

Home

Navigate the Homepage

- I. View at-a-glance features of Symplicity's Career Services Manager such as Announcements, Quicklinks, Calendar, Alerts, etc. by clicking on the Home link in the top toolbar.
- II. Messages from the Career & Alumni Services can be viewed under from Announcements.
- III. Access all system sections with one click by clicking on Quick Links.
- IV. View important events dates (Information Sessions, Career Fairs, etc.) by clicking on highlighted days in the Calendar.
- V. View system-driven alerts.

Homepage Screen

The screenshot shows the Symplicity homepage with a navigation bar containing links: home, profile, documents, jobs & resume collection, employers, networking, clerkships, OCI, events, and calendar. Below the navigation bar is a user profile for Andrew J McVay, dated Thursday, January 24, 2008, 2:21 pm, with a Log Out button. The main content area is divided into several sections:

- announcements:** Contains text about on-campus interviews, with a blue arrow labeled 'II.' pointing to the text.
- quick links:** Lists links for Professional Network, Activity Summary, and View Document Library, with a blue arrow labeled 'III.' pointing to this section.
- alerts:** Shows 'No current alerts.' with a blue arrow labeled 'V.' pointing to this section.
- calendar:** A calendar for January 2008 with the 24th highlighted in red, with a blue arrow labeled 'IV.' pointing to it.
- any comments or questions?:** A feedback form with a Submit button.

At the bottom of the page, there is a 'Done' button and an 'Internet' icon.

## Profile

### Build a personal profile

- I. Build a personal profile (contact information, change password, etc.) by clicking on Profile link on the top navigation bar.
- II. Click on the Personal Profile tab to update email address and other contact information.
- III. Update system access by clicking on the Change Password and creating a new password.
- IV. Update Privacy settings by clicking on Privacy tab.
- V. Report placement information by clicking on Placements tab.

### Profile Screen

The screenshot displays the 'Profile' page in a web browser. At the top, there is a navigation bar with links: home, **profile**, documents, jobs & resume collection, employers, networking, clerkships, OCI, events, and calendar. Below this is a header for 'REGENT LAW Career & Alumni Services'. The main content area has tabs for 'Personal Information', 'Academic Information', 'Privacy', 'Employment', 'Password/Preferences', and 'Activity Summary'. The 'Personal Information' tab is active, showing a 'Student Information' form. The form includes fields for Full name (Andrew J McVay), First Name (Andrew), MI (J), Last Name (McVay), Email (andrewmcvay@gmail.com), Phone Number ((777) 555-5683), Cell Phone ((777) 555-5683), Gender (M), Birthdate (October 01, 1980), and Ethnicity (White). A 'Completion Status' sidebar on the right lists various fields with green checkmarks, indicating they are completed. Two blue arrows are overlaid on the image: one points to the 'profile' link in the navigation bar, and the other points to the 'Save Changes' button in the form.

## Documents

### Manage Documents

- I. View existing and upload new documents (resumes, cover letters, and unofficial transcripts) by clicking on the documents link on the top navigation bar.
- II. Click on add new to upload new document.
  - a. System will convert document to pdf.
- III. The Make Default button designates a main resume that will be the first option when applying to employers, and with permission, will appear in employer resume books.

### Documents Screen

The screenshot displays the 'documents' page in a web browser. At the top, there is a navigation bar with links: home, profile, documents, jobs & resume collection, employers, networking, clerkships, OCI, events, and calendar. Below the navigation bar, the user's name 'Andrew J McVay' and the date 'Thursday, January 24, 2008 | 2:37 pm' are shown. The main content area is titled 'documents' and includes a 'Document Library' tab and a 'Help' icon. A message states: 'To view PDF files, you may need Adobe Acrobat Reader.' Below this, there is a table of documents with columns: Document Title, Document Type, View, Last Modified, Status, and Options. The table contains two rows: 'Resume' (Last Modified: 09/13/2007 01:34:00 pm, Status: ready, Options: Delete) and 'Resume (Business)' (Last Modified: 01/24/2008 02:37:00 pm, Status: ready, Options: Make Default, Delete). Below the table is an 'Add New' button and a 'Showing 10 at a time: 2 Items' indicator. The browser's taskbar at the bottom shows the Internet Explorer icon and the text 'Internet'.

