FALL 2012 ON-CAMPUS INTERVIEW PROGRAM – SYMPICITY GUIDE FOR NEW USERS

WHAT IS SYMPICITY?
The Symplicity Career Services Management system is a web-based program through which employers can register for on-campus interviews. The Loyola Law School Symplicity system can be accessed at:  
https://law-lls-csm.symplicity.com/employers/

REGISTRATION INSTRUCTIONS FOR NEW USERS
1. Direct your web browser to https://law-lls-csm.symplicity.com/employers/.
2. Click the Register button.
3. Complete the fields on the registration form and click Submit.
4. Once your registration has been confirmed by the Office of Career Services, you will receive an email with your username and your password.
New users may also contact Recruitment Coordinator Megumi Tomatsu for a Symplicity account. Please see contact information below.

LOGGING IN
Employers can access the Loyola Law School Symplicity system at https://law-lls-csm.symplicity.com/employers/. The username is the email address provided in the registration form. The randomly generated password can be found in the account confirmation notice. If you have forgotten or lost your password, click on the Forgot Password link.

OCI SCHEDULING INSTRUCTIONS
1. Once you have logged in, click OCI in the navigation bar located at the top of the screen.
2. Click the Schedule Requests tab if not already open.
3. Click the Request Schedule button.
4. Under Schedule Request, select the session you would like to participate in:
   - Fall 2012 OCI - Phase I (August 6-10)
   - Fall 2012 OCI - Phase II (September 10-14)
   For additional dates, please contact our office.
5. Depending on your preferences, check Interview or Resume Collect. The rest of the form will be modified as a result of your selection.
   - If you would like to conduct interviews on campus, select Interview.
   - If you are unable to come to campus, but would like our office to collect resumes for you, select Resume Collect.
   - If you are unable to come to campus, but would like our students to send their resumes directly to you via mail, email, or fax, select Resume Collect and mark yes under Direct Send.
6. Complete the rest of the fields on the page. Note: If you would like to interview multiple class years, hold down the CTRL key on your keyboard as you click on the classes. All the classes that are highlighted will be considered for interviews.
7. Once the form is complete, click the submit button. You will receive an email notification when your schedule or collect/send has been confirmed.

QUESTIONS, COMMENTS, CONCERNS
If you have any questions about OCI and/or Symplicity, please contact Recruitment Coordinator Megumi Tomatsu:

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