Summer 2023 Recruiting Program
Registration Instructions

If you need any assistance or have any questions about registering, please contact us at recruiting@law.upenn.edu.

STEP 1: Log in to Symplicity

Please access https://law-upenn-csm.symplicity.com/employers. To log in, enter your email address and password. If you do not know your password, click on the *Forgot my password* tab, enter your email address as your username and click *Go*; a new password will be emailed to you shortly. Alternatively, you may contact us for assistance in changing your password.

New User?

If you are a new user, go to https://law-upenn-csm.symplicity.com/employers, click the "Register" tab and submit the requested information. For services requested, please check on-campus interviews, job postings and profile. Once we accept your registration, you will receive an email with a password.

STEP 2: Report Summer 2022 Summer Program Outcomes

- After signing into Symplicity, click on "OCI Feedback" from the list of Shortcuts on the homepage.
- In the Summer Program Outcome tab, select Summer 2022 to report feedback for every Penn student who participated in your organization's 2022 summer program
- Submit your information by clicking "Finalize" on each tab. Once submitted, you will be unable to change or add outcome information. Please contact us if you need to edit or add to the information you provided.

STEP 3: Report Summer 2022 OCI Feedback

- After signing into Symplicity, click on "OCI Feedback" from the list of Shortcuts on the homepage.
- In the OCI Feedback tab, select Summer 2022 OCI to report feedback for every Penn student who interviewed with your organization last year. Please note: If more than one office participated in our program, all offices that participated must submit feedback data before you receive your interview date.
- Submit your information by clicking "Finalize" on each tab. Once submitted, you will be unable to change or add feedback information. Please contact us if you need to edit or add to the information you provided.

STEP 4: Register for Recruiting Program(s)

<u>If you are registering for multiple offices</u>, you may choose whether to submit separate schedule requests or include multiple offices on the same schedule/in the same request. Keep in mind for PEP that if offices are registered as separate schedules, they will be considered separate employers for purposes of selecting students' 8 applications. If you would like to talk through your options, please contact us at recruiting@law.upenn.edu

From the *Shortcuts* list on the home page or the OCI tab, select *Submit Schedule Request* and complete the requested information. Make sure to choose the correct Session: **2023 Summer OCI, 2023 Penn Early Program, or 2023 Resume Collection Program**. The following data is needed to process your schedule request(s):

Number of Interview Days: Select 1 as each employer will be assigned one interview date

Class Years to Interview: Choose the class year(s) you would like interview. To select more than one class year, click the first class year desired, hold the "Ctrl" key and select the other class years you are interested in interviewing.

Class Allocations: Allocate the percentage of each class you are interested in interviewing. The allocations must add up to 100 percent.

Interview Length: Select the length of interview slots, 20 or 30 minutes. Most employers choose 20-minute slots to maximize the number of students on a schedule.

Number of Schedules Requested: Select the number of schedules you would like. For OCI, each schedule accommodates approximately 20 interviews (the precise number of available slots will depend on the chosen interview length). For PEP, please choose 1 schedule unless you are registering for multiple offices for which you would like separate application packets.

Time Slot: Select whether you would like a morning, afternoon, or full day of interviews. Please note that we have provided three time options that accommodate employers in varying time zones.
All times listed in our Symplicity system and on our interview schedules are listed in Eastern Time. Please be sure to choose the times that best meet your interviewers' preferences:

	Full Day	**Morning**	**Afternoon**
Option 1:	8:30 am – 5:45 pm ET	8:30 am – 12:45 pm ET	1:30 pm – 5:45 pm ET
Option 2:	9:20 am – 6:35 pm ET	9:20 am – 1:35 pm ET	2:20 pm – 6:35 pm ET
Option 3:	11:35 am – 8:50 pm ET	11:35 am – 3:55 pm ET	4:35 pm – 8:50 pm ET

Additional Requests: For 2023 Summer OCI, list and/or explain documents students should provide on the day of their interviews through Flo Recruit. All employers will receive resumes and unofficial law school transcripts on the day of their scheduled virtual on-campus interview day. We do not permit cover letter requests for OCI.

Hiring Criteria: Please use this space to indicate your preferred hiring criteria. Please keep in mind that Penn Carey Law does not calculate GPA or class rank.

Scheduling Notes: Please use this space to notify us of your preferred interview date, any special scheduling or day-of-interview requests, e.g., accessibility requirements, late start times for interviews or any other requests our office can assist you with.

After you have completed the entire form, click *Submit*. If you need to make changes after submitting a schedule request, please contact our office at <u>recruiting@law.upenn.edu</u> for assistance.