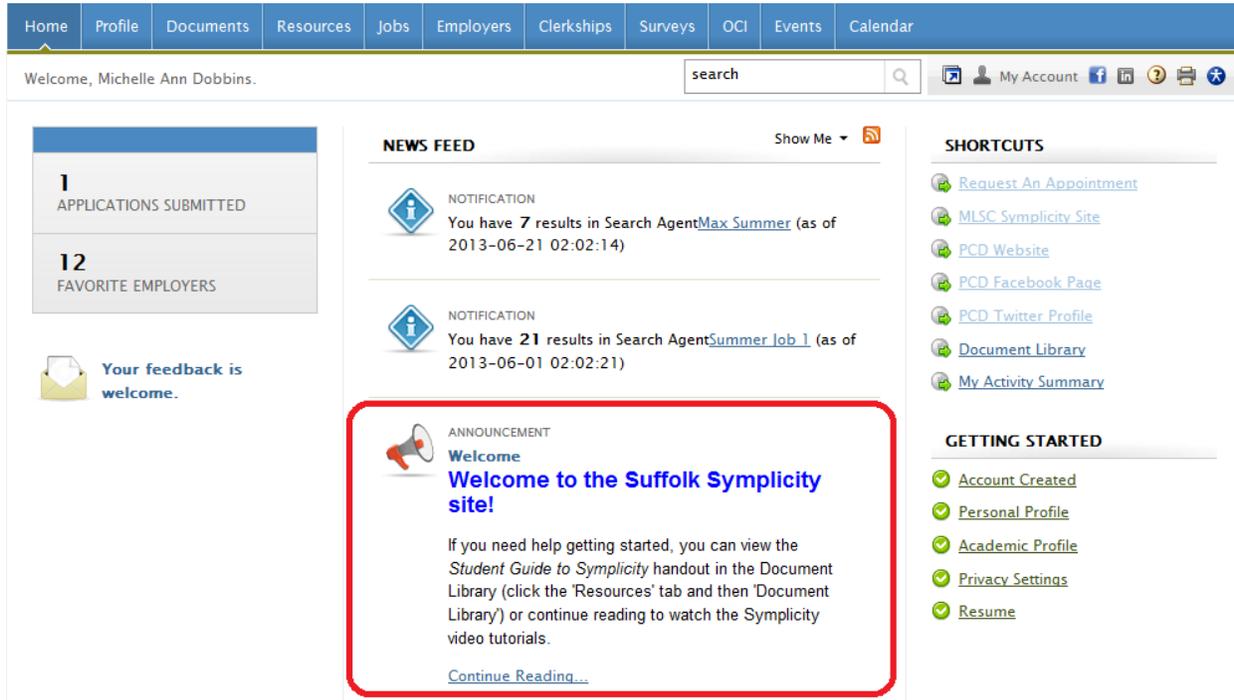


Student Guide to Symplicity

Video tutorials for Symplicity are available. Click on the ‘Continue Reading...’ link on the Welcome Announcement for links to the videos. Find out how to get started on Symplicity, upload documents, bid for recruiting employers, search job postings, enter employment information, search summer job surveys, and view the PCD employer database.



Home Profile Documents Resources Jobs Employers Clerkships Surveys OCI Events Calendar

Welcome, Michelle Ann Dobbins. search My Account

1 APPLICATIONS SUBMITTED

12 FAVORITE EMPLOYERS

Your feedback is welcome.

NEWS FEED Show Me

NOTIFICATION
You have **7** results in Search Agent [Max Summer](#) (as of 2013-06-21 02:02:14)

NOTIFICATION
You have **21** results in Search Agent [Summer Job 1](#) (as of 2013-06-01 02:02:21)

ANNOUNCEMENT
Welcome to the Suffolk Symplicity site!
If you need help getting started, you can view the *Student Guide to Symplicity* handout in the Document Library (click the 'Resources' tab and then 'Document Library') or continue reading to watch the Symplicity video tutorials.
[Continue Reading...](#)

SHORTCUTS

- [Request An Appointment](#)
- [MLSC Symplicity Site](#)
- [PCD Website](#)
- [PCD Facebook Page](#)
- [PCD Twitter Profile](#)
- [Document Library](#)
- [My Activity Summary](#)

GETTING STARTED

- [Account Created](#)
- [Personal Profile](#)
- [Academic Profile](#)
- [Privacy Settings](#)
- [Resume](#)

I. LOGGING IN

Symplicity is the web-based recruitment management system used by PCD. Symplicity’s Career Services Manager (CSM) allows you to request career counseling appointments, search job postings, research employers, participate in recruitment programs (apply to organizations and sign-up for interview times), research judicial clerkships, and see announcements and a list of programs/events from PCD.

Launch your web browser and go to <https://law-suffolk-csm.symplicity.com/students>. Enter your Username (your email address as entered in your Symplicity profile) and Password. If you forget your password, you can click on the ‘Forgot my password’ tab to have a new password generated and sent to your email address. You may also see a member of the PCD staff if you need your login information. It is recommended that all students use their Suffolk email address for Symplicity.

II. HOME PAGE, REQUESTING COUNSELING APPOINTMENTS, RESOURCES, AND FACEBOOK/LINKEDIN

A. HOME PAGE

Once you log in, you will see the Symplicity student *Home page*. Read the NEWS FEED section for important announcements from PCD and notifications from Symplicity. Several tabs are located across the top of the page to direct you to other sections of the site which are explained further in this handout: 'Home,' 'Profile,' 'Documents,' 'Resources,' 'Jobs,' 'Employers,' 'Clerkships,' 'Surveys,' 'OCI,' 'Events,' and 'Calendar.' You can get back to the Home page from anywhere in the system by clicking on the 'Home' tab.

