

Symplicity Employer Manual

Updated July 2009

Your Account

We have already set you up with an account in Symplicity. Each contact person within your organization may set up a separate account and all information pertaining to the employer (employer profile, job postings, applications, etc.) will be accessible by all contacts with the same (requested and granted) access. Please note, however, that each contact must have a distinct email address. Therefore, general office email addresses (such as “recruiting@lawfirm.com”) cannot be used for more than one person.

If You Have Forgotten Your Password

If you set up an account but cannot recall your password, you may request an email reminder at: <https://law-hamline-csm.symplicity.com/employers/>. You will need to know the username (email) connected to your account. If you’re not sure or want a more immediate response, please contact us at 651-523-2470 or csso@hamline.edu, and we will be happy to assist you.

Symplicity Overview

Home

You will see several tabs across the top of the home screen. Those in bold are the ones to which you were granted access according to your original registration request. If you would like to expand your access, please send a request to csso@hamline.edu. You will also see quick links to certain pages from the middle of the screen and any current alerts at the bottom of the page.

Account

From the account tab you have the option to fill out “Personal Profile” information specific to you as a contact for your organization.

Disregard the “Invoices” tab, as Hamline does not use this feature.

Use the “Password/Preferences” tab to change your password to something easier to remember, if you wish.

The “Activity Summary” is a way for you to track activity through this system, such as emails sent/received, profile changes, jobs posted, etc.

The “Document Library” houses documents and resources that we have made available to you. In it you will always find electronic copies of the instructions manual as well as driving directions and a campus map.

Profile

Under “Who We Are,” “Key Statistics,” “Company Culture,” and “Logo” you may fill in information related to your organization which will be accessible to students and alumni. If you have gone through this step at one school you may simply choose the “Auto Fill” tab to import that data to our (Hamline’s) system. This information is not required or vital but is helpful if you have time to fill it out. (Students will rely mainly on your web site and/or NALP profiles when researching you.)

To Post a Job

To post a job in our year-round job bank (as opposed to recruiting through On-Campus Interviewing – for that see below) from the “Jobs” tab choose “Job Postings.” At the top of the page you will see various policies and instructions you’ll want to review, and when finished you may scroll down to enter a job by clicking “Add New.”

The Posting Form, Step-by-Step

If you have posted with us in the past, you will have the option to pull up your old posting and edit or repost it. If you choose “Copy Existing,” the page will refresh with the information from that job. Please edit whatever needs to be updated or changed (deleting “(copy)” from the job title, for example) and click “Submit” at the bottom of the form.

If you are adding a new position, you will first choose the “Position Type.” This indicates to the applicant what level of expertise you require and whether your position is year-round, project-based, or seasonal, as well as whether it begins immediately or on a pre-determined date in the future.

You next have the option to create a blind posting. Selecting “yes” in this field will hide all identifying information about your firm or organization.

Then, list the job title and a description of the job.

Next, choose to receive materials in one of three ways: via email, by accumulating online, or “other.” If you choose email, you will receive an email from Symplicity each time someone applies. This email will contain pdf files of their application materials. If you choose to accumulate online, the application materials will be transferred into your online account as each person applies and you may look at them any time by logging into the system. If you choose “Other,” a “How to Apply” text box will appear and you may direct applicants to mail or fax applications directly to you. We can also gather materials and forward them to you (as you specify), if you wish.

Note: If you choose to receive applications via email or accumulate online, you may still choose “Other” to make the “How to Apply” field appear if you would like to give applicants more specific application directions.

Next, click which documents you require in addition to a resume. If you have any special requests regarding these documents, or if you want to receive documents that are not listed, choose “Other” and enter more information in the “Requested Documents Notes” box.

If you have selected any additional documents, another row, “Documents Required,” will appear. This additional field lets you specify which of the requested documents are required versus optional. (For example, if you are requesting a resume, cover letter and transcript but only requiring the first two, then in “Additional Documents” you would select Cover Letter and Transcript, but in “Documents Required” you would only select Cover Letter.)

You will then have the option to “display contact information to students.” This is recommended so students may know to whom to address cover letters or if a business address is needed to submit materials. If you click this box, your contact information will automatically be entered from your profile but you can edit the information by making changes within this box. If you are posting a Blind Ad, do not check this box.

Next, please enter the dates upon which you would like your opening posted (“Posting Date”) and removed (“Expiration Date”) from the job bank.

Under “Class Level,” please indicate what level of education you are seeking. You may choose multiple fields by holding down the “control” key as you click.

Choose one or more “Practice Area(s)” from the next field. You may select multiple areas by holding down the “control” key as you click.

