



Symplicity's Career Services Manager (CSM) is replacing e-Attorney as the web-based system that Career Services will use to manage the recruitment process.

ACCESSING & LOGGING-IN TO CSM

1. Launch your web browser (Internet Explorer) and go to <https://law-bc-csm.symplicity.com/students>.
2. To log-in enter your BC email address in the format username@bc.edu and the password that was sent to you from Career Services. Click "go".

Use the password provided by Career Services via email until you select your own password.

Instructions follow in the Profile information.

IF YOU FORGET...
Click on the *Forget Password* tab to have it e-mailed to you.

OVERVIEW – NAVIGATION BAR CHOICES

home | profile | documents | jobs/resume collection | employers | networking | OCI | calendar

home	<ul style="list-style-type: none"> • Watch for announcements from the Office of Career Services
profile	<ul style="list-style-type: none"> • Enter/update personal information • Choose a new password
documents	<ul style="list-style-type: none"> • View existing and upload new documents (resumes, cover letters, etc.)
jobs/resume collection	<ul style="list-style-type: none"> • Listings of Apply Direct job postings and resume collections • Indicate which employers you would like your resume submitted
employers	<ul style="list-style-type: none"> • View information about employers • Links to employer websites
networking	<ul style="list-style-type: none"> • This area will eventually be populated with information currently available through the Alumni Career Network database at http://www.bc.edu/schools/law/services/career/alumni/careernetwork/
OCI	<ul style="list-style-type: none"> • On-campus interview schedule and bidding
calendar	<ul style="list-style-type: none"> • Personal calendar displaying events, your interview schedule and any information you choose to add.

NOTE:

While navigating through CSM use the return or back links provided within the system. You cannot use your browser's back button to return to a previous page.

[< return](#)

HOME

[home](#) | [profile](#) | [documents](#) | [jobs/resume collection](#) | [employers](#) | [networking](#) | [OCI](#) | [calendar](#) powered by symlicity

home

Ann McDonald | [Log Out](#) [Help](#)

announcements

▶ **Welcome**
Welcome to the Boston College Law School's new recruitment site. If you have any questions, please do not hesitate to contact Leslie at leblanlf@bc.edu. Thank you.

Watch for announcements from Career Services here.

quick links

- ▶ [Professional Network](#)
- ▶ [Activity Summary](#)

alerts

▶ No current alerts.

May 2005						
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
					3	4

Information Sessions, Recruitment Dates and other events will be posted to the calendar. Click on highlighted date to view.

PROFILE

Click [profile](#)

profile

Personal Information | Academic Information | Privacy | Summer Survey | Graduate Employment Survey | Change Password

1. It is **important** for you to complete your personal information. Enter your address information and click Save Changes.

Save Changes

Do you use another email address?

The CSM system will use your BC email address. If you prefer to use another address, please be sure to set your BC email to forward to your preferred address. Forwards can be set via the webmail client mail.bc.edu (preferences) or through Agora.

Log in will continue to use the format: bcusername@bc.edu.

2. Click the Academic Information Tab and complete the fields that apply. Click Save Changes.
3. Click on the Change Password tab to select a new password.
4. Click on the Privacy Tab. Make sure that **Yes** is selected for receiving messages from career services. If you make any changes, remember to save them.

Receive Emails from the Career Center*: yes no

DOCUMENTS

Click **documents**. This is the screen you will use to upload your resume, cover letter and other documents.

You Must Upload A Resume To The CSM System.

Click on the **Add New** button.

1 Label*:

2 Document Type: resume cover letter transcript writing sample other

3 File*
Please select your document to upload.

4

1. Give the document a name.
2. Select a Document Type.
3. Click Browse to locate your document.
4. Click Submit.
This process may take a few minutes to complete.

If you upload more than one resume, select your default resume (see explanation above) by clicking on the Make Default button. Your default resume will be the first option when submitting a resume to employers, and with your permission (under Privacy settings), will be available to employers in online resume books. What an employer wants in addition to a resume (cover letter, writing sample, etc.) will be listed under bid details. This is explained later in the document.

Documents [? Help](#)

2 Items

Document Title ▾	Document Type ▾	View	Last Modified ▲	Status	Options 5
resume	Resume		06/02/2005 09:09:40 am	ready	<input type="button" value="Make Default"/> <input type="button" value="Delete"/>
resume two	Resume		06/02/2005 09:09:12 am	ready	<input type="button" value="Delete"/>

What is the purpose of uploading and storing my resume?