Home Profile Documents **Resources** Jobs Employers Clerkships Surveys OCI Calendar

Welcome, Michelle Ann Dobbins. search My Account f ln

NEWS FEED Show Me

1 APPLICATIONS SUBMITTED

12 FAVORITE EMPLOYERS

Your feedback is welcome

NOTIFICATION
You have **8** results in Search AgentMax Summer (as of 2013-05-31 02:02:18)

NOTIFICATION
You have **19** results in Search AgentSummer Job 1 (as of 2013-05-02 02:02:16)

ANNOUNCEMENT
Judicial Clerkship and Internship Resource Center
The Connecticut Supreme Court has moved its clerkship application deadline to June 15. The New Jersey courts expect to move their deadline to June 28.
The Vermont Supreme Court has moved its clerkship application deadline to June 27 at 4:00PM.
The Federal Judges Law Clerk Hiring Plan release date is June 28. Please review the Judicial Clerkship Guide for more information
Questions? Contact Margaret Talmers at mtalmers@suffolk.edu

SHORTCUTS

Request An Appointment

MLSC Symplicity Site

PCD Website

PCD Facebook Page

PCD Twitter Profile

Document Library

My Activity Summary

GETTING STARTED

Account Created

Personal Profile

Academic Profile

Privacy Settings

Resume

B. COUNSELING APPOINTMENTS

You can request an appointment with a PCD counselor using Symplicity. Click on the 'Request An Appointment' link on the right hand SHORTCUTS menu on the Home page, or click on 'Calendar' then 'Counseling Appointment' and the 'New Appointment' button. You will then see the appointment request page where you can select the type of appointment requested, preferred counselor, date, and time. Click on the 'Submit Request' button once your choices have been made. The appointment request will appear under your 'Counseling Appointment' tab with a status of 'Pending'. Once the appointment date and time have been approved, you will receive a confirmation email from Symplicity.

1. SET YOUR SCHEDULING CRITERIA

Counseling Type

Please choose a Counseling Type

Current Student Counseling

Counselor(s)

- Brian Vaughn Martel
- David Merson
- Margaret Talmers
- Mary Karen Rogers

Earliest Appointment

Latest Appointment

Select Counseling Type from the drop-down menu.

Choose your preferred PCD counselor or select all to see a list of all possible appointment times.

Enter beginning and end dates for your preferred appointment period or click one of the highlighted dates on the above calendar to see available times for a particular date.

2. CLICK A DATE AND TIME

June 2013						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

3. SUBMIT YOUR REQUEST

* indicates a required field

Counselor*

Date*

Time*

Type

Topics*

Phone Appointment? yes no

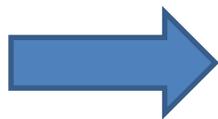
Additional Notes

Once you select an appointment date and time, the information will be populated here.

Select an appointment topic from the list above and enter any notes about the appointment to the PCD counselor here.

Cancel Submit Request

Clicking on a specific date on the calendar above will display a list of available appointment times for that date. Click on your preferred appointment time under your preferred PCD Career Counselor.



1. SET YOUR SCHEDULING CRITERIA

Counseling Type

Please choose a Counseling Type

Current Student Counseling

Counselor(s)

- Brian Vaughn Martel
- David Merson
- Margaret Talmers
- Mary Karen Rogers

Earliest Appointment

Latest Appointment

2. CLICK A DATE AND TIME

6/13/2013 Close

Mary Karen Rogers
 1:00 pm - 2:00 pm
 2:00 pm - 3:00 pm
 3:00 pm - 4:00 pm
 4:00 pm - 5:00 pm

David Merson
 10:00 am - 11:00 am
 10:30 am - 11:30 am
 11:00 am - 12:00 pm
 11:30 am - 12:30 pm
 12:00 pm - 1:00 pm
 12:30 pm - 1:30 pm
 1:00 pm - 2:00 pm
 1:30 pm - 2:30 pm
 2:00 pm - 3:00 pm
 2:30 pm - 3:30 pm
 3:00 pm - 4:00 pm

Margaret Talmers
 3:00 pm - 4:00 pm

Brian Vaughn Martel
 10:00 am - 11:00 am
 10:30 am - 11:30 am
 11:00 am - 12:00 pm
 1:00 pm - 2:00 pm
 1:30 pm - 2:30 pm
 2:00 pm - 3:00 pm

3. SUBMIT YOUR REQUEST

* indicates a required field

Counselor*

Date*

Time*

Type

Topics*

Phone Appointment? yes no

Additional Notes

- Resume/Cover Letter Review
- Job Search Strategy
- Information/Resources
- General Questions
- Follow-Up Appointment

C. RESOURCES

To view handouts and guides from PCD, click on the 'Resources' tab and then 'Document Library.'

D. FACEBOOK/LINKEDIN

Symplicity allows you to connect your Symplicity profile to *your Facebook and/or LinkedIn* accounts so you can receive announcements, alerts and program/interview reminders right to your Facebook wall or LinkedIn feed. To turn on the Facebook/LinkedIn integration, click on the Facebook or LinkedIn icons on the top right of the Home page. You will then be prompted to enter your Facebook/LinkedIn login information. Follow the next few prompts to allow Symplicity CSM to access your information, post to your wall, and post while offline. Once the steps are complete, your Symplicity and Facebook/LinkedIn profiles will be connected and you will be able to review/change your preferences under the 'Social Media' subtab under 'Profile'.

III. PROFILE

The profile section must be completed by all students before being able to view job postings or bid for interviewing employers. It is to your advantage to fill out your profile section as completely and accurately as possible. If you do, PCD will be able to contact you about jobs or career-related panels that might interest you, and will be able to keep you updated on the many recruitment programs being held throughout the year.

