
Widener law Career Connection

A publication of the Career Development Office at Widener Law

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DELAWARE: (302)477-2163

HARRISBURG:(717)541-3958

career.development@law.widener.edu

4601 Concord Pike Wilmington, DE 19803

3800 Vartan Way Harrisburg, PA 17106

Widener Law's 2007 Fall OCI Program News

by Julia Shaub, Recruitment Coordinator

I hope you are all having an enlightening and successful summer, and also have been able to squeeze in some time to relax. All of us in the Career Development Office are looking forward to your return to campus the week of August 20th! (It's just too quiet around here.)

I am very excited about this Fall's OCI Program and the fact that many of our On- and Off-Campus employers are using **Symlicity™**. Therefore, I would like to take this opportunity to address some of the recurring questions that you have had as well as pass on some additional information pertaining to the OCI module of **Symlicity™**.

PLEASE NOTE: Instructions for submitting paperwork to employers that are **NOT** using **Symlicity™** to administer Fall Recruitment are included in this issue. Please read and follow them closely and you will save yourself a lot of time and effort.

The latest edition of both On- and Off-Campus Schedules is attached. These schedules are also posted on the CDO page of Widener Law's website and TWEN.

Symlicity™ Frequently Asked Questions (FAQs):

Q1. I'm having trouble uploading my Transcript onto **Symlicity™** because the size of the PDF exceeds the limit. What should I do?

A1. Transcript Upload Tip: *Make a Xerox copy of your student copy and set the copier to "Suppress Background" or "Lighten," so the blue shading will not show and this will cut down on the size of the PDF. Also, if your transcript is more than one page, take your Xerox copies, cut and paste the two pages together, and set the copier to reduce the size so all of the information will fit on one page. This will bring down the size of the PDF even more so you should be able to upload your document successfully. (Please note that the "new" copier in the CDO has the "Background Suppression" feature and is available for your use at no charge. Also, a scanner is available over in Information Technology Services (ITS).*

Q2. What do I do if I need to update my resume after the August 1st deadline?

A2. *You will have the opportunity to switch out your resume with an updated version from August 1st to August 9th to include any additions (Class Rank, Law Journal, etc.) or changes.*

Q3. Can I switch out any of the documents I have used for my bids to employers or is this just applicable to my resume?

A3. *This applies ONLY to your resume. However, if you absolutely need to switch out one of your other documents after the session deadline has passed, please contact the CDO and we will make every effort to accommodate you. Please note, you must contact our office BEFORE the employer's "beginning date" to view student bids. These dates are listed on Symlicity under "Important Dates" on the "Employers/Applications tab.*

Q4. When will the employers be able to view my paperwork?

A4. For employers that are registered on Symplicity, each "Session" will have an "Interview Review Period." It is during this time period that the employers will be able to view all of the student bids. The "Start" and "End" dates for each "Interview Review Period" are available on Symplicity under "Important Dates" on the "Employers/Applications" tab.

Employers that have requested to have hard copies of paperwork submitted to the CDO will receive their packets immediately after the deadline date.

Q5. How will I know if I have been selected for an interview?

A5. For employers that are registered on Symplicity, each "Session" will have a "Student Sign-Up Period." The "Start" and "End" dates for each "Student Sign-Up Period" are available on Symplicity under "Important Dates" on the "Employers/Applications" tab. During this time period you will check the "Invitations" column. It will either have an "ACCEPT PRE-SELECT" and "Decline" button, or it will say "not invited." For employers that have requested to have hard copies of paperwork submitted to the CDO, "Selected Students" will be notified via their Widener email address.

Q6. How do I sign up for an interview?

A6. If you have been selected to interview with an employer(s) registered on Symplicity, you will sign up for your interview time slot on Symplicity by clicking on the "Accept Pre-Select" button. This will take you to a screen with all available interview times. Just click on the button to schedule your time.

NOTE: You will not be able to select a time that another student has signed up for, nor will you be able to select a time that conflicts with another interview that you have already signed up for.