If you wish, you may choose a salary range for the position.

The “Attachments” field allows you to upload any documents you may have that pertain to this listing. The main purpose of this is to provide specific application forms.

Specify a job location if this position is located somewhere other than the main branch of your office.

“Compensation Type” allows you to disclose your company’s payment cycle.

“Compensation Details” is the field in which you can specify an exact salary range for this position if the options in the “Salary Range” field did not apply.

Once you're done, click "submit." The Career Services Office will then be notified of your submission and within one business day will review your posting and "approve" it or otherwise contact you for follow-up.

Please note that if you return to this job posting form to edit or update the information, the job posting will again need to be approved by Career Services Office staff.

To View and Print Applications

If you opt to have applications "accumulate online," you can review them at any time by logging into the system, going to the "Jobs" tab across the top of the page, and choosing the "Student Resumes" folder. A grid of all applicants will appear. Under the "Documents" column, you may click on the small document icons to read and/or print them one-by-one. If you prefer to view or print several applicants' materials at once, simply click in the box to the left of each applicant's name until you have selected as many as you'd like (or click the + symbol at the top of the left column to select all), and then choose "Generate Book" from the "Batch Options" immediately above the grid. This will trigger a request for the system to bundle all of the selected materials into one pdf document. Name the book using the title of the position and choose which documents you would like to have included. You may also choose how you would like the Table of Contents to be printed as well as the maximum page amount for each book. (Be aware that if you are bundling applications that contain writing samples, the books will be long and may take longer for the system to generate.) You will receive an email when this bundle is ready (a matter of minutes), and you can then view the bundle under "Jobs" and then "Publication Requests"; it will appear as a "pending" request until that time.

To Manage or Communicate With Applicants Through the System

If you have applications "accumulate online," you can not only print them en masse or view them at any time in "real" time, you can also transfer the grid into Excel format by clicking the small box to the left of the name of each applicant you'd like imported to Excel (or by clicking the + symbol at the top of the left column to select all). Then click "Save as Excel" from "Batch Options" and either open or save the document that is generated.

Since materials will accumulate in "real time" throughout your posting period, you may want to keep track of which you have reviewed and which are new if you log in periodically throughout the period. You can do so by selecting "Invite for Interview" "Do Not Invite for Interview" or "Waitlist" from the "Status" column's drop-down box at the far right on the grid. You can change this at any time; it is simply for your reference.

If you would like to email one or all of the applicants, you may do so by selecting those to whom you would like to send the email by clicking the small box to the left of their name (or by clicking the + icon at the top of the column to select all) and then clicking the "Mail to Checked" box immediately above the grid. This will take you to a "mail wizard" screen. Simply fill in the blanks. If you'd like to add an attachment, you can do so by clicking the "Add item" box toward the bottom of the screen. You may also

personalize the message by using the “Available Fields” list on the right side of the mail wizard screen. Using [fullname] or [fname], the wizard will act as a mail merge and customize the message for each recipient by inserting their full name or first name (respectively). (The applicants will not see who else has received this message.) When you’ve finished filling out the template, click the “Next” box in the lower right. You will be taken to a second screen that will allow you to proof the recipient list to ensure it is accurate. If you’d like to cancel the email entirely, click “Cancel” in the lower left. When you’re ready to send, click the “send” button in the lower right, and your message will be delivered. You can track this correspondence in your “Activity Summary” under the “Account” tab.

Utilizing Resume Books

If you have requested and been granted access to “Resume Books,” this tab will be in bold and appear next to “Jobs” across the top of your page. (If you do not have but would like to add this access, send a request to cso@hamline.edu.) It takes you to a virtual library containing resume books, or lists of students or graduates, grouped by certain defined criteria, interested in receiving communication from bona fide employers about job or volunteer opportunities. These books are updated in “real time” as students choose to be included. Simply choose which of the several listed resume “books” (by category of applicant) you would like to view, click the “Name” of that book to open it, and you will see a grid of all applicants and their materials and self-reported information. You may sort this list by using the filters above the grid (Practice Area, Year in School, Applicant Type which may differ from year in school if students are part-time or if they are seeking post-graduate employment as 3Ls, for example, or by Keywords, or Resume Text Search).

You may view materials one-by-one or generate one or more pdf bundles containing multiple applicants’ materials by following the instructions in the “To View and Print Applications” section above. Likewise, you may create an Excel spreadsheet or email applicants by following the directions in the “To Manage or Communicate With Applicants Through the System” section above.

Please note that utilizing the contact information contained in these books for any reason other than filling a legitimate legally-related volunteer or employment opportunity is forbidden. Any abuse of this service will result in, at a minimum, termination of account privileges.