Uploading and storing a resume allows you to apply for positions by submitting your resume directly. If you give permission, the resume will appear in resume books for employers as well. To set your preferences for including your resume in the resume books, click on the 'my profile' link in the header. Then, click on the 'Privacy' tab.

How do I store a resume?

Click on the 'resumes' link in the header, then click on the 'Add New' button. Enter a title for the resume and click the 'browse' button. Find the resume file you wish to upload and double click on it. Once the file appears in the box next to the 'browse' button, click the 'submit' button. While the system converts the resume into a 'pdf' format, the 'Status' column will read 'converting.' Once the resume is converted to 'pdf' format and ready to submit to employers, the 'Status' column will read 'ready.'

Can I store multiple resumes?

You may store as many resumes as the system will allow by clicking the 'Add New' button and uploading a new resume file. You will receive an on-screen message once you have reached the maximum and will have to delete one resume to upload another.

What is a default resume?

The default resume is the resume that employers will see in the Resume Book if you have chosen to activate that feature under the 'Privacy' tab in 'my profile.' Your default resume will also be highlighted at the top of your resume list every time you submit your resume, though other resumes will also be available for submission. **Can my 'default resume' be changed?**

You may change your default resume at any time by clicking on the 'make default' button in the 'Options' column. Remember after the bidding deadline, all resume submissions are final for that session. Changing a default resume only affects future resume submissions.

How can I view my resumes?

To view a resume, click on the resume icon in the 'View' column. Acrobat reader will automatically open and display your resume in PDF format.

What types of documents can be uploaded?

Students may upload resumes, and depending on the program, may also upload cover letters and/or other documents (transcripts, recommendations, etc.)

Why are two document icons showing up in the View column?

CSM not only converts all documents to PDF, it also stores another copy of uploaded documents in native format, so students may view the document in their preferred format.

How many documents may be uploaded?

The maximum number of uploaded documents is ten.

JOBS/RESUME COLLECTION

Click [jobs/resume collection](#)

This page allows you to search for apply direct and resume collection positions.

APPLY DIRECT

Apply Direct includes:

- Academic year positions
- Permanent full -time positions
- Permanent part-time positions
- Summer positions

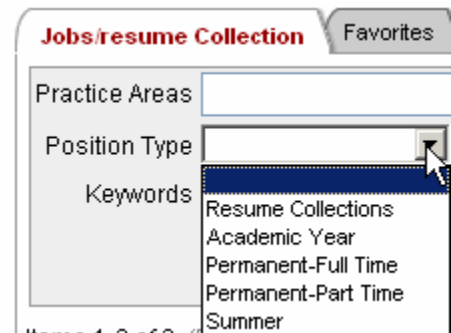
You can use the CSM to apply electronically to any of these (apply direct) positions. You may also use the information you obtain from the system to submit your application via US Mail. ***Pay careful attention to posting dates.***

RESUME COLLECTIONS

The Resume Collections position type indicates that this employer has asked Career Services to gather and send all the resumes of interested students together. ***Make your selection before the indicated deadline date.***

SEARCH FOR LISTINGS

- Make your selection under Position Type to view a listing of jobs fitting that category. If you want to search for a particular employer, you can enter the name in the keywords box. We do not, at this time, recommend that you search using Practice Areas because we are not confident that all employers are entering this information.



Position Type Summer

Keywords

(searches job title and job description and employer name)



Items 1-2 of 2 (Results as of: Jun 15, 2005: 12:16 pm)

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Title ▼	Employer ▼	Location	Position Type ▼	Posted ▲	Deadline ▼	Options
Summer	Sample Employer (Boston)	Boston Area	Summer	Jun 15, 2005	Jun 16, 2005	ADD FAVORITE
Summer Position	Example Employer (Boston)	Boston Area	Summer	Jun 05, 2005	Jun 16, 2005	ADD FAVORITE

- Review Position Details by clicking on a link in the Title column.
 - Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.

SUBMIT A RESUME

If qualified, highlight the proper resume name from the Resume dropdown (Application Status right side of the screen). You can also add a cover letter that you have previously uploaded and/or input cover notes. When you are through be sure to click the Submit button.

USING FAVORITES

You can mark any position as a "Favorite" to review again later. Simply click on the ADD FAVORITE link. To view all the listings you have marked as favorites, click on the Favorites tab.



