

## Job Bank Reference Guide

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### Jobs

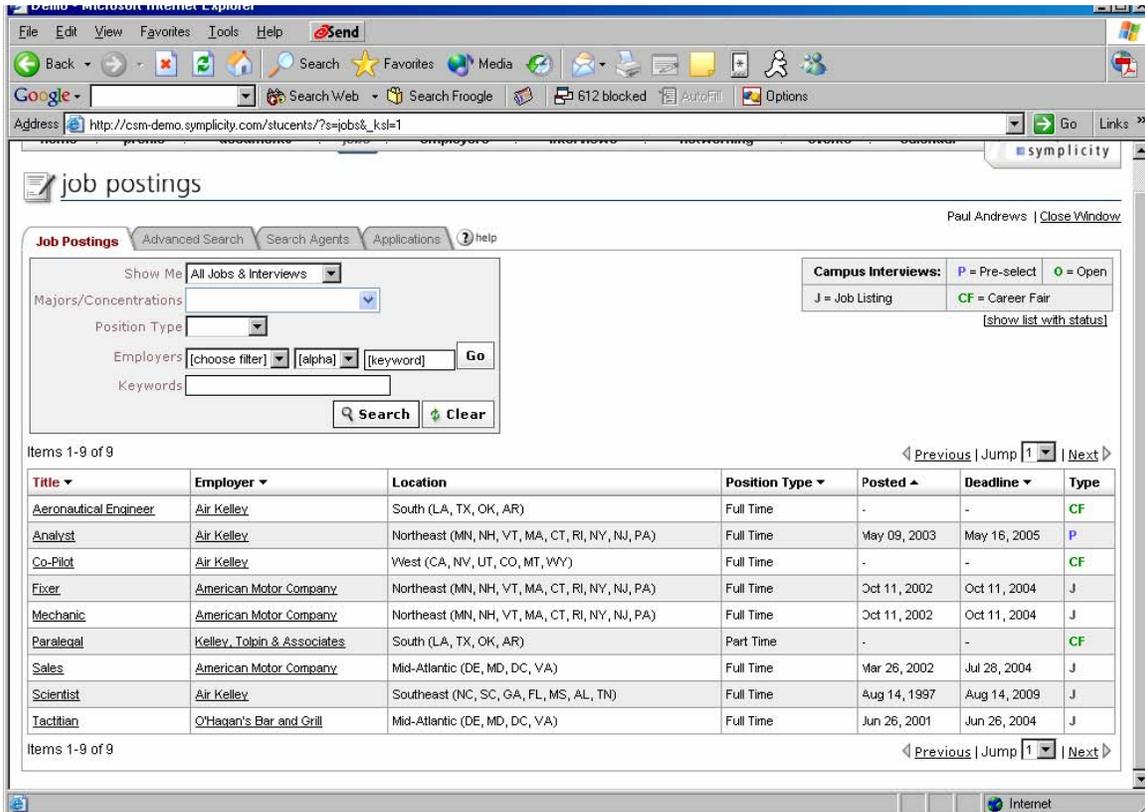
The online job bank contains job postings from a variety of employers for a variety of different positions. In addition to being able to manually search these postings, users can customize "Search Agents" to automate the search process.

#### **Search, View and Apply for Jobs**

- I. When first logging into Symplicity, complete information under [Profile]. Be sure to include a current email address if you intend to make use of the automated "Search Agent" feature.
- II. View job postings by clicking on [Jobs] from the top navigation bar.
- III. Choose Practice Area and/or Position Type utilizing the dropdown menus.
- IV. Use the Keyword Search box to further narrow the search results.
- V. Review Position Details by clicking on a link in the Title column.
  - Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
  - Submit a resume, if qualified, by highlighting the proper resume name from the Resume dropdown, inputting Cover Notes, and clicking the [Submit] button from Application Status on the right.
- VI. The Favorites tab contains the job listings previously selected as favorites.
- VII. The Advanced Search tab provides additional search fields including location and date posted.
- VIII. To create a Search Agent, populate the desired search fields under the Advanced Search tab. Check-mark the box next to Save As and enter a name for the search.
- IX. Click the [Search Agents] tab to view, run and/or modify saved searches.
- X. Search Agents can be programmed to run automatically according to a pre-determined schedule:
  - Enable the search agent, by clicking the search agent name from the label column. Click 'Yes' and then set the Period and Multiple settings. (To run a search every two weeks, select "Week" under period and "2" under multiple.)
  - Any enabled Search Agents will run automatically. The system will email the results of automated searches.

# Job Bank Reference Guide

## Job Postings Screen



job postings

Paul Andrews | [Close Window](#)

Job Postings | [Advanced Search](#) | [Search Agents](#) | [Applications](#) | [help](#)

Show Me:

Majors/Concentrations:

Position Type:

Employers:

Keywords:

