BU School of Law

Online Registration Instructions for Fall 2017 On-Campus Interviews (OCI)

Register Online via BU Law Symplicity: https://law-bu-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 Password" tab on the Symplicity homepage and you will receive an e-mail with a link to reset your password. If you are unable to log in or the system gives you an "invalid username", please e-mail lawhire@bu.edu.

I am a new employer
Select the "Sign Up" 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.

Account Tab – Personal Profile and Password

Personal Profile: Please update your contact information.
Change your Password: Click on the "Passwords/Preferences" tab to change your password.

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 an overview about your organization.
Key Statistics: Enter website, office locations, expected hires, etc.
Company Culture: Enter information about work environment, training, and diversity.
Logo: You can upload your organization's logo in this tab.
Click on the "Save Changes" button after entering information in each tab.

OCI Tab – Register for On-Campus Interviews

- From the Symplicity homepage, click on the **"OCI" tab** from the top navigation bar.
- Click on the **"Schedule Request" tab** (you may already be on the page) and 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 lawhire@bu.edu to set up multiple offices sign up.

Completing the OCI Registration Form

- Select Session:

2017 Fall OCI Week 1	August 8 – 11, 2017
2017 Fall OCI Week 2	August 22 & 23, 2017
2017 Fall OCI September Session	September 13 & 14, 2017
2017 Fall OCI October Session	October 4 & 5, 2017

- Additional Locations: Enter additional locations/offices for which you will be interviewing. Use this box if you want students to interview for all your office locations on one schedule. 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.

- Number of Days: Enter in the number of days you wish to interview 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.; need to coordinate with other law school; or need to split schedule by practice area.

- Interview Length: Click on the interview length (20 min: 20 interviews for full day schedule, 30 min: 14 interviews for full day schedule).

- Number of Rooms: Enter in the number of schedules/rooms you will need.

- Time Span: Select **full day** (20 min = 9:00 am - 5:00 pm; 30 min = 9:00 am - 5:20 pm), **morning** (9:00 am - 12:30 pm; 30 min = 9:00 am – 12:40pm) or **afternoon** (20 min = 1:30 pm - 5:00 pm; 30 min = 1:40 pm - 5:20 pm) for your interview schedule. Full days include two ten-minute breaks and a one hour lunch break.

- Class Years to Interview: Select class year(s) you wish to interview. (Hold down the Ctrl button while clicking on each class year to select both 2L and 3L.)

- Additional Document Types: Check the documents you would like to receive in addition to resumes.

- Additional Requests: If you checked "Other Documents", please describe what you would like to receive. **Note:** If you request a writing sample, students will be instructed to bring a writing sample to the interview. Please include anything specific that students should bring with them to the interview.

- Hiring Criteria: Enter in preferred hiring criteria and other information that is helpful to students.

- Position Description: Please describe the responsibilities of the position.

- Attachment(s): If you have a separate application form for students to complete in addition to applying through Symplicity, you can upload it here.

- Survey Questions: Please answer all survey questions. For the discrimination policy question, please indicate in the text box, "Agree". Please feel free to add any additional comments.

- Click "Submit". You will receive an email when your interview date(s) have been confirmed. The anticipated time is the week of April 17th.

Fees for Fall 2017 On-Campus Interviews (OCI)*

Law Firms (Based on the number of attorneys firm-wide):
101+ Attorneys: $375   51-100 Attorneys: $300   50 Attorneys or less: $125
Corporations: $100
Government/Public Interest Organizations: No Fee

*There is a $50 fee for each additional schedule.
Registration fees are non-refundable.

Register for a Resume Collection – NO FEE

- From the Symplicity homepage, click on the **"jobs|resume collection" tab** from the top navigation.
- Click on the **"Job Postings" tab** (you may already be on the page).
- Click on the **"+Add New" button**. Please **complete the form** with all the necessary and required information. Below are more detailed steps.

Completing the Job Posting Form

Please complete the required information. Additional details are below.

- Position Type: Check any that apply such as "full-time" for permanent positions or "summer" for summer positions.

- Resume Receipt: Choose "**E-mail**" if you would like to receive application materials at the time they are submitted. Choose "**Accumulate Online**" if you would like to receive all application materials in a packet on a set deadline of your preference. Choose "**Other**" if you would like students to follow a different application process. Please include details in the box below.

- Attachment(s): Upload any additional, required application forms here.