# CAREER SERVICES MANAGER,
## *Powered by Symplicity*

# STUDENT AND ALUMNI
# INSTRUCTION MANUAL

# HOME TAB

Log in at https://law-hamline-csm.symplicity.com/students/ .

**Students**
For students, your login is your email address. Initially, we entered your Hamline email. If you have already logged into the system once and switched your email, it would be the new address you entered.

If you've forgotten your password, click on the "Forgot Password" tab, and a new password will automatically be generated and sent to your email on account. If you do not receive this, you may have your email wrong. Contact us if you have any questions (651-523-2470 or cso@hamline.edu). (The email will go to your address on file, which is your login, so if that's an old address and you're not hearing from us about the password, that's probably the problem!)

**Once You're Logged In**
Once in, toward the upper right, you should see your name.

On the left, you will see a section called "Announcements," which will include any information we need to highlight to the student body, and this will change periodically.

In the middle, you will see "Quick Links," which, as you become familiar with the system, will quickly help you get to places you prefer to go.

On the right, you will see the Calendar. This can integrate any personal events you wish to add with all Career Services events we enter. You may see several deadlines. These correspond to the deadlines set for our automated on-campus interview postings. Please just ignore if they don't pertain to you.

Below Quick Links, you'll see "Alerts," which are things you might need to do right away.

On the right, underneath the calendar, you will see a place to enter any feedback to us.

# PROFILE SECTION

**Personal Information Tab**
If you click on Profile on top, it will bring you to the Profile tab. Within that tab, the first screen is your "Personal Information." This section was populated with information from Hamline's main database. Symplicity Career Services Manager is a completely opt-in system, so we *do* allow you to choose a preferred email address (as opposed to other offices). It is up to you to keep it current by logging in and making and saving changes, as applicable or desired. If you do not keep it current, we will not be able to reach you. Any changes made to this system *do not* affect any other databases at Hamline, and keeping the system up-to-date is your responsibility.

Any demographic information logged in this section is used exclusively by the Career Services Office and is not seen by employers, with the exception of year in school which is implicitly revealed to employers if you are included in a resume book of all 1Ls or 2Ls, etc. (see below).

Please review the information in this section, make any additions or changes, and then hit "save changes" at the bottom of the page.

**Academic Information Tab**
Once you've proofed and updated all Personal Information, move to the "Academic Information" tab. Here, you should proof, edit, or add any information and again hit the "Save Changes" button when done. If the drop-down screens do not offer options applicable to you, please email us at cso@gw.hamline.edu, and we will try to add the option you request. (We can customize this system to a degree, but sometimes it's difficult to anticipate all of the possibilities.)

Here, Applicant Type refers to the type of job you're generally applying for. For example, if you are a 3L but are now looking for grad jobs, then your year in school would say 3L, but your applicant type might be Graduate 0-3 years.

Your Degree Level is the highest level of degree you've been awarded so far.

This information will be useful in case we want to reach all students interested in a certain area of practice, for example. We might do so if we needed to get an announcement about a program, reception, or job possibility to that group in particular. This will also be used in generating resume books so it is very important to pay attention to this (see below).

********** **Very Important – Privacy Tab** **********

**Emails from our office**
Once you're done with Academic Information, click on the "Privacy" tab. Here, you have two choices. The first is to receive all email communications from our office or through this system (meaning from employers through this system). We strongly suggest you keep this as "yes." If you check "no," be aware that you will not receive *any* group email announcements from the Career Services Office pertaining to events, deadlines, and more, and this is our primary means of communication. You will also not be able to participate in job notices or in on-campus interviewing.

**\*\*Permission Promote Your Resume to Employers\*\***
The second choice is for us to promote your resume to employers. This is up to you, **but be aware the default setting allows us to**! We do this through "Resume Books" and by also generating a batch of resumes. (This has nothing to do with OCI or applying electronically for specific jobs, so your choice will not affect your ability to apply through those avenues.)

Resume books are electronic "bundles" of students' or graduates' resumes we can prepare for employers and put in a password-protected library available for all employers approved for

this service to access at all times. (If you have more than one resume in the system, it will promote the one you have designated as your "default resume.") For example, we might make a resume book of all 2Ls looking for work, or all 3Ls looking, or all 3Ls looking for graduate work (so their applicant type would indicate grad even though they're a 3L). We might further customize these by practice area. For example, maybe we'll run a batch of all 2Ls interested in criminal law, or all grads looking for medical malpractice work. The "hits" to create these books would be generated based on the information each student/graduate filled out under Academic Information in the Profile section. Every time as student or graduate who has indicated an interest in having their resume promoted to employers updates his or her year in school, applicant type, interest area, or resume, changes are made to this library in real time.

