

Career Services

www.sandiego.edu/usdlaw/career/

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2008 SPRING RECRUITING GUIDE

I. Reviewing Spring 2008 Employers: Once you have registered and completed your profile, you may log onto Symplicity. To access the list of employers participating in Spring 2008 Recruiting, click on “OCI” at the top of the home page.

The first time you visit this tab, you will be prompted to carefully review the Recruiting Release, Interview Attendance & Cancellation Policy, and Representations in Job Application Materials Policy and indicate that you have carefully read and agreed in full to these policies by checking the box so indicating and clicking “submit.” You **must** agree to these policies to participate in the Program. If you are not automatically routed back to the “OCI” tab, return to it.

Spring Recruiting positions will be posted on a rolling basis on Symplicity as employers return their information forms. Therefore, you should begin viewing these positions and drafting your applications per the Symplicity instructions. **You must continue to check the database for new listings and new employers who sign up.**

There are **three** types of employers participating in USD’s Spring Recruiting Program.

** Note: It is critical that you click on the downward arrow on the “SESSION” line in order to see the list of all employers seeking USD law student applications. You should apply to employers in all 3 of these categories. If you limit your application only to those listed under “Spring 2008 On-Campus” you will severely limit your chances of finding a great position.*

1. **On-Campus Employers:** When you first click on “OCI,” you will see a list of the employers participating in Spring 2008 Recruiting. These are the employers who will be coming to the Law School to interview students. To see additional information on a particular employer, click on the “Review” icon on the far left. This link will tell you information such as the employer’s hiring criteria, the application requirements, and the date of the interview.
2. **Resume Collect Employers:** In addition to the On Campus interviews, you should also look at the employers who have requested at-firm interviews. To find these employers, on the top left hand side of the screen, click on the “Session” drop down menu and click on “Spring 2008 Resume Collect.” This will display the list of employers who have requested that Career Services collect applications and deliver them to the employer in one package. These employers will then contact select selected students directly to set up interviews.

3. **Write Directly Employers:** Similarly, you should review the list of employers who have requested that students send application materials directly to them. To find these employers, on the top left hand side of the screen, click on the “Session” drop down menu and click on “Spring 2008 Write Directly.” This will display the list of employers who have requested that students apply to them directly.

II. Uploading your Application Materials: Go to the tab entitled “Documents.” In this section, you may upload your resume, cover letter and any other documents that an employer may request. You may upload a general “default” resume or other employer-specific resumes, as long as you give each resume a separate “label.” **Note:** If you subsequently alter any resume, please ensure that you have removed the old resume and uploaded the revised resume to Symplicity.

To upload the materials, simply click “Add New.” You will then arrive at a new page where you must name the document (where it says “Label”), indicate the document type as prompted, and then hit “Browse” to select the document you wish to upload.

Your applications are due on MONDAY, FEBRUARY 11, at 5 p.m.

III. Applying to Employers:

For On-Campus Interviewing and Resume Collect Employers: First, make sure you are on the tab entitled “OCI.” Then, please select from the scroll-down menu the session for which you want to apply (either On-Campus or Resume Collect). Hit “Search.” The employers who are participating in this option will appear. To apply for a particular employer, click the button to the right of that employer which says “Apply.” If you only have one document uploaded and the employer only requests one document, the button to the right will indicate that you have applied. However, if you have multiple documents uploaded to your account, you will be brought to a separate review page. This page will allow you to select and upload multiple documents. On the right hand side of your screen, you should select which document(s) you would like to upload. Please ensure that you hit the “Update” button *each* time you upload a new document.

Once you have taken these steps, you have applied for the position. You do not need to take any further steps to apply for the position.

For Write Directly Option: If you would like to apply for a Write Directly employer, you will not apply using the Symplicity database to submit your application. Follow the instructions provided and send your materials directly to the employer using the method they have requested.

IV. On-Campus Interview Timeslot Selection Procedures: If you are selected for an On-Campus interview, you will be notified of this interview according to the procedures below. All Resume Collect and Write Directly employers will contact you directly to schedule an interview.

1. Beginning February 19, 2008, if you are selected for an on-campus interview, you will receive an email to the USD email address on record with Symplicity. The email will tell

you: (1) the name of the interviewer (if known); (2) the date of the on-campus interview; and (3) the deadline by which you must log on to Symplicity to select an interview time.

Please note: Because employers will be selecting interview candidates at different times during the Spring Recruiting season, you may receive multiple emails throughout the months of February and March notifying you that you have been selected for an on-campus interview. In other words, you will not receive notification of all of your on-campus interviews at one time.

Therefore, you are responsible for checking your email account daily during the spring recruiting season to ensure that you receive all emails sent either by the Career Services Office or by Symplicity. You are also responsible for ensuring that your inbox is cleared regularly so that messages do not bounce back due to a full inbox.

2. If you are selected for an on-campus interview, you must select your interview time. To do so, log on to Symplicity (<https://law-sandiego-csm.symplicity.com/students>).
3. Click on “OCI.”
4. The list of all on campus employers will appear. Scroll down to the employer(s) that have invited you to interview. Click “Accept Pre-select”, which is located next to the applicable employer.
5. A list of available interview times will appear. Select an interview time from the list.
6. Check on a time and then the “Sign Up” button.

Some things to keep in mind when selecting an interview time:

- Since interview slots will be released on a first-come, first-served basis, you should log on to Symplicity as soon as possible to ensure the greatest number of possible interview times.
 - You must select an interview time from those available even if none of the times is convenient for you. The Career Services Office cannot ask an employer to accommodate your schedule by adding additional interview slots.
 - Since multiple employers will be interviewing on-campus on the same day, make sure you do not select the same interview slot for multiple interviews.
 - You should also give yourself a 20 minute gap between interviews in case your earlier interview runs late.
7. If you do not select an interview time by the deadline set forth in the email from Symplicity, an interview time will be selected for you. If an interview time is assigned to you, you will receive a call alerting you of the interview. As set forth in the Recruiting Agreement and Release, you are required to attend this interview even if the time is not convenient for you.
 8. If you would like to see a list of your upcoming interviews, you may do so by logging on to Symplicity (<https://law-sandiego-csm.symplicity.com/students>) and clicking on “OCI” and clicking on the “Scheduled Interviews” tab.