ADVANCED SEARCHING

1. The Advanced Search tab provides additional search fields including location and date posted.
2. To create a Search Agent, populate the desired search fields under the Advanced Search tab. Check-mark the box next to Save As and enter a name for the search.
3. Click the [Search Agents] tab to view, run and/or modify saved searches.
4. Search Agents can be programmed to run automatically according to a pre-determined schedule:
 - Enable the search agent, by clicking the search agent name from the label column.
 - Click 'Yes' and then set the Period and Multiple settings. (To run a search every two weeks, select "Week" under period and "2" under multiple.)

Application Status

If you wish to apply, please select the document(s) to include and click Submit.

Choose a resume to submit for this position.

Resume*: Default Resume*

Cover Letter*: No cover letters found!

Enter any extra notes you want the employer to see.

Notes:

EMPLOYERS

Click [employers](#) to browse employer profiles and designate Favorites.

Ann McDonald | [Log Out](#)

Employers | Favorite Employers | ? Help

Type Keywords

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [\[all\]](#)

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Organization ▼	Website	Pro-net	Options
Adams and Reese LLP (New Orleans)	http://www.arlaw.com		★ FAVORITE
Alabama Attorney General's Office (Montgomery)	http://www.agp.state.al.us		★ ADD FAVORITE
Alston & Bird LLP (New York)	http://www.alston.com		★ ADD FAVORITE
Bingham McCutchen (Hartford)	http://www.bingham.com		★ ADD FAVORITE

- To search for specific employers, input the name of the employer in the Keyword Search box and click the [Search] button.
- If an employer has any available positions, the employer name will be underlined.

USING FAVORITES

You can mark any employer as a "Favorite" to review again later. Simply click on the ADD FAVORITE link. To view all the listings you have marked as favorites, click on the Favorite Employer tab.

OCI (Interviews @ Bidding)

Click **OCI**

The OCI screen enables students to participate in on-campus interviews, government/public interest and national recruitment, and off-campus programs. The OCI process is organized by program, called “Sessions” in the system. You will see the following listed under the Session pull down menu:

- A
- tlanta
- Chicago
- LA
- Miami
- New Hampshire
- On Campus
- Philadelphia
- San Francisco
- Washington DC
- Gov/PI – BC
- Gov/PI – Suffolk

NOTE REGARDING NEW YORK:

The New York Program is being held in conjunction with Boston University and is set up in a separate CSM system. A URL and log in information will be forwarded to you separately. The bidding procedure will be the same as outlined below. There will be no lottery for this program.

EMPLOYERS/BIDDING

View employers who are participating in the various interview programs listed above by clicking on Employers/Bidding tab and selecting the appropriate session. You can refine your search by state and/or by entering information into the Keywords field (employer name, city) and then click the Search button.

You will only see the employers for which you are eligible.

The screenshot shows the OCI Bidding interface. At the top, there are tabs for "Employers/Bidding" (selected), "Scheduled Interviews", and "Help". A yellow banner at the top indicates "Bidding period in progress. 0 out of 10 bids used".

Search Filters:

- Session: On Campus (dropdown menu)
- Employers: Show All (dropdown menu)
- Category: (empty dropdown menu)
- State: (empty dropdown menu)
- Date: (empty dropdown menu)
- Keywords: (text input field)
- Buttons: Search, Clear

Default OCI Resume:

- resume* (dropdown menu)
- Update (button)
- Text: Resume selected above will be used with all bids you make from this list. Different resume may be selected for individual bids by clicking on Review.

Important Dates

Bidding		Jun 20 to Jul 22, 12:00pm
Pre-Select Sign-Up	Jul 25 to Aug 5, 12:00pm	SAMPLE DATES
Alternate Sign-Up	Aug 8 to Aug 12, 12:00pm	
Waitlist Review	Aug 8 to Aug 15, 12:00pm	
Cancellations	Aug 8 to Aug 15, 12:00pm	

Two red arrows point from a text box below to the "resume*" dropdown and the "Important Dates" table.

Make sure that you have the correct default resume selected.

IMPORTANT DATES

Review important dates including DEADLINES. Information will pertain to the session you have selected.

It is your responsibility to be aware of the important dates for each Session (program).

Career Services will not be able to override the system to make individual accommodations.

During the Fall recruitment period it is important that you check your email and log into the CSM system at least once a day.