On-Campus Interviewing (“OCI”)

Requesting a Schedule

After clicking the OCI tab on the home page, click on the last tab on the right: “Schedule Requests.” Then click the “Request On-Campus Interviews” box, and you will be taken to a sign-up screen.

From the drop-down box you will choose the session that corresponds to your desired interview date or season. (“Fall 20—“ will automatically appear as the

default session each year.) General information about this session will appear in a box on the right. If you are hiring for multiple positions (summer associates and associates, for example), you should fill out one schedule request for each position.

Steps to Request a Schedule:

Mode:

1: Select which mode you would like for this schedule. Interview is the most common for On-Campus Interview recruiting, but some firms may choose Resume Collect. (If you selected "Resume Collect," proceed to the "Details" section below.)

Days:

2: Fill out the number of days required for interviewing for each position (1 is most common). Next, select your preferred date(s). If possible, also select an alternate date from the next list.

3: If there are any special needs for your schedule, please include those in the Scheduling Notes section. This will help us best accommodate your firm's needs when reserving a room/day.

Scheduling:

4: Please select the interview length. Interviews can be 20, 30, 45 or 60 minutes. If you need a different length of time for interviews, please call Stachia Ullmann at 651-523-2734 or email sullmann01@hamline.edu.

5: Select the number of rooms you wish to use for the day of interviewing. Usually only one room is necessary, but some firms have a dual-interview process, in which case two rooms are needed.

6: Time span: This is where you select the time of day you wish to come on campus to conduct interviews. There are options for morning, afternoon or all-day schedules.

Details:

7: Please include a position description of the particular job for which students will be interviewed. This will help students best match their abilities and availability with what your firm needs. All you'll really need to include is clarification for whether the position is Summer Associate, summer law clerk, post-graduation law clerk, etc.

8: Select which class you'd like to interview.

9: Additional Document Types: This is where you can clarify which application documents you'd like students to submit in the initial bidding process. Resumes

are automatically required, so please add any other documents you wish you receive.

10: If you are requesting to receive “other” documents, please give details and specific requirements in the “Additional Requests” box. Specify length of writing sample, number of references, number of letters of recommendation, etc.

11: Hiring Criteria: This is where you can specify which applicants you are looking for: top percentage of class, GPA minimum, co-curricular involvements (Moot Court, Law Review, Journal, clinics, etc.).

Click “Submit” and a request will go to the Career Services Office staff. Once your schedule has been approved and scheduled, it will appear under “Confirmed Schedules” within the “OCI” tab. You may review the information here at any time. If you need to make any changes to your schedule once it has been approved, contact Stachia at sullmann01@hamline.edu or 651-523-2734.

Managing Your Applicants and Interview Schedule for Fall: Reviewing Application Materials

You can view applicants for your position(s) by logging in and going to the “Applicants/Waitlist” tab under “OCI.” Application materials will not be available until the bidding period closes for that particular session. Once available, application materials will be listed under the “Documents” column and you may click on the icons to read and/or print them one-by-one. If you prefer to view or print several applicants’ materials at once, simply click the box to the left of each applicant’s name until you have selected as many as you’d like (or click the + symbol at the top of the left column to select all), and then choose “Generate Resume/Applicant Packet” from the “Batch Options” row immediately above the grid. This will trigger a request for the system to bundle all of the selected materials into one pdf document. Name the book using the title of the position or schedule and choose which documents you would like to have included in the packet. You may also choose how you would like the Table of Contents to be printed as well as the maximum page amount for each book. (Be aware that if you are bundling applications that contain writing samples, the books will be long and may take longer for the system to generate.) You will receive an email when this bundle is ready (a matter of minutes), and you can then view it under “OCI” and then “Resume/Schedule Packets”; it will appear as a pending request until that time.

To Manage or Communicate With Applicants

If you would like to email one or all of the applicants, you may do so by selecting those to whom you would like to send the email by clicking the small box to the left of their name (or by clicking the + icon at the top of the column to select all) and then clicking the “Mail to Checked” box immediately above the grid. This will take you to a “mail wizard” screen. Simply fill in the blanks. If you’d like to add an attachment, you can do so by clicking the “Add item” box toward the

bottom of the screen. You may also personalize the message by using the “Available Fields” list on the right side of the mail wizard screen. Using [fullname] or [fname], the wizard will act as a mail merge and customize the message for each recipient by inserting their full name or first name (respectively). (The students will not see who else has received this message.) When you’ve finished filling out the template, click the “Next” box in the lower right. You will be taken to a second screen that will allow you to proof the recipient list to ensure it is accurate. If you’d like to cancel the email entirely, click “Cancel” in the lower left. When you’re ready to send, click the “send” button in the lower right, and your message will be delivered. You can track this correspondence in your “Activity Summary” under the “Account” tab.

