Step 1: Log into Symplicity, https://law-campbell-csm.symplicity.com/students. Your username is your Campbell email address.

Step 2: Review your account information

1. Click on "My Account"
2. Click on "Personal" Be sure all information is accurate and click "Save."
3. Click on "Academic" Be sure all required fields are completed and click "Save."

Step 3: Upload your documents

1. Click on "Documents"
2. Upload your application documents (Legal Resume, Cover Letter, Transcript, any additional required documents i.e, Reference Page, Writing Sample)

Step 4: Visit the OCI & Resume Collections (RC) tab to view OCI/RC employers.

Step 5: Select the OCI/RC "phase" you wish to view in the "Session" drop-down menu.

1. You can only view opportunities from a single OCI/RC phase at a time, as all deadlines and interview dates (if an OCI) are dependent on which phase you are viewing.
2. Phases are typically the weeks during an OCI/RC season.
3. Do not complete or fill out the "Class Schedules/Conflicts" tab. You may miss class for these short screening interviews; this has been communicated to your professors, through if you are selected for an interview, you should still notify your professor if you may miss a short portion of class.

Step 6: View opportunities in each phase.

1. Click "Review" next to each opportunity to review job description (if available), required documents, and employer "wish lists" for preferences.
2. Note that there are no interview dates for "Resume Collects." Employers collect your information and will contact you directly if they wish to interview you.

Step 7: Apply/Bid for an interview.

1. You will be able to click "Apply" only when your chosen phase's application/bidding window is open (Friday, 12 pm – Wednesday, 12 pm).
2. Once you click "Apply," select the necessary application documents from a drop-down menu to satisfy requirements.
3. By applying to an opportunity with a listed interview date, you are committing to showing up to the interview on that date in you are invited to interview. If you are unavailable on that date, do not apply through OCI: contact lawcareercenter@campbell.edu for instructions on how to apply through other avenues.

STEP 8: If you are invited ("pre-selected") for an interview, you will be notified through Symplicity during that phase's "Pre-Select Sign-Up" period. This is a short and *firm* window of time in which to accept your interview invitation in Symplicity. Recall that by applying, you committed to accepting interview invitations and attending scheduled interviews.

You will be notified of your interview time a few days after you accept your interview invitation