Click on the 'Profile' tab to complete your information. Click on the 'switch to tab view' link to see a new group of subtabs, which will take you to the different areas of the profile section.

The image shows two screenshots of the Symplicity profile page. The top screenshot shows the main profile page with the 'switch to tab view' link circled in red. The bottom screenshot shows a detailed view of the profile form with a blue arrow pointing to it from the 'switch to tab view' link.

Profile Page Overview:

- Navigation: Home, Profile, Documents, Resources, Jobs, Employers, Clerkships, Surveys, OCI, Calendar
- Welcome, Michelle Ann Dobbins.
- Search bar and user account icons.
- Profile section with subtabs: Personal, Academic, Privacy, Pro Bono, Placements, Evaluations, Password/Preferences, Activity Summary, Social Media.
- Completion status indicators (80%) for Personal and Academic sections.

Personal Information Form:

- Full name*:** Enter your full name (first mi last). Michelle Ann Dobbins
- First Name:** Michelle
- MI:** Ann
- Last Name:** Dobbins
- Email*:** smsdobbs@comcast.net
- Phone Number:** (###) ###-#### (508) 5555555
- Cell Phone:** (###) ###-####
- Gender:** F M

Academic Information:

- Education Major:** 2LD/3LE, Graduating May 2014 (Business/ Accounting/ Marketing)

COMPLETION STATUS:

- Personal Information:** Full name, First Name, MI, Last Name, Email, Phone Number, Cell Phone, Gender, Birthdate, Ethnicity, Ethnicity 2.
- Current Address:** Street Address, City, State/Province.

You will first be brought to the *'Personal'* page where you can enter data such as your email address, phone numbers, gender, birth date, ethnicity, and address. Required fields are marked by a red asterisk. Be sure to hit 'Save Changes' or 'Save Changes And Continue' at the top or bottom of the page to save your information. 'Save Changes' will save the data and keep you on the same page; 'Save Changes And Continue' will save your information and bring you to the next page of the profile section. Please note, if you change your email address, you will receive an email at the new address asking you to confirm the change. When you log on to Symplicity in the future, you will have to use your new email address as your Username.

On the *'Academic'* page you must include information such as graduation date, year in school, preferred practice and geographic areas, and other degree data. Be sure to verify your 'Graduation Date' and 'Year in school' to ensure that those employers interviewing your year will appear to you for selection during bidding. (*Joint degree students should speak with PCD staff about selecting the appropriate graduation year.*) Much of the information you enter, such as 'Practice Area(s),' will consist of selecting options from a drop-down menu. To choose more than one category, you must click on your first choice and then hit the 'Ctrl' key and click on any additional choices. Make sure you save your information after making any changes.

Under the *'Privacy'* tab, click 'yes' to make sure that you receive important messages from PCD. Also, on occasion, we may generate resume books of students who meet specific criteria for employers. For example, at an employer's request we can use Symplicity to search for students who have a background in science or engineering and group their resumes together in an online resume book for the employer. If you would like to have your resume included in these resume books, be sure to click 'yes' under 'Promote My Resume to Employers.' You also have the option of receiving Symplicity alerts as text messages, or job blasts with current job opportunities from PCD if you choose.

You can use the *'Placements'* and *'Evaluations'* tabs to include information and evaluations about any summer and/or academic-year positions you may have held. Click on the '+Add New' button on each of these screens to include data about a new employer. Be sure to hit the 'Submit' button to save your information. You will be required to complete the summer survey questionnaire (under the 'Evaluations' tab) before you can bid for any employers participating in the summer/fall recruiting programs. You can search summer survey questionnaires completed by other students by clicking on the 'Profile' tab, then 'Evaluations', and then 'Search' (see next screenshot). Enter your search criteria on the next screen and hit the 'Submit' button. A list of employers matching your criteria will appear. To read the evaluation on a particular employer, click on the icon in front of the employer's name.

Use the *'Password/Preferences'* tab under 'Profile' if you would like to change your password. Hit the 'Save' button to confirm the change. You may also enable the Accessible Mode under this tab to improve compatibility with screen reader software. The *'Activity Summary'* tab will show you all the actions and activity you have performed on the site.

Home > Profile > Evaluations

search

My Account

software by sympathy™

Personal Academic Privacy Pro Bono Placements **Evaluations** Password/Preferences Activity Summary Social Media

My Surveys Search

 You must complete this form before you can view OCI employer information. If you were EMPLOYED over the summer, please complete all the following fields. If you were UNEMPLOYED, enter "not employed" in the 'Employer Name (if not found above)' box and hit 'submit'. If you participated in a SUMMER SYUDY PROGRAM, enter the name of the program in the 'Employer Name (if not found above)' box and submit the form. The feedback we receive from this form is very helpful in counseling students about their job search and in planning programs for the academic year. It is also beneficial to students when evaluating offers. NOTE: Be sure to click on '+Add New' to complete a new survey for each summer. Do not update a previous summer's survey.

Items 1-4 of 4

SHOW 20 per page

	Employer ▲	State	Country	Period ▲	Others May Contact Me
	not employed			Summer 2007	no
	not employed			Summer 2010	no
	not employed			Summer 2011	no

IV. DOCUMENTS

The documents section of the site allows you to view and upload your resume, cover letters, unofficial transcript, writing samples, and references. Symplicity allows you to submit all required materials online to employers participating in the recruitment programs and to apply online for certain job postings.

Click on 'documents' to view your existing uploaded documents. To upload new documents, click on the '+Add New' button at the bottom of the list. Enter a title (Label) for your document and select the document type (Resume, Cover Letter, Unofficial Transcript, Writing Sample, or Other Documents; 'Other Documents' can be used for references or application forms). Click on the 'Browse' button, find the file you wish to upload from the saved documents on your computer, and double click on the document file. Once the file appears in the box next to 'Browse', click the 'Submit' button. The system will convert the document into pdf format and direct you to your document list when it is ready. You can then view the original version of your document or a pdf version by clicking on the appropriate icon to the left of the document name. Be sure to view the pdf version of your document to make sure it uploaded and converted correctly. The pdf versions of your documents will be sent to employers.