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		Employer ▼	Locations Interviewing For	Estimated 2L Slots	Interview Dates ▼	Documents	Bidding ▼
Review	⚠️ ⓘ	Bernstein Shur Sawyer & Nelson <i>3 Offices: Augusta, ME; Manchester, NH; Portland, ME</i>		19*	Aug 30th		1 2 3 4 5 6 7 8 9 10
Review	⚠️ ⓘ	Bingham McCutchen (Hartford, CT)		19	Aug 31st		
Review	⚠️	Bingham McCutchen LLP (Boston, MA)		57	Aug 31st		
Review	⚠️			19	Aug 31st		
Review	⚠️			19	Sep 6th		

Click a Review button to view specific details about the employer's program participation (eligible class years, anticipated interview length, requested materials, and/or other pertinent information).

IMPORTANT! – BIDDING/SUBMITTING “LOTTERY” CHOICES

- To express your interest in obtaining an interview, you **MUST** assign a bid number by selecting a number from the dropdown menu on the right. This will trigger your resume to automatically be submitted to that employer.
- If you do not wish to bid for an employer, do not assign a bid number.
- You may change/rearrange your bid rankings at any time before the bidding deadline closes. The system will reorder your rankings if you select a new first choice, second choice, etc. and then click apply.
- For the ON CAMPUS SESSION ONLY, it is imperative that you assign bid numbers in order of preference. YOU WILL AUTOMATICALLY BE ENTERED INTO THE “LOTTERY” FOR YOUR TOP TEN CHOICES.**
- 25% of each employer's schedule in the on campus session is reserved for lottery selections. The lottery is designed to give as large a number of students as possible the opportunity to interview.
- If you are given an interview via the lottery, you will be notified at the same time as students chosen directly. You will not be at a disadvantage in choosing an interview time slot.

RANKING A PREFERRED LOCATION

Some participating employers centralize their recruiting efforts and send one attorney to interview for more than one office. If this is the case, you will see a notice under the employer's name.

Bid Details

Employer: Bernstein Shur Sawyer & Nelson

Bid:

Resume:

Cover Letter:

Preferred Location(s)
Please rank office locations (1, 2, 3...) in order of preference.

Augusta, ME

Manchester, NH

Portland, ME

Items 1-20 of 36

		Employer ▼
Review	⚠️ ⓘ	Bernstein Shur Sawyer & Nelson <i>3 Offices: Augusta, ME; Manchester, NH; Portland, ME</i>

If you bid for an employer with multiple offices you will be prompted to rank your preferred location. Employers will see your ranking.

To view the Bid Details screen, click the Review button.

- If an employer requires a cover letter or wants a writing sample, you will see it listed in the bid details screen.
- You will be able to select from the pull down menu, documents that you have previously uploaded.
- For information on how to upload documents consult the Documents section.

CHECKING YOUR BIDS

If you are concerned whether or not you submitted a bid correctly you can check. Under OCI, Employers/Bidding Tab, select the correct session (program) from the dropdown menu and from the Employers dropdown menu select “with Bids” and click search. The list of employers that you have bid for within that particular session will display in the lower portion of the screen.

CHECKING THE STATUS OF YOUR BIDS/SCHEDULE or DECLINE AN INTERVIEW

- If you are selected by the employer, you will receive notification via email in advance by the system.
- The dates for the pre-select period will be listed in the Important Date section for that particular session.
(OCI>Employers/Bidding – choose a session and look to the right hand side of the screen).

When you log back into CSM and click the OCI tab and select the appropriate session, you can view the employers for which you have already bid. Under the Invitations header you will see the response to your bid:

- If you were selected by the employer or through the lottery, you have the choice to “Accept pre-select” or Decline”.

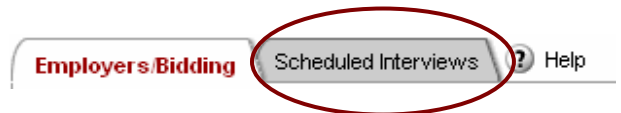
Once you accept, you will be prompted to choose an interview time slot with that employer. Only available time slots will display. Make a selection and click “sign up”.

You can change your time slot to any other available time slot, as long as the pre-select sign-up period is still open.

- If you are not selected the status will display “not invited”.
- If you were selected as an alternate, the status will display “waitlisted”. You will be notified via email if you are selected off the wait list and then will be prompted to select an available interview time.

REVIEWING YOUR SCHEDULED INTERVIEWS

Review Scheduled Interviews by clicking on the Scheduled/Interviews tab. All of the interviews you have scheduled will display.



Your interview schedule will also be visible in the calendar section.