The other way we promote your resume to employers, if you have authorized us to do so, is similar but more tailored to a particular employer's needs. We can run a batch on the spot. For example, if someone calls and wants to know all 2Ls looking for jobs and interested specifically in family law, we could run a search for "hits."  Then, the resume of each person who opted to be included in resume books would become part of the bundle, which we would immediately be emailed to the employer.

These functions both mean that within a few moments of contacting us or after logging into our site, employers could have leads on interested candidates. They might choose to also post their job openings, but at least this would be an option.

Since these resume books are available to any employer who asks for one, do NOT choose to be included if you are NOT currently seeking a job. (Remember, you can log in and change this at a moment's notice when you are.)  You also might want to think twice (particularly if you're a grad.) if you are currently employed and your employer does not know you're looking for a job! Since you've given carte blanche to be included, you don't know each time your resume is viewed or to whom – it could be to your current employer if that's who is looking! Also exercise caution if you have privacy concerns. While your resume is not available to the general public without a password, we are not in a position to absolutely verify the character or authenticity of each employer who registers with us (which is also true of all jobs in our job bank). You have more control when you know to whom you are sending your resume. That said, we do not anticipate any problems and will do our best to verify that each person/entity requesting a book or access to our system is a legitimate employer in terms of having an established business, phone number, verified business address, etc. (Please contact us if you have concerns about any particular employer.) We believe this will be a great tool for both students and employers!

To help ensure the resume books only include active job seekers, we have also enabled a "soft block" feature. This means that if you have not logged into Symplicity Career Services Manager for 15 days, you will not be included in any resume books until the next time you log in (at which time you're automatically included again, unless you then decide opt out then under the Privacy tab). If you're actively job seeking, we assume you will be in the system looking at postings almost daily, so this should not be a problem.

**If you do NOT want us to promote your default resume to employers through these means, be sure to click "no" in this section. The default ALLOWS us to promote your resume.**

**Employment**
The next tab is called "Employment." Here, you'll see a list of all of your workplaces (as reported by you.) To populate this section (since nothing will be in here to begin with), hit the "Add new" button and enter the relevant information. It is **very** helpful if you do this because it helps us understand where our students are working, and it enables us to find people who might have information about any given employer. No one will ever see this data except you (the individual) and the Career Services staff. If you do choose to enter this data, you will be prompted to pick an employer from our database. If an employer is not yet in this system (which is likely at this point, since we're just starting to build this new system), you will add it. To search and see if it's already in there, go to the three drop-down menus next to the "Employer" field. You can go to the middle menu and choose the first letter of the employer name, or you can go to the last menu and type in part of the employer's name. Then, hit "go." The search will be generated, and "hits" will appear in the first drop-down menu (click to see options drop down). If you see your employer there, click on it. If not, you will need to add the employer below.

Please fill out as many fields as possible, as the more information we have, the better informed we are, and therefore the better we can serve our constituents (including you). Again, this information is used by the Career Services Office only, but it helps us compile data in the aggregate or anonymously, and enables us to facilitate networking among students and with employers (for example, before calling on an employer we will know whether they've hired our students before, etc.).

When done entering a new employer, hit "submit" at the bottom to save and submit your changes. The CSO will then be automatically notified that a new entry has been added, and we will generate it into our system. Once your entry is complete, you will be able to come back to this tab, see the placement listed, and click the "edit evaluation" tab on the right. That will bring you to a screen in which you may enter evaluative information about the experience. As always in this system, when you're done entering information on a screen, hit "submit" to save and submit the changes. Again, this information comes to us (not the employer), and it is useful as background for us in future counseling, marketing, and more.

At certain times of year, there will be a "Graduate Employment Survey" tab. This is a survey required for graduation, and you will be notified when it is time for you to fill it out. You need not worry about it in the meantime. (And it may not always be visible.)

**Change Password**
Another tab under this Profile section will be "Change Password." Here, you can change your password to something easier to remember than your first, system-generated, password. Once you're done, hit the "change" button to update.

**Activity Summary**

To the right of "Change Password" is a tab called "Activity Summary." This will track all important clicks made within your record, for your reference. For example, did you apply for a job, RSVP for an event, create a new placement, change or update the profile, etc. You can search this through "filters" at the top.

