FREQUENTLY ASKED QUESTIONS:

Q...I received an e-mail notice about an employer participating in the Fall Recruitment Program but I can’t find the employer listed in the Symplicity system.
A...Employers in the Fall Recruitment Program will be participating in various interview forums. These separate forums are listed in the drop-down menus in the Symplicity system as “sessions.” Make sure that you check the correct session to find the employer that you’re seeking. For example, the Fall Recruitment Program includes several Regional Interview Programs, the Washington, DC Interview Program (WIP), the On-Campus Interview Program (OCI), Resume Collection opportunities and Direct Contact opportunities.

Q...If I do not meet the required or preferred class rank requested by an employer, how do I make the most of the Fall Recruitment Program?
A...You should consider a wide range of geographic locations, employer types, and additional job application methods. Look at the organizations in the DC suburbs, and other smaller legal markets. Also take advantage of the Direct Contact & Resume Collection employers found through Symplicity. The Direct Contacts are under the “Jobs” section. When you search by "Position Type", choose “Direct Contact through Fall Recruitment 2008”, you will pull up all the direct contact employers. The Resume Collections are under the “OCI” section. There are three sessions for these employers. You will need to upload materials for each round as you have done for OCI and the Regional Programs. Furthermore, don’t rely solely upon the Fall Recruitment Program. Meet with one of the CDO counselors to strategize and create your own self-directed search to identify opportunities that may not be advertised through the CDO. You may also want to take advantage of the summer, especially if you are in a location outside the DC area where you would like to spend next summer. Identify Maryland alums (using Martindale Hubbell on-line or through Lexis-Nexis.) and try to set up informational meetings or interviews before returning to campus. Please consider employers that have preferred vs. required class rank information in the system. Also note that employers seeking students with hard science backgrounds, tend to be a bit more lenient on GPAs if you have the undergraduate or graduate degrees they are seeking for their practice.

Q...What are “sessions”?
A...The Fall Recruitment Program is organized into sessions for each interview program or venue to make the bidding easier. Each regional location is a session and all of the employers that come to campus are in the OCI session. The resume collections are also divided into three sessions. You can search employers by session by going into the OCI section and under the “Employers/Bidding” tab, you can select any of the sessions as a search filter using the drop down sessions box.

Q...When my classmate logs onto Symplicity he sees many employers, but when I log onto the system I do not see the same number of employers?
A...Symplicity will only display to students those employers who are requesting that student’s class year. Please check your Profile, and under the tab “Academic Information” make sure that your class year is correct. If you believe your class year is incorrect please contact the Career Development Office ASAP and we will change your class year to the appropriate year. You can call us at 410-706-2080 or e-mail us at careerdv@law.umaryland.edu and ask for Terri Goode or Suzanne Hill. Please note, the fall recruiting program is primarily for employers recruiting for summer jobs, and therefore the majority of employers will be seeking 2Ds only (and 3Es), and only a minority will also be seeking to recruit or only seeking 3Ds (and 4Es) for permanent employment. Again, if you are confused about if your class year, please contact our office.

Q...I am interested in several office locations of a registered employer. How many bids will I need to use?
A...It depends on how each office has registered. If each office registered individually, it will be one bid for each office. If the firm registered collectively, it will be one bid, followed by your ranking the individual offices in your order of preference. (For offices in which you have no interest, leave the corresponding text box blank.) If an employer is interviewing for more than one office, that employer will only be listed once and there will be a
notation under that employer’s name, for example for Hogan & Hartson it states, “11 offices: Baltimore, MD, Boston, MA, Boulder, CO, Colorado Springs, CO, Philadelphia, PA, New York, NY, Los Angeles, CA, Miami, FL, Washington, DC and Northern Virginia.” When you select that firm, it will be counted as one bid, and you will be given the option to rank the offices. If you see a firm listed multiple times with only one office in each listing, then each office is a separate bid. For example, if Skadden Arps is listed twice once for on campus and once in the Chicago Interview Program, one is for their Washington, DC office and the other is for their Chicago, IL office. That will count as two bids, but remember the bids for regional employers do not count toward the 30.

