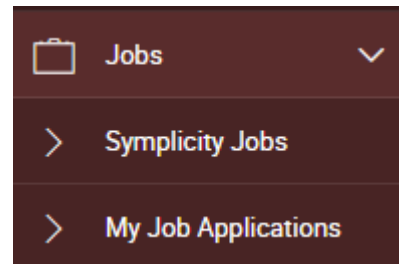# Reference Guide: Symplicity

Specifically:

- View active job postings by clicking on "Jobs" from the navigation bar.
- Explore the job list by using the search bar at the top. Find a specific job by entering the ID into the search bar.
- Mark a job as a "favorite" by clicking on the star icon on the right. View all favorite jobs under the "My Favorites" subtab.
- The system will prohibit you from applying if you do not have the appropriate materials uploaded from the "Documents" tab.
- Once you have applied, you can track your submissions under the "Applications" subtab. This will give you a running list of the employers to whom you have applied.

"Home" tab

Use this tab to keep updated on announcements, for useful links to handouts on interviewing and cover letters, and to find information on externships. Contact Professor Carolyn Larmore (larmore@chapman.edu) if you are interested in pursuing an externship.

"Jobs" tab

The "Jobs" tab maintains active job postings for law students and alumni. It is advantageous to apply for jobs on Symplicity because most of these employers are expressly recruiting Chapman University Fowler School of Law students and graduates, so you are a preferred applicant.

** IMPORTANT **

Because most of our job postings are set up to send your materials immediately to the employer via email, the "Withdraw Application" button (which can be found under the "Applications" subtab under the "Jobs" tab) will not remove the application from the employer's email inbox. However, the employer will receive an email indicating that you are requesting to withdraw your application, and it will allow you to reapply for that position.

"Profile" tab

Use this tab to update your experience or add a resume.

"Documents" tab

The "documents" tab houses all application materials (e.g., resumes, cover letters, writing sample, transcript) that you will use for any/all modules within Symplicity. If you do not upload your documents here, the system will not have anything to pull from.

- Upload application materials by clicking on the "Add New" button.
- Check that the document you upload corresponds with the "Document Type."
- Title your documents so that they are easily identifiable (e.g., "Firm XYZ Cover Letter").
- Upload your documents in Word or PDF; all documents will convert to PDF by default.
- Symplicity will store up to **100** total documents.

"Events" Tab

You can RSVP for all CSO events under this tab.

"OCI" tab

The "OCI" tab is a more complicated module within the system. This tab is explored in greater detail during our Fall and Spring OCI Orientations. * Note for our LL.M. students: There may be some opportunities for you under the "OCI" tab.

"Employers" tab

The "Employers" tab is a roster of all employers in the system. By clicking on an individual employer, you may view basic contact information, an employer description, and any current job postings.

"e-Mentors" tab

You can search for attorneys who have agreed to participate as an e-Mentor (i.e., you contact them via email to ask career-related questions, and they have agreed to respond).

"Appointments" tab

To schedule certain appointments with a CSO counselor, use this tab.

"My Account" Tab

Use this tab to update relevant contact information, including phone number, address, and email. To change your password, click the subtab "Password."

Helpful Tips and Notes:

- When you upload an unofficial transcript, it is advised that you download a version from my.chapman.edu and upload this version. Scanning and uploading official transcripts from the Registrar's Office is another option, but the quality is often poor, and employers may have a difficult time deciphering the contents.
- Keep in mind that the system will generate a header and footer on all resume packets (for OCI and certain "CSO Prescreening" job postings). As such, pay attention to your margins and verify that your cover letters and resumes do not generate a blank page when you upload and covert them. You can click on the "Preview" button within the "Documents" tab to verify that there are no additional blank pages.