Job Bank Reference Guide symplicity

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

- 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.

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Job Postings Screen

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