Document Title	Document Type	View	Last Modified	Status	Options
<u>Resume</u>	Resume		09/13/2007 01:34:00 pm	ready	<a href="#">Delete</a>
<u>Resume (Business)</u>	Resume		01/24/2008 02:37:00 pm	ready	<a href="#">Make Default</a> <a href="#">Delete</a>

### Manage Documents

- IV. After clicking [Add New] button, enter a document title in the Label field.
- V. Select a Document Type
- VI. Click on [Browse] button, select a file to upload and then click the [Submit] button.

### New Document Screen

The screenshot displays the 'New Document' interface. At the top, there is a navigation bar with links: home, profile, documents, jobs & resume collection, employers, networking, clerkships, OCI, events, and calendar. Below this is a breadcrumb trail: BACK > Andrew J McVay | Thursday, January 24, 2008 | 2:39 pm > documents. The main content area is titled 'New Document' and includes a help icon. A message box states: 'To view PDF files, you may need Adobe Acrobat Reader.' Below this are 'Submit' and 'Cancel' buttons. The 'Student Document' section contains a 'Label\*' text input field (indicated by arrow IV.), a 'Document Type' section with radio buttons for 'resume' (selected), 'Cover Letter', 'Unofficial Transcript', 'Writing Sample', and 'Other Documents' (indicated by arrow V.), and a file upload section with a 'File\*' label, the text 'Please select your document to upload.', a text input field, and a 'Browse...' button (indicated by arrow VI.). At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer bar shows 'Done' and 'Internet'.

## Jobs

Job Postings displays employer job postings. Students may submit resumes to job postings. Additionally, students may set Search Agents to schedule automated job searches with email alerts.

### Apply for Jobs

#### Jobs List

- I. View job postings by clicking on JOBS from the top navigation bar.
- II. Sort the job list by Practice Area, Position Type, etc. by utilizing the dropdown menus at the top.
- III. Find a specific job by inputting details into the Keyword Search box on the top right, and then click the Apply Search button
- IV. Mark a job as a "favorite" by clicking on the "Add to Favorites" icon on the right.
- V. View all favorite jobs under the Favorites tab.
- VI. Review Position Details by clicking on a link in the Title column.
  - a. Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
  - b. Submit a resume, if qualified, by highlighting the proper resume name from the Resume dropdown, inputting Cover Notes, and clicking the Submit button from Application Status on the Right.

