

Career Services

www.law.sandiego.edu/careers

(619) 260-4529



SYMPPLICITY INSTRUCTIONS FOR ALUMNI

Symplicity is the centralized, web-based job database maintained by Career Services. Symplicity is the leading service of its kind, and allows you to access job listings from anywhere in the world with internet access. You will find the Job Board, where associate, contract attorney, law clerk, volunteer, and other opportunities are posted. Positions are posted immediately on an “as-received” basis. Check it often!

To use Symplicity, you must register by doing the following:

1. Visit the Symplicity website: <https://law-sandiego-csm.symplicity.com/students>.
2. Go to the third tab entitled “Register.”
3. Enter your e-mail address as your Username and “usdstudent” as your Password.
4. Complete the registration form. While registering, keep the following in mind:
 - a. When the form asks for your Student ID, enter your last name and year of graduation.
 - b. When the form asks for practice areas, you may select up to six practice areas of interest to you. You must select at least one. Your selections will not affect your ability to view or apply for positions.

As soon as you click “submit,” the system will take you to your Symplicity home page. Symplicity will then email you a new, unique password for you to use every time you log on. You may change this password if you would like.

5. Once you have registered, you must complete your personal profile. Click on the second tab entitled “Profile.” Your personal information will appear. To change your password, go to the tab marked “Change Password.”
6. Moving through Symplicity. As you maneuver through this website, do not use your internet browser’s “back” or “forward” buttons. Rather use the “back” or “return” buttons provided to navigate within Symplicity.

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THE JOB BOARD ON SYMPLICITY

Career Services regularly places jobs for immediate and later hire on the Symplicity Job Board. Check the Job Board often. Positions are posted daily and frequently go to the early applicants. Please follow the directions below to view and apply for job postings:

1. Log on to Symplicity: <https://law-sandiego-csm.symplicity.com/students>.
2. Click on the “Jobs” tab at the top center of your screen. You will automatically be shown all current job postings. The jobs are listed in reverse chronological order so that the most recent postings are at the top.
3. To see more information about the job, click on the “Job Title” link. This will show you specific information about the position, the hiring criteria, how to apply and other applicable information.

Please note: **You must follow the instructions in the job listing as to how to apply.** Most job listings on the Job Board will direct you to submit all application materials by via fax, email or postal mail directly to the employer per the employer’s instructions. If instructed to apply by fax, email or postal mail, you should disregard the box on the right hand side entitled, “Application Status.”

However, very occasionally, an employer will instruct you to upload application materials directly through Symplicity. Once you have done so, the “Application Status” box will reflect that you have successfully applied and list the documents you submitted. Also, when you return to the main “Jobs” area, the “Job Title” link will subsequently appear in grey rather than black.

4. To see the address of the employer, you should click on the “View Profile” link next to the employer’s name.
5. At the top of this list, you will see some drop down menus that allow you to refine your search. We do not recommend, however, that you limit your search. If you do so, you run the risk of missing a great job opportunity. Therefore, unless you would only accept a position in a very restricted field of law, you are better off looking through the entire list of positions. Jobs will be removed if the posting date has passed or if we are aware that the position has been filled.