



Online Registration for Fall 2008 On-Campus Interviews (OCI)

Boston College Law School uses Symplicity, an online system that manages our interview programs and job postings. There are numerous ways to register for on campus – through Symplicity, by telephone (617-552-4345), mail or fax (617) 552-0083

Symplicity Website: <https://law-bc-csm.symplicity.com/employers/>

I am a returning employer

Log in by entering in your username and password. **Note:** Your username is your full e-mail address. If you are a returning employer and do not remember your password, please select the “Forgot My Password” Tab on the Symplicity homepage and you will receive a new one via e-mail. If you are unable to log in or the system gives you an “invalid username”, please e-mail Leslie LeBlanc at leblanlf@bc.edu to have your password reset.

I am a new employer

Select the “register” button on the Symplicity homepage. Please complete the form and click on the “submit” button at the bottom of the page. You will receive a confirmation email with your username and password shortly after your submission.

Register for On-Campus Interviews (OCI)

- From the Symplicity homepage, click on the **OCI Tab** from the top navigation bar.
- Click on the **“Schedule Requests” Tab** (you may already be on the page).
- Click on the **“Request Schedule” button**. Please **complete the form** with all the necessary and required information. Below are more detailed steps.

What if I want to sign up for Multiple Offices?

If you are the contact for multiple offices within your organization, you can register for all offices. If you registered for multiple offices last OCI, you will see a box on the right hand side of the registration form labeled “Related Organizations” with the other office locations listed.

If you do not see this “Related Organizations” box or if there is an office location missing in the box, please contact Leslie LeBlanc at leblanlf@bc.edu to set up multiple offices sign up.

Completing the OCI Registration Form

- Interview Mode: The “interview” mode button will be on. “Resume Collect” are for employers NOT coming on campus.

- Additional Locations: Enter additional locations/offices for which you will be interviewing. Use this box if you want students on one schedule to interview for all your office locations. If you want students separated out onto different schedules by office locations, then you will need to submit a separate registration or be the multiple office contact for your firm.
- Include Related Offices: If you are registering for multiple offices, select "yes". If only registering for one office location, select "no".
- Allow students multiple interviews: (1) Select "**yes**" if you want students to interview separately for each participating office that s/he is interested in. Thus, students could potentially receive more than one campus interview with your organization. (2) Select "**no**" if students should submit only one resume to your organization and will rank preferred locations. Students will only be able to schedule **one** campus interview with your organization.
- Number of Days: Enter in the number of days you wish to be on-campus.
- Preferred Dates: Check TWO (2) preferred dates for on-campus interviews.
- Alternate Dates: Check ONE (1) alternate date for on-campus interviews.
- Scheduling Notes: Enter in any scheduling notes you may require. Ex: "Need to leave at 4 p.m." or "Start at 10 a.m."
- Interview Length: Click on the interview length (20 min: 20 interviews, 30 min: 12 interviews).
- Number of Rooms: Enter in the number of schedules/rooms you will need.
- Time Span: Select full day (9-5:00), morning (9-12:00) or afternoon (1-5:00) for your interview schedule. Full days include a one-hour lunch and, if possible, morning and afternoon breaks.
- Interview Time Assignments: (**For contacts registering for multiple offices only**) - If you have requested more than one schedule and wish to separate schedules by office location, please use the [matrix] button. Use the top drop down menu labeled "All Slots" to select the office location for each schedule.
If you request one or more schedule and do not wish to separate students by office location, please use the [percentage] button. Leave the "No Preference" [any] value at 100% if you will be considering all students for all office locations. This will allow for more flexibility when making selections. Students will still be able to rank office location preference so you can select any combination of applicants/office location.
- Class Years to Interview: Select class year(s) - hold down control button to select more than one class year.
- Class Allocations: Enter in a percentage of each class year you want to interview or 100% if you will be interviewing only one class year.
- Additional Requests: Check off any additional documents, if any, you require besides resumes.
Note: We are not taking requests for writing samples. Students may bring them to the interviews.

Please use the “Additional Requests” box to indicate other documents you requested or anything specific that students should bring with them to the interview.

- Hiring Criteria: Enter in preferred hiring criteria and other information helpful to students.
- Survey Questions: For discrimination policy, please indicate in the text box, “Agree”.
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**BOSTON COLLEGE LAW SCHOOL’S NON-DISCRIMINATION POLICY
AFFIRMATION: You must read and check the box in order to participate.**

**BOSTON COLLEGE LAW SCHOOL
Nondiscrimination Policy Pertaining to Military Recruitment**

Nondiscrimination Policy: Boston College Law School is committed to a policy against discrimination and harassment based on age; sex; race; color; religion; national origin or ancestry; sexual orientation; disability; or marital, family or military status. Boston College Law School extends use of its facilities to employers whose policies are consistent with this policy and expects that no discrimination or harassment will occur in hiring, promotion, compensation or work assignments. (The complete text of the Law School's policy against discrimination and harassment, including a description of grievance procedures, is available in the Law School's Academic Policies and Procedures handbook.)

Discrimination Notice: It is the policy of the Law School not to extend the use of its facilities to any organization that discriminates, even legally, on the basis of sexual orientation. We feel very strongly about this policy and make substantial efforts to assure that no student or student group is subjected to such discrimination. The Armed Forces, of which the Judge Advocate General's Corps (JAG) is a part, has had a long history and a current practice of discrimination on the basis of sexual orientation. However, under a recent federal law (the Solomon Amendment), the federal government may withhold federal funds from schools that do not allow military recruitment on campus. Therefore, in response to a threat of the loss of tens of millions of dollars in federal funds to Boston College, Boston College Law School reluctantly permits the Judge Advocate General's Corps recruiters on campus to conduct campus interviews. Boston College Law School opposes policies of discrimination on the basis of sexual orientation. The Law School will engage in appropriate activities to ameliorate any negative effects that granting access to the military may have on the quality of the learning environment for its students, particularly its gay, lesbian, bisexual, and transgender students.

SUBMIT: Be sure to click submit or your registration will not go through.

Fees for Fall 2008 On-Campus Interviews (OCI)
(Based on the number of attorneys firm-wide):

Law Firms: 100+ Attorneys: \$250 50-99 Attorneys: \$200
 25-49 attorneys: \$150 Under 25 attorneys: \$50
Government/Public Interest: Exempt

Navigating the Homepage in Symplicity

Announcements: Check here for important information and messages from the Career Services Office.

Quick links: These links go directly to frequently used tabs and sections.

Alerts: Check here for system messages regarding updates or scheduled system downtime.

Calendar: View important dates by clicking on highlighted days in the calendar.

Account Tab – Personal Profile and Password

Personal Profile: Please update your personal information and other contact information.

Change your Password: Click on the Passwords/Preferences Tab to change your password.

Smart Tip: If you use Symplicity at other schools, you can use the same password since every school's site is at a different URL.

Profile Tab – Organization/Employer Information

It is important to complete the Profile Tab so students may have as much information as possible about your organization.

Who We Are: Enter overview about your organization.

Key Statistics: Enter website, office locations, expected hires, etc.

Corporate Culture: Enter information about work environment, training, diversity policy.

Logo: You can upload your organization's logo in this tab.

Auto-Fill: You can use this tab if you have already entered information into another school's Symplicity site so you do not have to duplicate efforts. Use the drop down menu to choose the school where you have already entered in your organization's profile.

Click on the button "Save Changes" after entering information in each tab.