## DOCUMENTS TAB

**Approval Required**
Next, from the home page, click on the Documents tab. After clicking, you will come to a screen with two tabs, "Approved Documents," and "Pending Documents." You should upload your resume into this system. **You will not be able to apply for jobs until at least one version of a resume has been "approved" by a member of the Career Services staff.** Approval is not a guarantee that the document is error-free or perfect. Generally, approval means you have submitted a resume for review and have received feedback by email on suggested improvements. Once you've run an original resume by us, you may upload other resumes without needing approval (although we encourage you to run all documents by us at cso@gw.hamline.edu for optional feedback.) Until your resume has been approved, it can be found under the tab "Pending Documents." (A message automatically goes to the Career Services Office requesting review.) Once it has been reviewed, it will appear under "Approved Documents." As long as you always have one approved resume in the system, subsequently entered documents will not require approval. If you delete the original and start over, however, you will have to wait for the resume to be approved before you can use it to apply for jobs. Follow the same procedure for all documents you'd like to upload.

**To Add New Documents**
To upload new documents, click "Add New." After clicking, you will label the document. Use a label appropriate for others to see (Resume, Resume II, etc.). Then, click the type of document from the buttons below. It is very important that you click the right category. Otherwise, the wrong document may be forwarded to an employer through a resume book. (For example, if you accidentally upload your writing sample as a resume, the employer will get the writing sample when meaning to get the resume.) Then, below, hit "browse" to search your computer for the document. Once you click the document, click the "submit" box, and Symplicity Career Services Manager will convert it to a pdf file in real time. Once the conversion is complete, the document will appear under the Pending tab while awaiting approval (an automatic notice requesting approval is sent to the CSO), or in the Approved Tab if approval is not required. *Approvals ordinarily will be made by Friday of the week documents are submitted.* You will know it has been approved because it will move into the Approved Documents section, and you will also get an email from the CSO staff member who reviewed the document, with comments or suggested changes. While you may need to slightly tweak your resume employer-to-employer, we recommend you start now by getting "approval" and uploading a resume now so it's ready when you want to start applying for jobs.

**Default is Promoted to Employers**
You will probably want to make one of your most general resumes your "default" resume. To do so, go to your "Approved Documents" list, and click the "make default" button on the right. (The "make default" button will only appear if you have more than one resume; otherwise the one resume will automatically be considered the default.) This default is the resume that will appear in resume packets and books distributed to employers (as long as you have opted in to this feature under your Profile and Privacy). (Note that you cannot make a default cover letter, as every cover letter should be tailored to a particular employer.)

**To Modify Documents**
If you would like to modify an existing document, you may click on the blank document icon in the Approved Documents tab View column, make changes, save them to your desktop or the like, and then re-upload. Then go back and delete the original in Symplicity. This way, you can easily make changes right then without searching for the document on the computer (or if you're away from the original, you can always use this feature to access your document and edit, which you cannot do from the pdf version).

After documents have been uploaded and converted, you should also click on the document icon with red on it under the View column to see the pdf version. This is the version that will be forwarded to employers. Make sure your document converted properly. If not, you will need to make edits and upload again. If you do not have 1" margins on your resume, for example, it may not convert to pdf properly. Some fonts to do not convert properly. (If, after making edits, you still cannot maintain the format you would like, consider converting your resume to pdf through other means and then upload the pdf to this system.)

**Deleting Documents**
If you change your mind and want to remove a document from this tab at any time, simply find it in the Approved or Pending Documents tab, and click the "delete" button. If you remove *all* resumes, the cycle of requiring approval will begin anew. If you don't want to be held up waiting for our approval, keep one resume in the system at all times, upload a new one, and *then* delete the old.

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**JOBS**

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You will find our job bank under the "Jobs" tab across the top of the page.

**Narrow-Down Options**
Click to get into the Hamline Career Services Jobs, and you should come to a "Jobs" tab main screen. In the upper left you will see a box with filter drop-downs, which will enable you to narrow down your search or sort results to match your preferences. For example, under "Position Type," you will see Student Year-Round, Student Summer Only, etc. You may also search by key word. Once you've narrowed it to your liking, click "search" to pull up "hits."

**To View a Specific Posting**
You may view the list, and under the Title column, click on the job title to be taken to the full description. If you want to print, click the "print" box on the bottom of the screen.

**To Apply**
On the right, you'll notice an "Application Status" bar. An "*" will appear next to each button required to apply for the job. If the employer allows you to apply online, you will go through the steps to select the appropriate document(s). (First upload them into "Documents" – see above, and then they will appear as choices here.) Once you're ready to apply, hit the "submit" button, and the documents will either be sent electronically to the employer at that moment, or will be sent to a "holding file" for the employer to view periodically or at the end of the application period (as the employer prefers – they designate this with us and you don't need to worry about it).

If the employer wants hard copies, the instructions will tell you how/what/where to send materials.

**Record of Applications**
To go back to the jobs list, click the "back" button in the upper left. At the jobs list, you will see a column indicating if you have applied for any of the jobs.