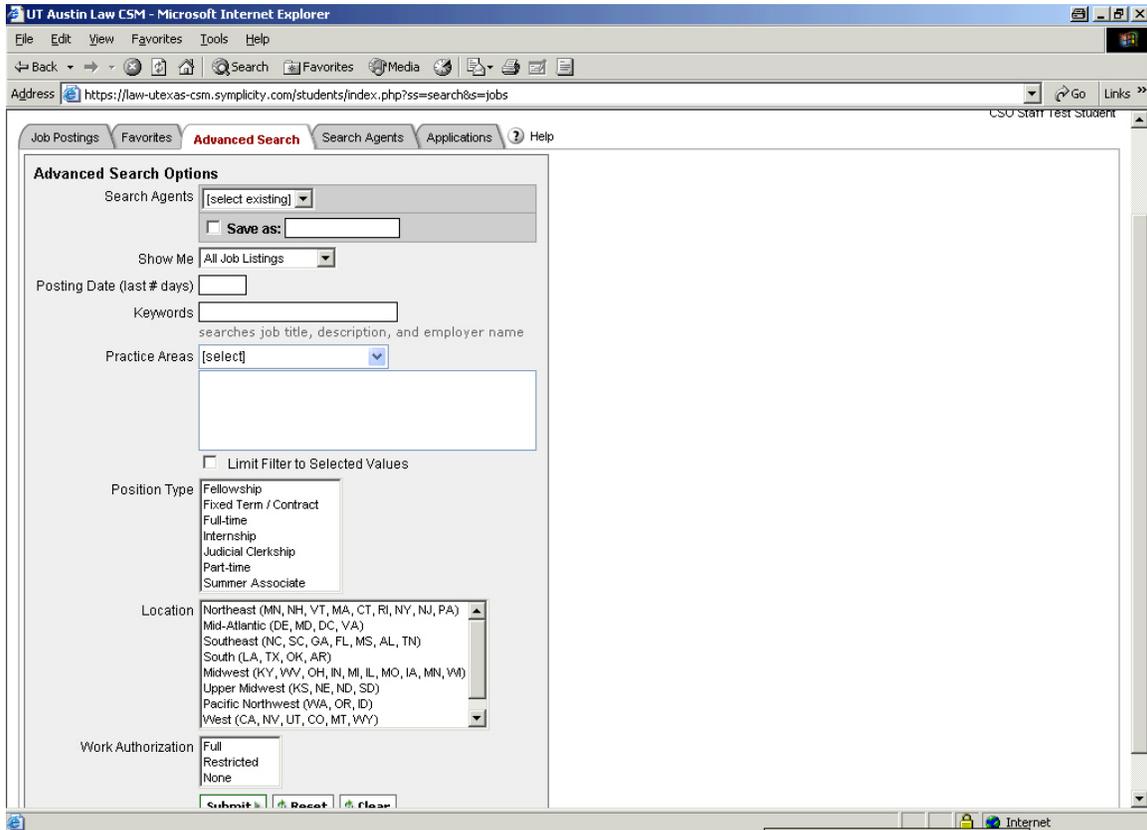
Campus Interviews:  P = Pre-select  O = Open  
 J = Job Listing  CF = Career Fair  
[\[show list with status\]](#)

Items 1-9 of 9 [Previous](#) |  | [Next](#)

Title	Employer	Location	Position Type	Posted	Deadline	Type
<a href="#">Aeronautical Engineer</a>	<a href="#">Air Kelley</a>	South (LA, TX, OK, AR)	Full Time	-	-	CF
<a href="#">Analyst</a>	<a href="#">Air Kelley</a>	Northeast (MN, NH, VT, MA, CT, RI, NY, NJ, PA)	Full Time	May 09, 2003	May 16, 2005	P
<a href="#">Co-Pilot</a>	<a href="#">Air Kelley</a>	West (CA, NV, UT, CO, MT, WY)	Full Time	-	-	CF
<a href="#">Fixer</a>	<a href="#">American Motor Company</a>	Northeast (MN, NH, VT, MA, CT, RI, NY, NJ, PA)	Full Time	Oct 11, 2002	Oct 11, 2004	J
<a href="#">Mechanic</a>	<a href="#">American Motor Company</a>	Northeast (MN, NH, VT, MA, CT, RI, NY, NJ, PA)	Full Time	Oct 11, 2002	Oct 11, 2004	J
<a href="#">Paralegal</a>	<a href="#">Kelley, Tolpin &amp; Associates</a>	South (LA, TX, OK, AR)	Part Time	-	-	CF
<a href="#">Sales</a>	<a href="#">American Motor Company</a>	Mid-Atlantic (DE, MD, DC, VA)	Full Time	Mar 26, 2002	Jul 28, 2004	J
<a href="#">Scientist</a>	<a href="#">Air Kelley</a>	Southeast (NC, SC, GA, FL, MS, AL, TN)	Full Time	Aug 14, 1997	Aug 14, 2009	J
<a href="#">Tactician</a>	<a href="#">O'Hagan's Bar and Grill</a>	Mid-Atlantic (DE, MD, DC, VA)	Full Time	Jun 26, 2001	Jun 26, 2004	J

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## Advanced Search Screen



UT Austin Law CSM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://law-utexas-csm.simplicity.com/students/index.php?ss=search&s=jobs> Go Links

Job Postings Favorites **Advanced Search** Search Agents Applications ? Help

**Advanced Search Options**

Search Agents [select existing]

Save as:

Show Me All Job Listings

Posting Date (last # days)

Keywords   
searches job title, description, and employer name

Practice Areas [select]

Limit Filter to Selected Values

Position Type  
Fellowship  
Fixed Term / Contract  
Full-time  
Internship  
Judicial Clerkship  
Part-time  
Summer Associate

Location  
Northeast (MN, NH, VT, MA, CT, RI, NY, NJ, PA)  
Mid-Atlantic (DE, MD, DC, VA)  
Southeast (NC, SC, GA, FL, MS, AL, TN)  
South (LA, TX, OK, AR)  
Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)  
Upper Midwest (KS, NE, ND, SD)  
Pacific Northwest (WA, OR, ID)  
West (CA, NV, UT, CO, MT, WY)

Work Authorization  
Full  
Restricted  
None