

How to Use Symplicity for Job and Internship Searches

Simplicity is a nationally-used web-based job bank and recruitment system that is a useful tool for job and internship searches. The following steps step will help you navigate the system:

Step 1. LOG IN. To log on type the following link into your web browser: <https://law-vermont-csm.symplicity.com/students>. Alternately, you can log on from VLS's home page or IT's home page by clicking on **Career Services**, then **Resources**, then **Symplicity Online Job Postings** then **Access Symplicity**.

From there you will be asked for your **user name** and **password**. Your user name is your Vermont Law School email address, and your password has already been provided for you via email. If you've lost or forgotten your password, contact Shelly Parker at sparker@vermontlaw.edu.

Once you log on you must create your profile.

Step 2. CREATE YOUR PROFILE. Once you log on to Simplicity you will be at the home page. To create your profile select the **Profile** tab at the top of the page next to the Home tab. Clicking on the profile tab will enable you to see the following tabs: *Personal Information, Academic Information, Privacy, Employment, Password/Preferences, and Activity Summary*. These tabs will guide you through the process of creating your profile. Red asterisks indicate required fields that you must fill out in order to complete your profile.

Personal Information. Fill in as much information under this tab as possible, keeping in mind you have to fill out required fields. Then move on to the next section by choosing **Save Changes and Continue**. You will have the option of changing your default email address at this time. If you do change your email address you will receive a confirmation email at your new address. You must reply to that email before you can log on to Simplicity again. When you log on to Simplicity again you will need to use your new email address as your username. You can change your password later in the profile creation process (see **Password/Preferences** tab).

Academic Information. Once you click on this tab make sure the 'Year in School' and 'Graduation Date' fields are accurate. Use the drop-down menus to select your answers. You must also choose one or more areas of law that are of interest to you under the 'Practice Area' drop down menu. Select the 'Ctrl' key to click on more than one choice. You can choose a maximum of four practice areas of interest. Then move on to the next section by choosing **Save Changes and Continue**.

Privacy. Once you click on this tab make sure to choose **yes** in order to receive emails from the Career Center. Also, choose **no** under the 'Promote my resume to Employers' field. We do not use this feature. Then move on to the next section by choosing **Save Changes and Continue**.

Employment. By clicking on this tab you can add information about any summer or academic-year positions you have held. Conversely, you can also use this tab to find out if anything has been written about any prospective internship or employment opportunities that you may be considering. Then move on to the next section by choosing **Save Changes and Continue**.

Password/Preferences. This tab may be used to change your password. Select the **Save** button once you have made the change. Consequently, next time you log on you must use your new password.

Activity Summary. This tab provides you with a list of all the actions you have taken on the Simplicity site.

Step 3. UPLOAD DOCUMENTS. The documents tab allows you to upload all of your application materials you could potentially want. Once you click on the **Documents** tab select **Add New** and then choose which type of document you want to upload. Choices include: *resume, cover letters, unofficial transcript, writing samples, and other documents.* Click on the **Browse** tab to upload and then create a name for the document in the **Label** field. Be sure to choose a label you can easily identify such as “Law Firm Resume.” Once you choose a label, you can then hit the **Submit** tab. The system will create a pdf version of your documents and display them in a list on the main page of the tab. These pdf versions can be sent to employers. If you make another version of a document you can upload the new version and then delete the old one.

You can upload multiple versions of your resume but only one can be your “default” resume. You can change your default resume at any time by clicking on the **Make Default** button in the **Options** column of the document list.

To upload your transcript you can scan the transcript and upload the document as described above. You may also copy and paste your transcript into a word document and proceed as above.

Step 4. VIEW JOB AND INTERNSHIP POSTINGS. You can view job and internship postings once you create your profile. To view jobs and internships click on the **Job and Resume Collection** tab. Make sure that the **Jobs** tab in the lower menu is highlighted. Scroll down and all the most recent job and internship postings will be there for you to view. You can narrow the list by entering search criteria in the shaded box and clicking the **Search** button. You can also enter an organization name or city in the **Keywords** box. It is not recommended that you search by practice area, since many employers do not have this information entered on their profile and a complete listing may not be returned.

You can review specific job posting details under the **Job Title** column for each position. On the left of the next page you will see information on the job including title, description, location, position type, desired class levels, and compensation details. On the right-hand side of the page you will see information on **How to Apply**. Listed below that are **requested documents, important dates** and **contact information**. Most positions remain open for three months unless the employer specifies another application deadline. You can print a copy of any job posting by clicking on the **Print** button on the bottom of a specific job posting page. To view your saved favorites, click on the **Favorites** tab.

The **Advanced Search** tab provides additional search criteria and also allows you to create a **Search Agent**. To create a Search Agent, enter your search criteria, check the box under **Search Agents**, and give your Search Agent a name. You can use the Search Agent to have updated job searches emailed to you at desired intervals. To enable this feature click on the **Search Agents** tab, select the appropriate Search Agent you created (if you created more than one) under the *Label* column, then click **yes** on the next page. Then select how often you want your Search Agent to send you updates. You do this by setting the *Period* and *Multiple* settings. For example, to run a search every two weeks, select ‘Week’ under *Period* and ‘2’ under *Multiple*. To run a search once every two months select ‘Month’ under *Period* and ‘2’ under *Multiple*. Any enabled Search Agents will run automatically and Simplicity will email the results to you.