Inviting Students to Interview

At the bidding deadline, you will be able to invite students to interview from the “Applicants/Waitlist” tab under “OCI”. You may change students’ status one at a time or by using batch options. Please be aware that if you invite students one at a time, the page will refresh after each selection is made. To make your selections all at once by using Batch Options, click on the box to the left of each student you wish to interview, then select “Selected to Interview” from the “Change Status To” menu in the “Batch Options” row at the top of the list. For the students you do not wish to interview, please follow this same procedure and select “Not Selected” from the “Change Status To” menu. If you wish to have alternates, leave their status as “Pending” until you have decided whether to interview those students. If you have made your final decision, please do not leave any student’s status as “Pending.” Students check their status incessantly after the bidding deadline and they’d rather know they were declined than have the status remain “pending” through the entire OCI season. Once you have made your selections and changed all students’ invitation status, you can either email those selected for interviews or request that Career Services staff send the notice. Alerting students will expedite the process and move it along for all of us involved (therefore helping us avoid bumps and hold-ups along the way!).

On the top-right corner of the “Applicant/Waitlist” screen, you will see “Invited Students.” The first number listed is how many students you have selected to interview. The second number is the total slots available. If you need to add or subtract interview slots, please let Stachia know at sullmann01@hamline.edu *before* you notify students they have been selected in order to avoid gaps in your schedule or to ensure that all students are able to sign up for a time. **BE AWARE THAT THE STUDENTS’ ACCOUNTS ARE IMMEDIATELY UPDATED TO REFLECT YOUR SELECTIONS; click with caution!** If you inadvertently choose the wrong button, you may change it immediately, and if the student took no action (i.e., did not notice the selection and sign up for an interview) in the meantime you will be able to make this change. If time has elapsed, please contact us.

Viewing the Interview Schedule

Once a student's account shows he or she has been selected for an interview, the student will be prompted to accept and choose a time. Until the student accepts, you will find that student's information/materials in the "Applicants/Waitlist" tab. Once the student has accepted, the materials will move to the "Interviews" folder under the "OCI" tab. When the schedule is full, you can choose to create an interview schedule by going to the "Interviews" folder under the "OCI" tab. Click the + symbol at the top of the left column to select all interviews and then choose "Save as Excel." This will batch all of the students who have signed up for an interview into one list. From here, you can sort by any field in the spreadsheet.

To create a resume packet that includes an interview schedule grid, go to "Confirmed Schedules" under the OCI tab. Be sure that the proper session is selected from the session drop-down menu. Click the box next to the schedule for which you would like the interview grid and resume packet to be generated, then click "Generate Resume/Applicant Packet." Enter a name for the packet and make your selections in the rest of the fields. Be sure to select all the documents you would like included in the packet from each applicant. Select the generation option for the Table of Contents for the packet as well as the maximum page number (if the pdf file is large, this is the maximum number of pages that each pdf document will contain and the packet will be broken up into multiple documents). When the packet has been generated, you will receive an email. The packet will be found under the "Resume/Schedule Packets" tab.

If you would like to create a Resume/Applicant packet for the students being interviewed, follow the instructions under the "Reviewing Application Materials" section above on page 7.

Communicating with Candidates

We encourage you to please notify the students you have selected to interview and to also notify those you wish to reject. If you would like to email one or all of the applicants, you may do so by selecting those to whom you would like to send the email by clicking the small box to the left of their name (or by clicking the + icon at the top of the column to select all) and then clicking the "Mail to Checked" box in the "Batch Options" row. This will take you to a "mail wizard" screen. Simply fill in the blanks. If you'd like to add an attachment, you can do so by clicking the "Add item" box toward the bottom of the screen. You may also personalize the message by using the "Available Fields" list on the right side of the mail wizard screen. Using [fullname] or [fname], the wizard will act as a mail merge and customize the message for each recipient by inserting their full name or first name (respectively). (The students will not see who else has received this message.) When you've finished filling out the template, click the "Next" box in the lower right. You will be taken to a second screen that will allow you to proof the recipient list to ensure it is accurate. If you'd like to cancel the email entirely, click "Cancel" in the lower left. When you're ready to

send, click the “send” button in the lower right, and your message will be delivered. You can track this correspondence in your “Activity Summary” under the “Account” tab.

Please do not hesitate to contact Stachia at sullmann01@hamline.edu or 651-523-2734 if you have any questions!