If you make changes to your resume after it has been uploaded on Symplicity, you will have to reload the new version. Delete your old resume and repeat the above steps to upload the new version. If you have already submitted applications to employers and the bidding for that session is still open, make sure the new version of your resume replaced the old. After the bidding deadline, though, all resume submissions are final for that session. You will not be able to make changes to your submitted resume.

You may store multiple versions of your resume if you wish, but will have to select one as your 'Default' resume. The default resume is the resume that employers will see in resume books and will be highlighted at the top of your resume list every time you submit your resume to interviewing employers, although other resumes will also be available for submission. You may change your default resume at any time by clicking on the 'Make Default' button under the document name. After the bidding deadline, all resume submissions are final for that session. Changing a default resume only affects future resume submissions. You may also store multiple cover letters and writing samples. You will have the option of choosing which cover letter or writing sample to submit to an employer during the bidding process. You may store up to 20 documents on Symplicity at one time. You will receive an on-screen message once you have reached the maximum and will have to delete one document to be able to upload another.

Home > Documents > Transcript

search

My Account

software by sympathy™

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit ▶ ✕ Cancel ✕ Delete

* indicates a required field

Student Document

Label*

Document Type

Resume Cover Letter Unofficial Transcript Writing Sample Other Documents

Maximum file size: 500kb

File

Please select your document to upload.

Browse...

Preview: Transcript: [Transcript.doc](#)

Submit ▶ ✕ Cancel ✕ Delete

It is important to select the correct document type. Use 'Other Documents' for references or application forms. You will only be able to upload one transcript.

To upload your transcript, you can scan the transcript and upload the document as described above. You can also log on to Campus Cruiser and copy and paste your transcript details into a Word document to upload to Symplicity. To access your transcript on Campus Cruiser click on 'Grades' on the top menu, then select 'My Law Transcript' from the Academic Profile links on the left. When your transcript information appears; copy and paste the details into a Word document which you can then upload to Symplicity.

The screenshot shows the Suffolk University website interface. At the top, there is a header with the university logo, a user greeting "Hello, Michelle Dobbins", and links for "Log Out" and "Support". Below this is a navigation bar with several menu items: "CAMPUS", "CAMPUS LIFE", "COURSES", "MYCRUISER", "COMPETITION", "EXAMS", "FORMS", "GRADES", "REGISTER/CURRICULUM", and "GRADUATION". The "GRADES" link is circled in red. Below the navigation bar is a breadcrumb trail: "Grades > Grades > Academic Profile > My Law Transcript". On the left side, there is a sidebar with four main categories: "GRADES" (with sub-items: Grade Posting Info, Grading Policy, My Grades, My Grades by Term, My Exam Numbers), "ACADEMIC PROFILE" (with sub-items: My Law Transcript, Academic Standing, My Class Ranks/Honors, My Degree Audit, Degree Audit Guide, GPA Calculator, Midterm Calculator), "REQUEST A TRANSCRIPT" (with sub-items: Law Transcript Request, Law Transcript Request Status, Law Transcript Key), and "JOINT DEGREE STUDENTS" (with sub-item: SU College Transcript). The "My Law Transcript" link under "ACADEMIC PROFILE" is circled in red.

V. OCI

The OCI (On-Campus Interview) section of Symplicity contains information on all employers participating in the recruitment programs Suffolk sponsors. It allows you to review information on employers, apply or “bid” for employers, and sign-up for an interview time. Employers are assigned a “session” name depending on in which program they are participating (e.g., on-campus interviews, off-campus programs, collection only, apply direct). Each session name has a different bidding due date.

To access this section of the site, click on the ‘OCI’ tab on the top horizontal menu. You will be directed to the ‘Employers/Bidding’ page of the OCI section. Be sure to read all notices and make sure that the correct resume is set as your default resume. Be aware of the important dates for each session. You can check the dates by choosing the appropriate session from the ‘Session’ dropdown list under the ‘Search Filters’ section, and reviewing the dates under the ‘Important Dates’ column on the right. Bidding closes at 10:00am on each due date; if you miss the deadline, we will not be able to make individual application accommodations. During the summer/fall recruitment period, it is important that you check your email regularly and log on to the Symplicity CSM system at least once a day to check all current announcements and deadlines.

on-campus interviews

software by symlicity™

Employers/Bidding

Scheduled Interviews

Class Schedules/Conflicts



Bidding period is over. 0 out of 200 bid used

Notices/Instructions

You must upload your resume under the 'Documents' tab before you will be allowed to bid. You can also upload cover letters, transcripts, writing samples and references under the same tab. All materials must be submitted online to participating employers before 10:00am on the bidding due date for each session.

Application materials for the employers in the 'Apply Direct' session must be sent directly to the employer and NOT the Office of Professional and Career Development.

Interview Selections: Once interview sign-ups have begun for each session, there will be an additional column, labeled 'Invitations,' that will list your interview status. If you are selected for an interview, you should click on the 'Accept Preselect' button to sign-up for an interview time. You can see a list of employers that have returned their student interview selections on the PCD website under the 'On-Campus Interviews' link.

Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session

- OC11 - Spring 2013
- GOV/PI APPLY DIRECT - Spring 2013
- GOV/PI COLLECTION - Spring 2013
- SPILG FELLOWSHIPS - Spring 2013
- COLLECTION - Spring 2013
- FYSIP - Spring 2013
- OC11 - Spring 2013
- OC12 - Spring 2013
- RI JOB FAIR - Spring 2013
- LGBTQ FAIR - Spring 2013
- LGBTQ FAIR COLLECTION - Spring 2013
- RI JOB FAIR 2 - Spring 2013
- Test Only - Do Not Submit

Employers

Additional

Search

Cle

Important Dates

Bidding Jan 17, 12:00 am to Jan 30, 10:00 am

Pre-Select Sign-Up Feb 05, 12:00 am to Feb 20, 12:00 pm

Select appropriate session/program from the drop down menu.

Legend: no multiple interviews instructions from employer

A. SEARCHING EMPLOYERS

A list of employers participating in the various recruitment programs is available on the PCD website under the 'On-Campus Interviews' link. You can conduct your research online through Symplicity and the 'OCI' tab to select the firms with which you are interested in meeting. Keep in mind that this limited online information is not intended to take the place of reviewing an employer's website or other employer-generated materials.

View employers who are participating in the various recruitment programs by clicking on the 'Employers/Bidding' tab under 'OCI' and selecting the appropriate session from the 'Session' dropdown list. You can refine your search by clicking on 'Additional Employer Filters' and entering data on employer size, type, state, interview date, or practice area. Click the 'Search' button once your criteria has been entered and a list of matching employers will appear below. You will have to perform a separate search for each program or session. *NOTE:* Only the employers in each session accepting resumes from your class year will be visible to you.

Click on the 'Review' button to the left of each employer to review their recruiting information. Under the 'OCI Schedule' section on the top left of the page you will see a link to the employer's website, their interview length, the name of the interviewer (if available), the class years of the students they are recruiting, and their interview location. Under the 'Employer's Schedules' section on the bottom left of the page you will find information on their interview date, the offices for which they are recruiting,

any additional application materials required and how to submit them, and their hiring criteria or notes. Check the 'Bid Details' section on the top right of the page to see your bid status and the required application materials. You can also click on the link after 'Office' to see a profile for the employer. Contact information for the organization is displayed on the lower right section of the page under 'Contact Information.' This is where you would find the person to whom to address a cover letter if one is requested.

B. BIDDING FOR EMPLOYERS

After you have researched the employers that are interviewing, you can easily bid for the employers with whom you would like to interview. "Bidding" means selecting employers to whom you want to submit your resume. Choose the appropriate session from the 'Session' dropdown menu under the 'Employers/Bidding' tab of the OCI section of the site. You can click on the 'Review' button to the left of the organization name or the 'Apply' button in the 'Bidding' column after the organization name. Under 'Bid Details' on the next page, you will see dropdown menus for each document required in the application packet for that employer. You will need to choose which of your uploaded resumes to submit, and if required, which cover letter, transcript, writing sample, or other document to include. If the employer is interviewing for more than one office (see the note under the 'Interviewing For' column under 'Employer's Schedules' on the bottom left side of the page), you can specify your office preference in the 'Preferred Location(s)' box. Click the 'Apply' or 'Update' (if you are editing a bid) button to submit your bid.

The screenshot shows the OCI website interface. At the top is a navigation bar with tabs: Home, Profile, Documents, Resources, Jobs, Employers, Clerkships, Surveys, OCI, and Calendar. Below the navigation bar is a search bar and a user profile section labeled 'My Account' with social media icons. The main content area is titled 'on-campus interviews' and includes a 'Visit Documents' button. The 'OCI Schedule' section displays details for the employer 'Jozapaitis & Libby', including their website, interview length (20 minutes), class years (2LD/3LE), and interview location (Sargent Hall). A red arrow points from the 'Class Years' field to the 'BID DETAILS' section. The 'BID DETAILS' section contains dropdown menus for 'Resume' (selected 'resume 1'), 'Cover Letter' (selected 'cover letter 2'), and 'Unofficial Transcript' (selected 'Transcript'). There is also a 'Preferred Location(s)' text area and an 'Update' button. Below this is the 'CONTACT INFORMATION' section, which is circled in red and includes the employer's name, name (Ms. Leslie LeBlanc), email (leblanf@bc.edu), and address (120 Tremont Street, Boston, MA 02108 United States). The 'Employer's Schedules' section is a table with columns for Date, Interviewing For, Additional Requests, and Hiring Criteria. A red arrow points from the 'Interviewing For' column to the 'CONTACT INFORMATION' section. A 'Back To List' button is located at the bottom left.

OCI Schedule

Employer: Jozapaitis & Libby

Employer Website: <http://www.xxxxxxxx.com>

Interview Length: 20 minutes

Class Years 2LD/3LE

Interviewing:

Interview Location: Sargent Hall

Employer's Schedules

Date	Interviewing For	Additional Requests	Hiring Criteria
2013-07-18	Boston, MA	submit cover letter, resume and transcript; bring writing sample to the interview	top 15% of class required; law journal and/or moot court preferred

BID DETAILS

Office: [Jozapaitis & Libby \(Boston, MA\)](#)

Bid:

Resume:

Cover Letter:

Unofficial Transcript:

Preferred Location(s)

CONTACT INFORMATION

Employer: Jozapaitis & Libby (Boston, MA)

Name: Ms. Leslie LeBlanc

E-mail: leblanf@bc.edu

Address: 120 Tremont Street
Boston, MA
02108 United States

Use drop down menus to select which of your uploaded documents to submit to this employer.

Contact information to use for cover letter if requested.

You can check your bids for each session by picking the session from the 'Session' dropdown list and selecting 'With Bids' from the 'Employers' dropdown list. The list of employers that you have bid for within that particular session will display in the lower portion of the screen. Once you bid for an employer, the 'Apply' button on the employer list for each session will be changed to 'Withdraw.' If you change your mind about a particular employer and wish to delete your bid or application, click on the 'Withdraw' button.

