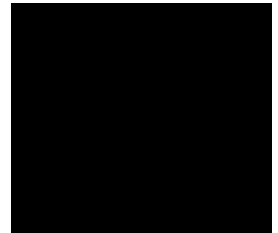


Career Services

www.sandiego.edu/usdlaw/career/
(619) 260-4529



SYMPPLICITY INSTRUCTIONS

Symplicity is the centralized, web-based job database maintained by Career Services. There, you will find the Alumni Job Newsletter (AJN), where associate, staff attorney and other opportunities are posted, as well as information about these positions. Positions are updated daily on an “as-received” basis.

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 a valid e-mail address as your Username and “usdstudent” as your Password.
4. Complete the student registration form. While registering, keep the following in mind:
 - a. When the form asks for your Student ID, enter your last name and the last two digits of the year you graduated from the School of Law.
 - 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.
 - c. The form will prompt you for both a “School” address and a “Permanent” address. You must complete both of these fields but you may use the same address.
 - d. When the form asks for “Year in School” under the “Academic Information” section, select “Recent Grad (0-3 yrs.)” if you graduated in the last three years. Select “Alumni” if you graduated more than three years ago.

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. If you would like to change this password, you may do so as described immediately below.

5. To change your password, go to the second tab entitled “Profile.” Then go to the tab marked “Password/Preferences.” Follow the instructions as prompted and hit “Save.”
6. Three important notes about Symplicity:
 - a. 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.
 - b. Under your “Account” tab, **do not** click in any of the “User Rights” boxes. If you click in any box under “User Rights” you will not be able to access employers through Symplicity.

If you have *any problems whatsoever* with the instructions above, we encourage you to call the Law Career Services Office at 619-260-4529 and a staff member will walk you through the process.

THE ALUMNI JOB NEWSLETTER ON SYMPPLICITY

As do most law schools around the country, USD will now be posting alumni job opportunities on an electronically web-based job database called “Symplicity.” The new Symplicity system will allow alumni to access and view job opportunities at any time and from any location with Internet access! Alumni will also be able to *immediately* see new jobs as they are posted throughout the week. With Symplicity you can conduct detailed searches for jobs by date, location or position title.

Please follow the directions below to view and apply for job postings for USD School of Law alumni:

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. Although there are a number of other tabs, these do not contain any information or jobs for alumni. Should you have questions about these tabs, please contact Law Career Services.
3. To see more information about a 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 will *not* be applying for positions through Symplicity. You will be submitting all applications either via fax, e-mail or postal mail directly to the employer, per the employer’s instructions in Symplicity. For this reason, please disregard the box on the right hand side entitled, “Application Status.”

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 recommend, however, that you avoid searching too narrowly. 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.

If you have *any problems whatsoever* navigating the alumni jobs on Symplicity, we encourage you to call the Law Career Services Office at 619-260-4529 and a staff member will walk you through the process.