### Job Postings Screen

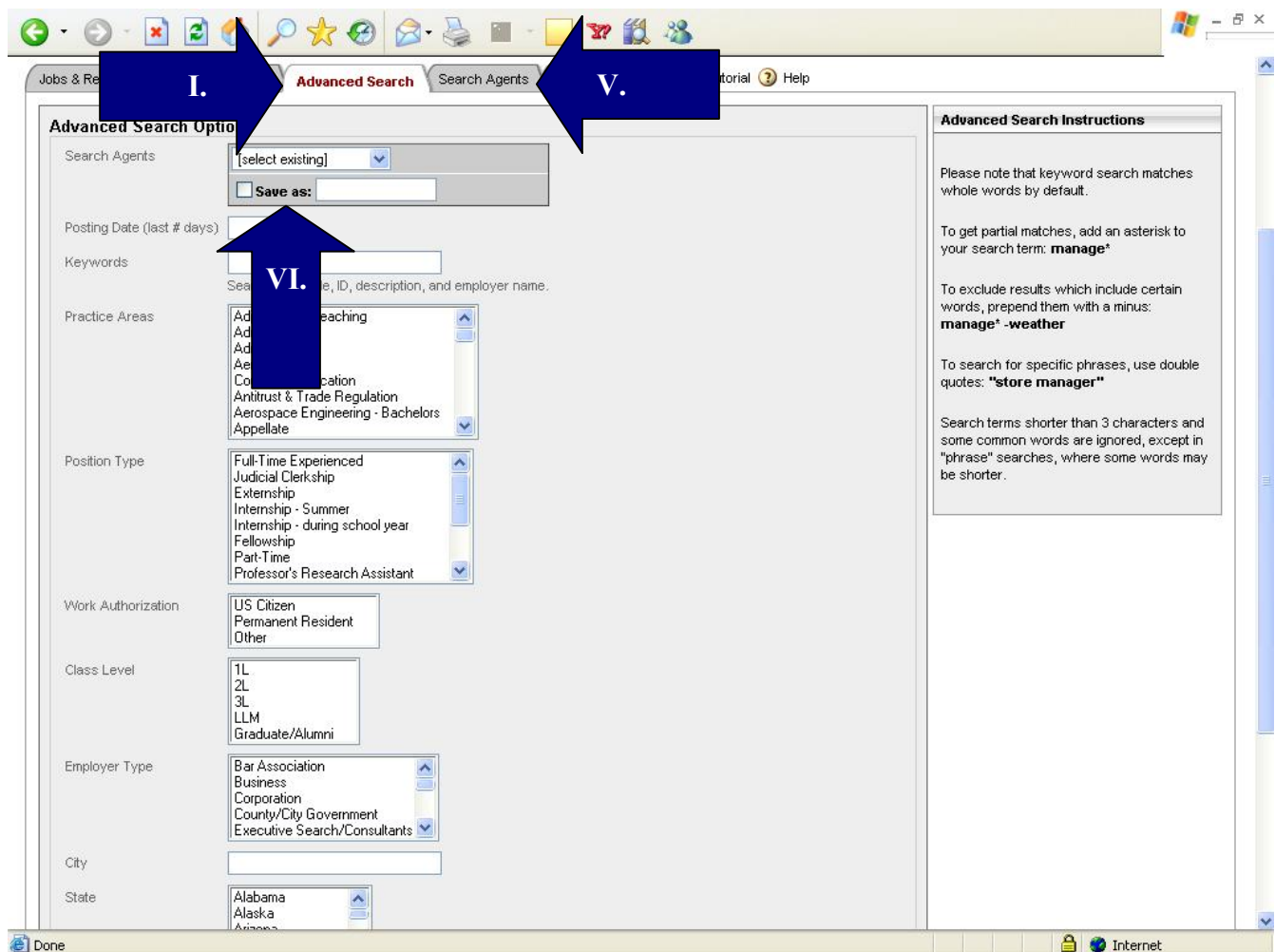
The screenshot shows the 'Jobs & Resume Collection' interface. At the top, a navigation bar includes 'home', 'profile', 'documents', 'jobs & resume collection', 'employers', 'networking', 'clerkships', 'OCI', 'events', and 'calendar'. Below this is a search area with dropdown menus for 'Practice Areas', 'Position Type', and 'Class Level', and a 'Keywords' search box. A table of job listings is displayed below, with columns for 'Job Title', 'ID', 'Employer', 'Location', 'Position Type', 'Posted', and 'Deadline'. Each row includes an 'ADD FAVORITE' icon. The interface is annotated with blue arrows and Roman numerals: I points to the 'JOBS' link in the top navigation bar; II points to the search filters; III points to the 'Keywords' search box; IV points to the 'ADD FAVORITE' icon; V points to the 'Important Dates' column; VI points to the 'Job Title' column.

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Important Dates
<a href="#">Director, Community Development Project</a>	1491	Lawyers' Committee for Civil Rights (Chicago, IL)	Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)	Full-Time Experienced	Jan 24, 2008	Jul 01, 2008	ADD FAVORITE
<a href="#">1Ls/2Ls Internship and 3Ls Attorney</a>	1423	Campus Crusade for Christ (Orlando, Florida)	Southeast (NC, SC, GA, FL, MS, AL, TN)	Full-Time Experienced, Internship	Jan 03, 2008	Feb 25, 2008	ADD FAVORITE
<a href="#">2 POSITIONS: DEPUTY DIRECTOR &amp; COMMUNICATION SPECIALIST</a>	1390	OFFICE OF DISABILITY RIGHTS	Mid-Atlantic (DE, MD, DC, VA)	Full-Time Experienced, Full-time	Nov 29, 2007	Jan 31, 2008	ADD FAVORITE
<a href="#">2008 paid Summer Transportation Internship Program</a>	1379	U.S. Department of Transportation (Washington, DC)	Mid-Atlantic (DE, MD, DC, VA)	Internship - Summer	Nov 26, 2007	Feb 23, 2008	ADD FAVORITE

## Advanced Search

- I. Refine the job list by clicking on the Advanced Search tab.
- II. Save the advanced search as a search agent by clicking on the Advanced Search tab, check-marking Save As, and then inputting Search Agent name.
- III. Select Locations, Position Types, etc. to run a combination search for the jobs list.
- IV. Run the search by clicking the [Submit] button.
  - a. The search results will display under the Search Results tab.
- V. View a list of search agents by clicking on the Search Agents tab.
- VI. Review and/or edit a Search Agent by clicking on a link in the Label column (not shown).
  - a. Enable a Search Agent by clicking Yes, and then setting a Period and a Multiple, and then clicking the Submit button.
  - b. PathFinder will run enabled Search Agents automatically, and then email the results.