Q... Why can I not see any of the employers interviewing for the New York, Philadelphia, San Francisco or Chicago Programs.
A... Remember you must log into the separate NLSC Symplicity Site to bid on these employers. Additionally, you will also only be able to see employers interviewing for your class year in this site. (http://law-nlscsm.symplicity.com/students)

Q...Does bidding for an employer obligate me to interview?
A... Yes. If you’re selected, you must take the initial interview through i.e. Fall Recruitment Program. This does not apply to 2nd round interviews (i.e. call-back interviews).

Q...Do I have to write cover letters?
A... Cover letters are strongly encouraged, but not required for all employers, however if the employers entry states they are required then you must write them. If you decide to write cover letters, they should be employer specific. Do not send generic cover letters and do not copy the examples from the CDO handbook. Remember, your cover letter serves as your initial writing sample. Please see the cover letter tips in this handout.

Q...Do I have to upload a transcript, list of references, and a writing sample?
A... Uploading transcripts is required when the employer specifies they require them otherwise uploading these additional documents is optional, and is not required. Many employers will request that one or more of these items be brought to the interview. Please review what the employer wants you to bring to the interview. Even though you may have uploaded the requested documents in Symplicity, you should also bring them to the interview. Please note that employers will be available to view all of your materials online if they choose to do during the screening process. At the interview, always have with you extra resumes, writing samples, transcripts (IP students should also have their undergraduate transcripts), and a reference list. Please see “Uploading Your Resume and Other Documents” below for further details on uploading additional documents. For uploading your transcript, we recommend that you scan your Unofficial Transcript and turn it into a PDF or JPEG electronic document. Scanning services are available in the CDO Resource Library and typically available at copy shops such as Kinko’s.

Q...When an employer requests that a transcript be brought to the interview, does it need to be an “official” transcript?
A... No, copies of your unofficial transcript (grade report) are acceptable to the vast majority of employers. Should an employer require an official transcript, they will so specify and usually require you to bring it to the interview.

Q...When and how will I know if I have been selected for interviews?
A... You will be notified by email as soon as we receive the employer selections. Generally, this is about one week prior to the interview date. Understand that this includes the Regional Programs, so please consider the implications before bidding, as it does not leave much time to make economical travel arrangements. We will do everything we can to notify you of interviews as far in advance as possible for regional programs. During the fall recruitment season (early July - mid October), you should be logging into the Symplicity system at least once a day. DO NOT RELY SOLELY ON EMAIL NOTIFICATIONS. To see which employers have selected you, under the OCI tab look on the column labeled “Invitation” and if you have been selected, you will see a button marked “Accept Preselect.” When you click on that button, you will then be able to schedule the time of your interview, and remember interview times are scheduled on a first-come first-serve basis. If under “Invitations” it states “pending” then EITHER the employers have not made any selections OR they have made selections and not selected you. If it states “Alternate” then you have been selected as an Alternate. Alternates
will be able to schedule an interview for any available open slots on a first-come first serve basis, on the dates displayed on Symplicity. Please note the alternate dates vary by session. If you are selected as an alternate you will be notified by email regarding the time frame you can sign up.

Q...Is the Symplicity system secure?
A...Yes. There are multiple pairs of checkpoint firewalls to protect student information. To ensure your protection, please make sure you log out of Symplicity after each session. Do not share your member ID and password with anyone. Please be sure that when you are finished using Symplicity to exit the system using the Log Out button, located in the upper right hand corner of the screen.

Q...Can employers search Symplicity by the information I enter in my profile?
A...Employers will be invited to access the database and conduct searches based on information that you entered in your Profile section and search resumes if they so choose. If you match an employer’s search, the information available to them is your name, your resume (if you have a resume in the system) and your email. Please note: employers will not be able to view the data you enter into your actual Profile. You are free to make your Profile and Resume available or not available to employers. To check the privacy status, please log into Symplicity, click on “Privacy” and then choose whether you would allow employers to view your resume. If you choose to allow employers to view your resume, it is of the utmost importance to keep your Profile and resume in Symplicity updated at all times. Please be advised, the system defaults to allowing employers to view your resume. While this can be a useful tool for employers, most employers do not actively search the Symplicity database, and you must actively apply to firms (either through FIP or on your own) to ensure that firms will review your resume.

Q...What if I have technical difficulties with the Symplicity system?
A...Please contact the CDO at 410-706-2080 or e-mail careerdv@law.umaryland.edu or Recruitment Coordinator Terri Goode at tgoode@law.umaryland.edu. There is also a “comments/feedback” section on the home page when you log into Symplicity, and those comments are routed to our office.