UMASS LAW CAREER SERVICES OFFICE: SYMPLICITY OVERVIEW FOR STUDENTS

What is Symplicity?

- Symplicity is a web-based job bank and career services resource
- Symplicity lets you search for and review Job Postings including pro bono opportunities
- Symplicity lets you set Job Alerts to have Job Postings delivered directly to your email
- Symplicity lets you manage job application materials including resumes and cover letters
- Symplicity lets you create a Portfolio to build an individual professional profile
- Symplicity lets you view and RSVP to upcoming Events and On Campus Interviews (OCI)
- Symplicity lets you access a Document Library with career-related handouts and other resources

How do I access Symplicity?

- An email will be sent to your UMass email address with the link and log in information
- The link to Symplicity can also be found on the Career Services Office homepage
- Your Username and Password are the same that you use for your UMass email account
- You must complete your Profile - including current and permanent addresses - before starting
- First-year students will not have access to Job Postings on Symplicity prior to October 15th

How do I sign up for a 1L resume review appointment?

- To sign up you first must have your resume uploaded (see below for instructions)
- Next, scroll down the homepage to the "Shortcuts" box on the right side and click on "Request a Counseling Appointment"
- Select "Counseling: 1L Initial Resume Review (60 min)" as the Type, select your preferred date and time, select "Leslie Becker Wilson" as the Counselor, and click the "Check Availability" button
- From the choices that appear on the right-hand side of the page, click on "Leslie Becker Wilson" on the day/time you want, click the "Add Item" button to attach your resume, and click the "Submit Request" button

How do I get started on Symplicity?

- The first time that you access Symplicity you will have to fill out your Profile
- Upload your ***resume*** into Symplicity
  - Click on "Documents" on the left-hand navigation bar and click on the "My Documents" drop down
  - Click the "Add New" button
  - Enter a label for your document, select "Resume" for "Document Type", click the "Choose File" button, and select your resume (Word Doc or PDF)
  - Click the "Submit" button
- Create a ***professional profile*** in your Portfolio to create a shareable link
  - Click on "Documents" on the left-hand navigation bar and click on the "Portfolio" drop down
  - Click the "Edit" button
  - Set "Public Portfolio" to "Yes", fill in an appropriate professional summary, select which documents (e.g., cover letter or resume) that you wish to make available, and select which information from your profile to include
  - Click the "Save Changes" button; thereafter a "Public External URL" message with a link will be displayed
  - Click the "Preview" button to preview the portfolio
- Opt into ***Promote Me*** whereby your default resume and profile is available to qualified Symplicity Recruit employers
  - Click on "My Account" on the left-hand navigation bar and click on the 'Privacy" drop down
  - Under the "Privacy Setting" header select "Yes" to "Promote My Resume to Employers"
  - Click the "Save" button
- Create a ***Job Alert*** to have Job Postings delivered directly to you by email
  - Click on "Jobs & Resume Collection" on the left-hand navigation bar and click on the "Search" drop down
  - Click on "See All Jobs" below the "Search" button on the right-hand side of the page after which the following three filter boxes will appear below the "Keywords" box: "Position Type", "Employer Type", and "More Filters"
  - Click on "Position Type" filter box drop down menu, select your search criteria, and click on "Apply"; repeat this step for the "Employer Type" and 'More Filters" filter boxes
  - Click the "+ Create Job Alert" box
  - To set the delivery frequency or to delete the Job Alert, click on "Job Alerts ( )", below the "Search" button on the right-hand side of the page

If you need help with Symplicity contact Natasha Ostrowski in person at the CSO or by email at nostrowski@umassd.edu