## Advanced Search Screen



## Employers

Employers enables students to browse employer profiles and designate Favorites

### Research Employers

- I. View information about employers by clicking on Employers from the top navigation bar.
- II. Find a specific employer, input details into the Keyword Search box on the top right, and then clicking the Apply Search button.
- III. If an employer has a profile or available positions, then the employer name will be underlined.
- IV. Place an employer under the Favorite Employers tab by clicking on the Add to Favorite button in the Options column.
- V. View a list of preferred employers by clicking on the Favorite Employers tab.
- VI. Take employers out of Favorites by clicking on the Remove From Favorites button.
- VII. View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the Title column.

### Employer Listing Screen

The screenshot shows the 'employers' section of the Regent Law Career & Alumni Services website. The navigation bar at the top includes links for home, profile, documents, jobs & resume collection, **employers**, networking, clerkships, OCI, events, and calendar. Below the navigation bar, there is a search box for 'employer profiles' and a 'Log Out' button. The main content area features a search filter for 'Employers' and a table of employer listings. The table has columns for Organization, Website, On Campus, Pro-net, and Options. The 'Organization' column contains several entries, with the first one, 'Washington College of Law (Clinical Program )', being underlined. A blue arrow labeled 'I.' points to the 'employers' link in the navigation bar. Another blue arrow labeled 'III.' points to the underlined text 'Washington College of Law (Clinical Program )'. A third blue arrow labeled 'IV.' points to the 'ADD FAVORITE' button in the 'Options' column of the first row.

Organization	Website	On Campus	Pro-net	Options
<u>Washington College of Law (Clinical Program )</u>				★ ADD FAVORITE
<u>17th Judicial Circuit Court of Kent County (Grand Rapids, MI)</u>				★ ADD FAVORITE
<u>17th Judicial Circuit Court of Kent County (Grand Rapids, MI)</u>				★ ADD FAVORITE
<u>42nd Circuit Court, Michigan (Midland, MI)</u>				★ ADD FAVORITE
<u>6-B Prosecutorial District, Ahsoskie, NC (Ahsoskie, NC)</u>				★ ADD FAVORITE
<u>6-B Prosecutorial District, Ahsoskie, NC (x, NC)</u>				★ ADD FAVORITE
<u>ABA Commission on Domestic Violence (Washington, DC)</u>				★ ADD FAVORITE
<u>ACLU (Virginia Beach, VA)</u>				★ ADD FAVORITE
<u>ACLU Voting Rights Project (Atlanta, GA)</u>				★ ADD FAVORITE
<u>Adams &amp; Martin Group (Sacramento, CA)</u>				★ ADD FAVORITE
<u>Adaptibar (Chicago, IL)</u>				★ ADD FAVORITE

## OCI

OCI enables students to manage their OCI activities including ranking employers, updating conflicts and viewing scheduled interviews

### Employers/Applications

- I. View employers that are participating in OCI by clicking on the OCI link on top navigation bar and then clicking on the Employers/Applications tab.
- II. Review upcoming dates on the Important Dates sidebar.
- III. Filter the employer list by session, application status, interview date, etc. by utilizing the Search Filters.
- IV. Find specific employers, or search by city/state, by entering information into the Keywords field and then click the [Search] button.
- V. Review Schedule details by clicking on the [Review] button to the left of the desired organization.
- VI. Submit an OCI application by clicking on the [Apply] button.
- VII. The "Default OCI Resume" will be included with the application (shown in the Resume column).
  - a. Change the specific application resume by clicking [Review].
- VIII. Review Scheduled Interviews by clicking on Scheduled/Interviews tab.

