

1. Login to the Online Career Center

Log into Symplicity at <https://law-stthomas-csm.symplicity.com>, select **OCI** from the top toolbar and the following screen will appear:

Home Account Profile Job postings Resum

on-campus interviews

Confirmed Schedules Resume/Schedule Packets Interviews Applicants/Waitlist Schedule Requests ? Help

Session:

Batch Options:

Items 1-1 of 1

| <input type="checkbox"/> | Date | Timespan | Registerir |
|--------------------------|---------|---|-------------|
| <input type="checkbox"/> | Sep 8th | 9:00 am - 10:30 am, 10:40 am - 12:10 pm, 1:00 pm - 2:30 pm, 2:40 pm - 4:10 pm | Minneapolis |

Items 1-1 of 1

Be sure to select the Session: **Fall 2009 OCI**.

2. Confirm Your Interview Schedule

Under the **Confirmed Schedules** tab you will be able to view the interview date and timespan that has been selected for your organization.

- Please click on the hyperlinked date in order to verify the settings. *Pay particular attention to Interview Length, Session Focus, Timespan, and any hiring criteria that you have indicated.* If you have questions, concerns, or changes please contact us at lawcareers@stthomas.edu or 651-962-4860.
- Please indicate the name of the interviewer on this screen.

3. Reviewing Students that Have Applied

Students will be bidding (submitting their applications) until **5pm on Thursday, August 20th**. You will be able to review applicants beginning on **Friday, August 21st**.

- The **Applicants/Waitlist** tab will allow you to view the applicants individually. The student's name, class year, and documents that they have uploaded as part of their application can be viewed. More detail on the students can be viewed by clicking on the icon.
- You can generate a Resume/Applicant Packet for pending applicants. To generate this packet, as a Batch go to the **Applicants/Waitlist** tab, click the boxes next to all the applicants that you want to be included in the packet and then click on the **Generate Resume/Applicant Packet** button.
- You will then be prompted to a page that will allow you to change the name of the packet (default name: Resume Packet) and it will also allow you to select which documents you'd like to be included in the packet (i.e. resume, cover letter, writing sample, etc.). Select **Submit Request**. It usually takes 10-30 minutes to generate the packet. *You will receive an email when the packet is ready to be viewed.*
- The packet can be retrieved under the **Resume/Schedule Packets** tab. All of the packets will be in PDF form.

4. Pre-Selecting/Inviting Students for Interviews

It is from the Applicants/Waitlist tab that you will pre-select or decline the applicants under "Invitations." Before you can change a student's invitation status, you need to make sure the Session: Fall 2009 OCI is selected from the drop-down menu.

- There are two ways to change the **Invitation** status:
 1. Use the pulldown menu under **Invitation** and select either pre-select or not select.
 2. Select the applicant by checking the box to the left of the student's name and then go to **Change Status**. This way you can choose all of the applicants you want to invite at once, and change their status in one batch.
- Emails may be sent to applicants who have accepted the invitation and/or pending applicants. Select the student by checking the box to the left of the student's name and then click on the **Mail to Checked** box.
- The student will be removed from the **Applicants/Waitlist** tab and moved to the **Interview** tab once they have accepted or declined the invitation
- All pre-selections must be completed by 2 business days before your interview date. You will be sent a reminder email one day prior to the pre-selection closing date.
- Note: BE AWARE THAT THE STUDENTS' ACCOUNTS ARE IMMEDIATELY UPDATED TO REFLECT YOUR SELECTIONS! CLICK WITH CAUTION! If you inadvertently choose the wrong button, you may change it immediately assuming that the student has not noticed the change. If time has lapsed, please contact us.

5. Interviews

- Students will be able to start selecting interview times as soon as they have received an invitation. During this time you can go to the **Interviews** Tab and view which students have selected interview time slots.
- It is recommended that the day before the interviews you generate another **Resume/Applicant Packet**. This packet is different from the previous packets in that it includes a detailed schedule of interviews for the day in addition to the application documents. To generate this packet, go to the **Confirmed Schedules** tab, select the interview date and then click on the **Generate Resume/Applicant Packet** button.
- You will then be prompted to a page that will allow you to change the name of the packet (default name OCI Interview Packet) and it will also allow you to select which documents to be included in the packet then select **Submit Request**. You will receive an email when the packet is ready to be viewed.
- The packet can be retrieved under the **Resume/Schedule Packets** tab. All of the packets will be in PDF form. Contact us directly if you would like to request a hard-copy application packet with all materials available for you here the day of your interview.
- You will be sent an email reminding you of the interview date one day prior to your visit.

6. Cancellations/Rescheduling

If you need to cancel your interviews or re-schedule the dates/times, please contact the Office of Career & Professional Development immediately. We will be more than happy to assist you.

OCI Checklist

- Verify interview schedule as outlined noted in Symplicity: As soon as possible!
- Review applications of student applicants: Beginning August 21 until 2 days before your scheduled interview date.
- Pre-select students for interviews: 2 days before your interview date.
- Generate an interview packet: Day before your interview date.