You can make changes to your bids and application materials for each session up until 10:00am on the bidding deadline. *Once a session closes, all applications are final and cannot be changed.* If you miss an application deadline, we will not be able to make individual application accommodations.

C. NOTIFICATION AND SCHEDULING OF INTERVIEWS

We will send all submitted application materials to employers once bidding closes (about two to three weeks before their interview date). The employer will then contact PCD (usually about a week before their interview date) and give us the names of the students to be interviewed during their visit. If you have been selected for an interview, you will be notified by email at the email address you entered in your profile contact information on Symplicity. During the summer/fall interview season you should check your email often.

To schedule an interview, click on 'OCI' and make sure you are on the 'Employers/Bidding' section. Select the appropriate session from the 'Session' dropdown list and check the list of employers that appears below. Under the 'Invitations' column you will see the response to your bid. If you were selected for an interview, an 'Accept Preselect' button will appear (otherwise your status will read 'Not Invited' or 'Pending' if selections have not yet been received for that employer).

The screenshot displays the Symplicity application interface. On the left, there are search filters for Session (Test Only - Do Not Submit) and Employers (Show All). On the right, under 'Important Dates', the 'Pre-Select Sign-Up' period from Jun 14, 12:00 am to Jul 01, 12:00 pm is circled in red. Below this is a legend for warning and information icons. At the bottom, a table lists employers, with the 'Invitations' column for Jozapaitis & Libby (Boston, MA) showing an 'Accept Preselect' button, also circled in red.

Employer	Locations Interviewing For	Interview Dates	Invitations	documents	Bidding
Jozapaitis & Libby (Boston, MA)		Jul 18th	Accept Preselect	resume 1, cover letter 2, Transcript	applied

Employers requesting a resume collection are included in the *'Collection Only'* sessions. You should bid for 'Collection Only' employers in the same manner for which you bid for interviewing employers, keeping in mind that all future communication regarding possible interviews will come directly from the employer.

Organizations requesting that students contact them directly are listed in the *'Apply Direct'* session. You will be able to review the application requirements for these organizations on Symplicity, but *all application materials must be submitted directly to the employer*. If they have an application deadline, it will be listed in the 'Additional Requests' column under the 'Employer's Schedules' section of the employer review page. All future communication regarding possible interviews will come directly from the employer.

E. MASSACHUSETTS LAW SCHOOL CONSORTIUM PROGRAMS

The Massachusetts Law School Consortium sponsors several recruiting programs throughout the year. There is a National Recruitment Program (which includes the Northern New England Job Fair) that is held every fall and two Government/Public Interest Interview Programs, one in October at Boston College Law School and another in January at Suffolk. The application process is the same for these programs, but bidding is done through a different Symplicity site: <https://law-massconsortia-csm.symplicity.com/students>. See a member of the PCD staff for your login information.

F. IMPORTANT NOTES

1. Be sure to check Symplicity each day during the recruiting season, as PCD will post announcements of employer additions and cancelations. You may also receive email notification of these changes.
2. Bidding for each session is always due **by 10:00 am** on the deadline dates indicated.
3. Check your email often during the recruiting season so you do not miss notices about signing up for an interview time.

VI. JOB POSTINGS

All job postings received by PCD are listed on Symplicity. To access the postings, click on the 'jobs' tab in the top navigation menu and the 'PCD Job Postings' link in the lower menu. (NOTE: You can also click on the 'Law Job Web' link to see other non-PCD job listings.) All current job postings will be displayed by posting date with the most recent postings first. You can narrow the list by selecting a specific practice area or position type and clicking the 'Search' button. You can also enter an organization name or city in the 'Keywords' box. It is not recommended that you search by practice area, since many employers do not have this information entered on their posting and a complete listing may not be returned.

Home > Jobs

Home > Jobs

Save search criteria using Advanced Search to create a Search Agent.

job postings

Jobs My Favorites **Advanced Search** Search Agents Applications

Keywords (searches job title, ID, description, and employer name: min. 3 characters)
See Advanced Search for more search options.

Practice Areas

Position Type

Show Me: All Job Listings

More Options Search Clear **300 results** Items 1-20 of 300 (Results as of: Monday, June 17, 2013)

View Printable Job List Save As Excel

Click on job title to see full job details.

1. Associate **Most recent job postings will be displayed first.**

apply

Small Berkshire County law firm with a diverse practice seeks dynamic associate with interest in real estate, estate planning, trust and estate administration. Must be a self-starter with the ability to work directly and effectively ... [More](#)

Application Deadline: October 17, 2013

EMPLOYER [McCormac & Marcus Barringer](#)

LOCATION Massachusetts ID 10389

Position Type dropdown menu:
 Attorney Position
 Student Full-time Position
 Student Part-time Position
Student Summer Position
 Internship
 Fellowship
 Judicial Clerkship
 Work-Study Funding
 Short-Term Project
 June Graduates
 Teaching Assistant
 Academic Position
 Office Space
 Public Service
 Other

2. Intern **Click on star icon to "favorite" the posting.**

apply

unpaid flexible hours two center plaza location very close to school spanish speaking preferred practice areas criminal civil

Application Deadline: July 16, 2013 Posted: June 16, 2013

EMPLOYER [Law Offices of Kevin MacMurray, Esq. \(Boston\)](#) POSITION TYPE Internship

The 'Advanced Search' tab provides additional search criteria and also allows you to save a 'Search Agent.' To create a *Search Agent*, enter your search criteria, check the small box under 'Search Agents,' and give your agent a name. Search Agents can be programmed to run automatically according to a pre-determined schedule and notify you of new job postings that meet your criteria. You can enable the Search Agent by clicking on the 'Search Agents' tab, selecting the appropriate agent name under the 'Label' column, clicking 'yes' on the next page, and specifying the Period and Multiple settings. For example, to run a search every two weeks, select 'Week' under 'Period' and '2' under 'Multiple.' Any enabled Search Agents will run automatically and Symplicity will email the results to you.