If you have changed your mind and do not wish to interview with an employer you have been selected by, just click on the "DECLINE" button. This must be done through Symplicity within the "Student Sign-Up Period." After the period ends, students must abide by Widener's Interview Policy Notice.

INTERVIEW POLICY NOTICE:

"IF YOU HAVE SIGNED UP FOR AN INTERVIEW BUT MUST DECLINE, YOU MUST NOTIFY THE CAREER DEVELOPMENT OFFICE AS SOON AS POSSIBLE SO THAT SOMEONE ELSE MIGHT BE ABLE TO INTERVIEW IN YOUR PLACE.

STUDENTS WHO DO NOT NOTIFY OUR OFFICE AT LEAST 24 HOURS PRIOR TO ANY INTERVIEW THAT THEY CANNOT ATTEND THE INTERVIEW SHOULD SEND A LETTER OF APOLOGY TO THE EMPLOYER AND COPY THE CAREER DEVELOPMENT OFFICE.

STUDENTS WHO DO NOT ATTEND TWO INTERVIEW WITHOUT 24 HOURS NOTICE AND WITHOUT GOOD CAUSE FOR MISSING THE INTERVIEW, AND STUDENTS WHO FAIL TO SEND A LETTER OF APOLOGY IF NECESSARY, WILL BE BARRED FROM FURTHER PARTICIPATION IN CAREER DEVELOPMENT SERVICES FOR THAT ACADEMIC YEAR."

For employers that have requested to have hard copies of paperwork submitted to the CDO, "Selected Students" must sign up for their interview time slot at the Career Development Office.

If you have been selected but are not going to be on-campus that day, we'll be happy to sign you up over the phone. Just call the CDO at 302-477-2163. Selected Harrisburg students will be contacted by the Harrisburg CDO.

Q7. How will I know where to go for my interview?

A7. For employers that are registered on Symplicity, just go to your "Scheduled Interviews" tab and click on the interview date. This will show you all of the details, i.e., Employer Name, Interview Time, and Interview Location.

For all other On-Campus employers, you will be provided with the details by the CDO.

NOTE: BE SURE TO COME TO THE CDO AT LEAST 10-15 MINUTES PRIOR TO YOUR INTERVIEW TIME.

REMINDERS!!

PAY CLOSE ATTENTION TO "IMPORTANT DATES" ON Symplicity.

Make sure your Class year (2RD, 3ED, etc.) is correct in your profile as well as your Graduation Year.

ALL BIDS MUST BE SUBMITTED ON SYMPPLICITY BY THE DEADLINE DATE. NO EXCEPTIONS!

GPALS Symplicity 6 in 1 and DC Job Fair

GPALS Symplicity website hosting the 6 in 1 and DC Job Fair is now open for students to apply.

Note that the deadline for students to apply to both job fairs is: August 6th.

Students cannot use their Widener password but must establish a new one using the directions posted in Registration Procedures below.

How to submit applications:

Students must complete the following steps to register on the site and have the ability to apply to all GPALS sponsored job programs:

Registration Procedures:

1) Students must register at the following website:

<https://law-gpals-csm.symplicity.com/students/>

Please note: This website is a specially created Symplicity website that is used for job fairs that are sponsored by GPALS. You cannot register or apply for the Six in One or DC Job Fair through Widener's Symplicity site.

2) Once at the above website, click the "Register" button on the right hand side of the menu. Complete the registration form and hit "submit". Be sure to use your law school email address when registering so that you are recognized by the system. You will receive a message at the top of the page that indicates, "Your registration has been received. An email will shortly be sent to your email to verify validity of your email address."

3) Thereafter you will receive an email asking you to confirm your email address. Once completed, you will receive a message which states, "Your email has been confirmed. Click here to continue." You will then be logged onto the system.

4) Thereafter, you will receive a 2nd email which confirms your registration and contains a temporary password to access the Symplicity system after your initial login. This password can be changed once you log on to the system.

Note: It is important to remember that your GPALS Symplicity account is different from your law school Symplicity account. Therefore, you will have different passwords for each account.

5) Once you have completed your registration, you do not have to re-register for different jobs fairs. Simply use the sign-on and password provided.

**Enjoy the rest of
your summer!!**