### Employers/Bidding Listing Screen

The screenshot shows the OCI web interface. At the top, there is a navigation bar with tabs: home, documents, resume collection, employers, networking, clerkships, OCI, events, and calendar. The 'OCI' tab is selected. Below the navigation bar, there are several sections:

- Search Filters:** Includes fields for Session (Test), Employers (Show All), Date, and Keywords (New York). A 'Search' button is located below the Keywords field.
- Default OCI Resume:** Shows a selected resume and a 'Go' button. A note states: "Resume selected above will be used with all applications you make from this list. Different resume may be selected for individual applications by clicking on Review."
- Important Dates:** A sidebar listing key dates: Applications (Dec 6 to Dec 16), Pre-Select Sign-Up (Dec 14 to Dec 17), Alternate Sign-Up (Dec 17 to Dec 18), Interview Review (Dec 21 to Dec 28), and Open Sign-Up (Dec 30 to Dec 31).
- Employer List:** A table with columns: Review, Employer, Estimated 2L Slots, Interview Dates, Invitations, Resume, and Applications. The first entry is for 'Simplicity Associates (Washington, DC)' with 12 slots and an interview date of Dec 8th. A 'Review' button is on the left and an 'Apply' button is on the right of the row.

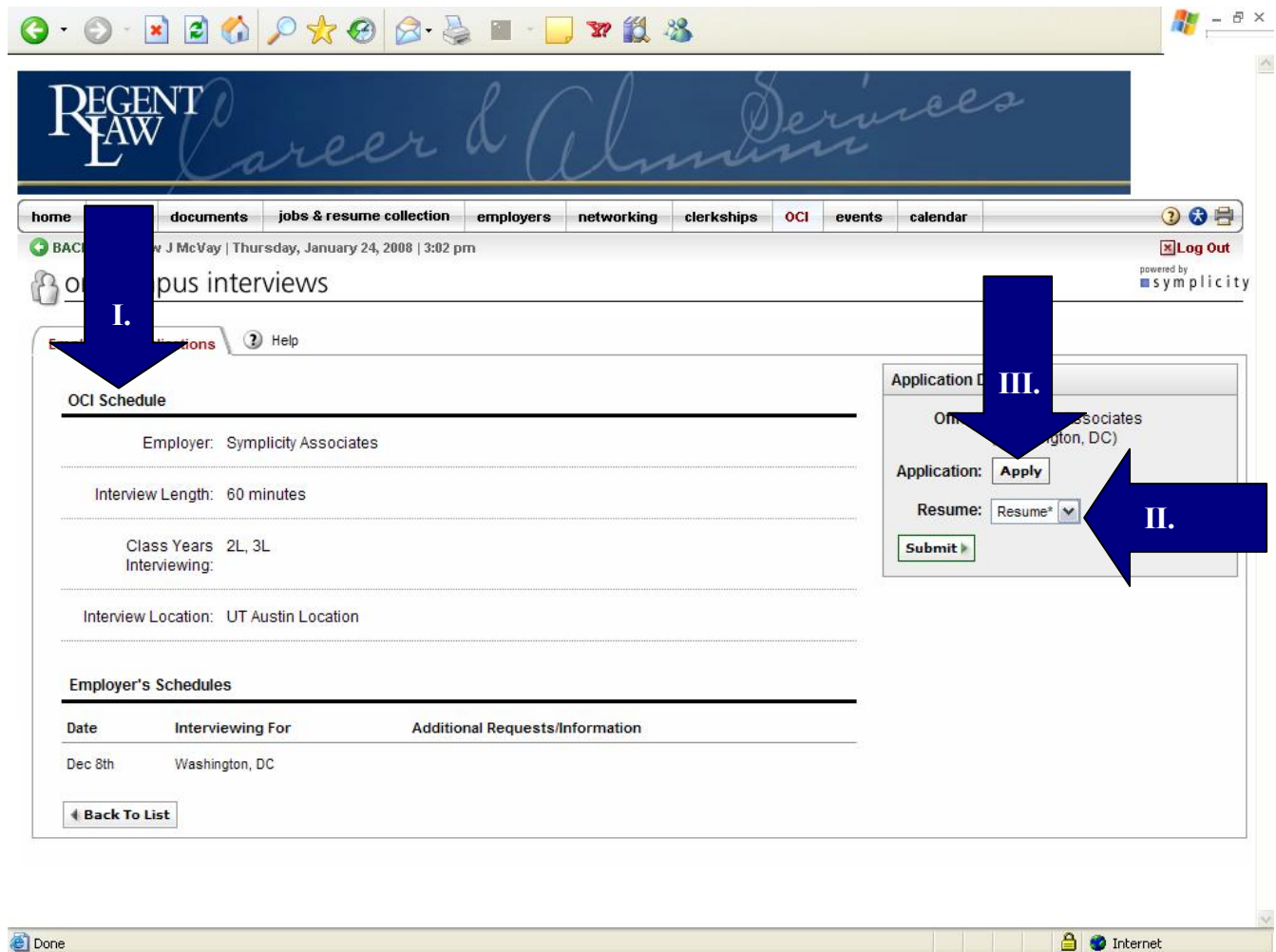
Blue arrows with Roman numerals point to specific features:
 