Home > Jobs > Search Agents

Home Profile Documents Resources **Jobs** Employers Clerkships Surveys OCI Calendar

search

My Account

software by simplicity™

Submit ▶ ◀ Back * indicates a required field

Label*: **First enter your search criteria under the 'Advanced Search' tab and save the search. Enter the name you gave your search in the Label box.**

Enabled*: Checking 'yes' will enable your agent to be run on a scheduled basis.
 yes no

Period*: Select a frequency for this agent to run.
 ▼

Multiple*: The value entered here will be used to determine how frequently your agent is run.
 (Example: Period=month, Multiple=2, Agent will be run every 2 months.)

Include only new results*: Checking 'yes' will only include new results posted since the last run date.
 yes no

You can select day, week, or month in the period drop down menu and then the frequency in the Multiple box. For example, you would select 'day' and '1' to have updates sent to you each day. You could select 'week' and '1' to have them sent to you once a week.

Submit ▶ ◀ Back

To review specific job posting details, click on the job title for each position in the 'Jobs' list. On the left of the next page you will see information on the job including title, description, location, position type, practice areas, and desired class levels. There is also a link to view the employer's profile. On the top right of the page you will see information on 'How To Apply.' Listed below that are 'Important Dates.' Most positions will remain open for three months unless the employer specifies another application deadline. You should apply for positions as soon as possible and not wait until the application deadlines, as many hires are done on a rolling basis.

Some employers will accept online applications through Symplicity. If this is the case, you will be able to choose which of your uploaded documents to submit under 'Application Status' on the job posting page (this would be the 'How To Apply' box on other postings). You can see your applications under the 'Applications' tab on the Jobs section of Symplicity.

You have the ability to mark any posting as a "favorite" to be reviewed again later. You can do this by clicking the star icon in front of the job posting title on the 'Jobs' list page. To view your saved favorites, click on the 'My Favorites' tab.

job postings

software by sympathy™

☆ Full Time/Part Time Position

Nathanson & Goldberg, P.C. (Boston, MA)

Posted: Jun 12, 2013

DIVISION	N/A	GEOGRAPHIC PREFERENCE	Massachusetts
COMPENSATION TYPE	Unknown	SALARY RANGE	Unknown

DESCRIPTION

Nathanson & Goldberg, P.C. is looking for a person with excellent word processing skills to learn how to:

- document commercial loan transaction
- assist with doing due diligence
- administrative and secretarial tasks
- Must be ambitious and well organized and not afraid to ask questions
- Willing and able to follow directions and eventually be more "take charge"
- No experience is not a barrier to entry
- Responsibilities and compensation can grow as skills are demonstrated
- First year day and night students should not be discouraged from applying
- Hours are flexible. Good position for an evening student. Great learning opportunity.

POSITION TYPE

Student Full-time Position

DESIRED CLASS LEVEL(S)

1LE, 1LD/2LE, 2LD/3LE, 3LD/4LE



Employer Profile

Jobs will remain open for three months or until specified by the employer. Do NOT wait until the application deadline to apply. You should send your materials as soon as possible.

HOW TO APPLY

Please send resumes to Arthur Goldberg at ag@natgolaw.com
Call to confirm receipt at 617-210-4811

IMPORTANT DATES**Posted On:**

Jun 12, 2013

Applications Accepted Until:

Sep 12, 2013

Please follow the "How to Apply" instructions listed for each job posting. Respond to the contact person listed within the posting; do not submit a resume to another contact that may be listed in the employer's profile. Suffolk University Law School is committed to a policy of providing its students and graduates with equal opportunity to obtain employment, without discrimination on the grounds of race, color, religion, national origin, gender, age, handicap or disability, sexual orientation, or status as a veteran or military reservist. SULS does not warrant or represent that any particular posting or opportunity, whether paid or unpaid, complies with the Fair Labor Standards Act and/or other federal and state labor and employment laws.

SIMILAR JOBS[Law Clerk](#)

City of Newton Law Department
(Newton Centre, MA)

[Administrative/Legal
Assistant Full-time Position](#)

Law Office of John P. Gibbons, LLC

[Legal Assistant](#)

LAFOUNTAIN & WOLLMAN, P.C.
(Watertown, MA)

VII. EMPLOYERS/RESEARCH

You can use the Symplicity CSM to search and view information on *all* employers in our database, not just those participating in the recruitment programs. The Symplicity database, however, is not an exhaustive one and should be used in conjunction with other databases such as Martindale-Hubbell, NALP Directory of Legal Employers, and others.

Click the 'Employers' tab to see a list of all organizations in the PCD database. You can find information on each organization such as address, hiring contacts, website link, office size, and profile details (if included). You can also quickly access any open job postings or recruitment program information listed by the employer. Note that you are able to search by 'Employer Type,' 'Practice Area,' or 'Keywords.' A list of employers that match your criteria will be returned. It is best to start with a broad search and then narrow your results, if needed. Keep in mind that not all employers may have practice areas listed on their profile.

Home > Employers

search

My Account

software by sympathy™

employer profiles

Employers Favorite Employers Contacts Favorite Contacts

Keywords Employer Type

searches employer name, overview and website

Practice Area On Campus Events? yes no Ignore (for which you are eligible)

▲ Less Options Search Clear

Click on the 'More/Less Options' button to see or hide search features.

Use 'Keyword,' 'Employer Type,' and 'Practice Area' boxes and dropdowns to narrow your search.