**Favorites**
On the main jobs page, the next tab you see is "Favorites." If you haven't selected any jobs, none will appear. If you wish to select favorites, go back to the jobs, and you'll see the far right column for each job is "add to favorites." Click that button to "flag" any favorite jobs. Once you've clicked them, they will appear under the "Favorites" tab. (You might use this if you're searching but need to come back later to apply. This will act as a bookmark for you.)

**Advanced Search**
The next tab is "Advanced Search." If you click here, you will have the ability to run an advanced, comprehensive search of the job bank.

The first drop-down you see is called "Search Agent," which is essentially a saved search (to save you the time of narrowing down to your favorite fields each time you log in). Once you've saved search parameters and pull this saved search up from this drop-down, it will prepopulate the fields with the previously selected criteria. If you want to set up a new search, in the "Save as" box, label your new search (by date or by other identifying characteristic meaningful to you), and then set up the job search parameters below. If you'd ever like to select multiple fields, such as "position types" or "locations," hold down the control button as you click. Once you've set up all preferred parameters, hit the "submit" button to run your advanced search.

If, under "Search Results," you see "no records found," you may have been too specific with your search parameters and may want to run a broader search. Go back to the "Advanced Search" tab and see what happens if you widen your search parameters.

**Search Agents**
After you've run and saved searches under Advanced Search, when you go to the "Search Agents" tab you'll see your searches. On the right, you will have several options: Schedule, Edit, Run, and Delete. By clicking on the desired button, you may either schedule your search to run itself on a periodic basis, edit the search, run it again at that moment by clicking the button, or delete it entirely. If you choose "Schedule," you will choose how often you'd like the system to email you with a list of jobs meeting the search parameters. For example, in the "period" box you choose if you want a matter of days, weeks, or months. In the "multiples" box you choose every "1" day, "2" days, etc. We highly recommend you visit the job database or set up your parameters in terms of days (hours would be nice) if you hope to be competitive! Hit "submit" to save and submit your preferences. **Do not rely on these auto-searches in case of a glitch**, but use them as a reminder tool if helpful.

**Applications**
At the top next to Search Agents is an "Applications" tab. Under this tab, you can track all job bank positions for which you've applied. At any time, you may hit the "withdraw application" button to have your application removed. Know that this is nice in theory, but in reality this must be exercised very quickly or your materials may already have been reviewed by the employer (in which case you'd want to call to withdraw). It's a better practice to exercise patience when clicking buttons and proof carefully *before* applying!

**Search Results**
The final tab shows results of any searches run.

## EMPLOYERS TAB

The next tab across the top of the page is "Employers." In this section, you can see employers who have posted with us or in our database. This is merely a quick reference point for you, to enable you to research various employers. Note that you can list some as your "favorites" if that helps you keep track of them. You do not apply to the employers through this tab (do that through the job bank or OCI, depending on the circumstances). At this stage, most employers have not filled out the profile information tied to their account. Therefore, if you try to run a search by "Type" or "Practice Area" you will not get accurate or complete results. Over time, this function will become more useful as the system becomes populated with our contacts and as we have a chance to "clean up" duplicate employers transferred in from our old system.

## OCI TAB

This section is available only to students and pertains to on-campus interviewing (OCI). For fall OCI, you must have attended one of the mandatory training sessions to learn more about this module. If other employers come to campus over the course of the year, further training will be provided at that time.

**EVENTS TAB**

Under the Events tab, you will see all Workshops put on by the Career Services Office. When you click on the date, you will get even more information on each event. You can click on the "RSVP" to indicate that you will be attending. A message will go to the Career Services Office, and back on the main Events page, a green check will appear in the RSVP column. If you change your mind, you can always cancel by hitting the "Cancel RSVP" button.

Please note that if we do not have enough RSVP's at least two weeks prior to any program, it is subject to cancellation. Conversely, if you RSVP but then do not show, you will be ineligible for any door prizes or other such giveaways at future programs. This is to make the most efficient use of our time and resources and to ensure we are most professionally engaging speakers.

**CALENDAR TAB**

The last tab is the Calendar tab. Here, you can see all events in your recruiting calendar, including any on-campus interviews, workshops, and any personal events you or the CSO have added unique to you. For convenience, you may click on any workshop title and RSVP from this tab, just as you could through the Events tab.

At the top, you'll see you can toggle to your preferred view(s) of the calendar. You can add events from the "Day" view. Click on the desired time, and enter the data. Click "save" and you can do so with an email reminder, which will generate an email to you the day before. These personal events are only visible to you (and to the CSO staff if we go into your account and calendar). The CSO staff may also add reminders or entries in your calendar (for example, if you have an appointment with us or a mock interview, or if you need to check back in with us on something). You can click on the event to edit, and then hit "submit" again.