- I.** Points to the 'OCI' tab in the top navigation bar.
- II.** Points to the 'Important Dates' sidebar.
- III.** Points to the 'Search Filters' section.
- IV.** Points to the 'Search' button in the Search Filters.
- V.** Points to the 'Review' button in the employer list.
- VI.** Points to the 'Apply' button in the employer list.
- VIII.** Points to the 'Scheduled Interviews' tab in the top navigation bar.

### Schedule Review

- I. After clicking the [Review] button from the Employers/Applications screen, review schedule details under the OCI Schedule heading.
- II. Update the attached resume by selecting a new resume under the Application Details sidebar and then click [Submit].
- III. Apply to the employer by clicking the [Apply] button.

### OCI Schedule Review Screen



## Events

Events enables students to view information regarding upcoming information sessions.

### Information Sessions

- I. View upcoming information session by clicking on the Events link on top navigation bar and then clicking on the Information Sessions tab.
- II. View information session information, and RSVP for the event by clicking on the desired information session name link.

### Information Session Listing Screen

The screenshot shows the 'events' page on the Regent Law Career & Alumni Services website. The top navigation bar includes links for home, profile, documents, jobs & resume collection, employers, networking, clerkships, OCI, **events**, and calendar. A blue arrow labeled 'I.' points to the 'events' link. Below the navigation bar, there is a search section with fields for Session Start, Session End, and Keywords, along with 'Select', 'Clear', and 'Search' buttons. A table of events is displayed below, with columns for Name, Session Start, Session End, Location, and RSVP. A blue arrow labeled 'II.' points to the 'Blackstone Legal Fellowship - Application DUE TODAY' link in the table.

Name	Session Start	Session End	Location	RSVP
<a href="#">Blackstone Legal Fellowship - Application DUE TODAY</a>	Jan 25, 2008 8:00 am	Jan 25, 2008 3:00 pm		Disabled
<a href="#">Speed Networking</a>	Jan 31, 2008 6:00 pm	Jan 31, 2008 8:00 pm	RH Atrium	
<a href="#">RC: Joynes &amp; Gaidies - Internship Applications DUE TODAY!!</a>	Feb 01, 2008 8:00 am	Feb 01, 2008 12:00 pm	Career Services (RH247)	Disabled
<a href="#">Army JAG Corp. On Campus Interviews- Resume due today!</a>	Feb 01, 2008 9:00 am	Feb 01, 2008 12:00 pm		
<a href="#">OCI: Army JAG: Resume due today!</a>	Feb 01, 2008 9:00 am	Feb 01, 2008 12:00 pm		
<a href="#">Virginia Capital Defender's Office: Application materials due TODAY!!</a>	Feb 06, 2008 9:00 am	Feb 06, 2008 12:00 pm	RH245	
<a href="#">OCI: Applications due today!! For Hampton Commonwealth Atty Office</a>	Feb 07, 2008 8:00 am	Feb 07, 2008 12:00 pm	Career Services (RH247)	
<a href="#">On-Campus Interviews: Campus Crusade for Christ: Applications due TODAY!!</a>	Feb 11, 2008 9:00 am	Feb 11, 2008 12:00 pm	Career Services (RH247)	
<a href="#">What to Do This Summer</a>	Feb 12, 2008 12:00 pm	Feb 12, 2008 1:00 pm	TBA	

## Calendar

### Important Dates and Personal Events

- I. View important dates for the upcoming weeks by clicking on Calendar on the top navigation bar.
- II. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
- III. Click on a link in the Event to view event details.
- IV. Create, review and/or update events that do not automatically appear on the calendar by clicking on the Personal Events tab.

### Calendar Screen