Items 1-20 of 9335 SORT BY: Organization SHOW 20 per page Page 1

Click on the star icon to make an employer a "favorite."

★ Albert L. Farrah, Jr. Esq. (Boston, MA)
(Boston, MA)

★ Bay Area Legal Aid (Oakland, CA)
http://www.baylegal.org
(Oakland, CA)

★ Boston Law Group, LLP (Boston, MA)

Click on the employer name to see their details.

To view information on an employer, click on the organization name. On the employer page you will see information on the employer type, their practice areas, address, a link to their website, organization size, and contact information if available.

You have the ability to mark any employer as a “favorite” to be reviewed again later. You can do this by clicking on the star icon on the far left of the organization list under the ‘Employers’ tab, or by clicking the ‘Add To Favorites’ link under the ‘Actions’ section of the specific employer page. To view your saved favorites, click on the ‘Favorite Employers’ tab.

Sample Searches

As mentioned, you can search the PCD employer database by ‘Employer Type,’ ‘Practice Area,’ or ‘Keywords.’ For example, to generate a list of employers who practice environmental law, click on the ‘Practice Area’ drop down menu and then select ‘Environmental’ from the list. Then click on the ‘Search’ button and a list of employers meeting your criteria will appear. Click on the employer’s name to view the details for each organization.

You can also conduct searches based on employer type. For instance, to generate a list of public defenders listed in the PCD Symplicity database, you would click on the

'Employer Type' drop down menu and then select 'Public/Federal Defender' from the list. Next, click on the 'Search' button to generate the list of employers.

The 'Keywords' box can be used to search for keywords in the employer name, city or profile. You can use the keywords box to find details on a specific employer. For example, to find information on the Boston office of Ropes & Gray, you would type 'ropes' or 'ropes gray' into the box and then click on the 'Search' button. A list of employers with those keywords would appear. You would then click on the 'Ropes & Gray, LLP (Boston, MA)' employer name to find the information specific to that office. You can also conduct searches by city. If you were looking for employers in Providence, you would type 'providence' in the keywords box and then click the 'Search' button to generate an employer list. You should only use keywords to search geographic locations by city and not state. If you tried to search for employers in Maine by entering 'me' into the box, you would generate a list of all employers in Maine, as well as any employer with the 'me' combination appearing in their organization name.

The employer type, practice area and keywords searches can be used together to further narrow your search results. For example, you could search the PCD database for law firms practicing intellectual property law in Boston. To do so, you would select 'Law Firm' from the 'Employer Type' drop down menu, then 'Intellectual Property' from the 'Practice Area' menu, and type 'boston' in the keywords box. Click the 'Search' button to generate your list.

Remember, it's best to start with a broad search and then narrow your criteria if needed. Also, if you are conducting multiple searches, be sure to clear your previous criteria by clicking on the 'Clear' button before entering new search terms.

Saving Your Search Results

You have the option of saving employer information in an Excel spreadsheet to use for mail merges or other purposes. To do so, you must first save the employers as "favorites." Once you generate a list of employers that meet your search criteria, click on the star icon in front of the employer name. This will add the employer to your Favorites folder. To access the folder, click on the 'Favorite Employers' tab. All of the employers that you have selected as favorites will appear in the list. You can keep these employers in your favorites folder and easily refer back to them from time to time, as well as use the list to create an Excel spreadsheet.

To create an Excel spreadsheet, you must first select the employers you would like to appear in the spreadsheet. To do so, click on the box in front of each organization's name. Once your selections are made, click on the 'Save as Excel' button. You will then be able to save the employer information to your computer as an Excel spreadsheet to use for mail merges.

VIII. JUDICIAL CLERKSHIPS

Students interested in judicial clerkships can use Symplicity to search judges and courts, and track their application status. You must first complete a registration page under the 'Clerkships' tab with details on your class year, undergraduate school, clerkship

preferences, recommendation information, writing sample information, and other qualifications. You can then search judges and create your Excel spreadsheets for recommendations under the 'Clerkships' tab, and track your applications using the 'Application Status Info' tab. Detailed judicial clerkship application instructions are available on the PCD website in the [Judicial Clerkship Guide](#) handout, and the News Feed section of your Symplicity Home page. Students interested in judicial clerkships should also make an appointment with Margaret Talmers, Associate Director for Judicial Clerkships and Internships, as soon as possible.

IX. EVENTS/CALENDAR

Information on all PCD programs, workshops, events, and recruitment deadlines can be found on Symplicity. You can access this information through the 'Events' or 'Calendar' tabs.

Click on the 'Events' tab to see a listing of all programs and workshops being held by PCD (information on recruitment deadlines is not displayed). Click on any event to see its details and to submit an 'RSVP.' Symplicity will then send automatic reminders about the program.

The screenshot shows the Symplicity website interface. At the top, there is a navigation bar with tabs for Home, Profile, Documents, Resources, Jobs, Employers, Clerkships, Surveys, OCI, Events, and Calendar. Below the navigation bar, there is a breadcrumb trail: Home > Events > Workshops > Fall Alumni Career Forum... A search bar is located to the right of the breadcrumb trail. In the top right corner, there are icons for My Account, Facebook, LinkedIn, a help icon, a play button, a printer icon, and a star icon. The main content area is titled "events" and includes the following information:

- Name:** Fall Alumni Career Forum
- Workshop Start:** October 29, 2013, 4:00 pm
- Workshop End:** October 29, 2013, 6:00 pm
- Description:** Our biggest program of the year! This is your opportunity to learn from and network with over 40 graduates, who will share their knowledge and experiences and dispense sage career advice.
- Location:** Main Function Room

At the bottom of the event details, there are two buttons: "Back" and "RSVP". The "RSVP" button is circled in red. In the bottom right corner, there is a link for "Symplicity Privacy Policy".