

NUSL's Symplicity System

80-85% of students get their co-ops using NUSL's Symplicity system each quarter, most of those through our Collecting Co-op Employers. This guide will take you through all of the necessary steps to make an appointment with an advisor, search and apply for co-op jobs, research employers, follow up on interview requests and offers, and complete Quality Questionnaires.

Logging in

Bookmark this site: <https://law-neu-csm.symplicity.com/students/>. That is the primary url for the system. You will log in using your myNortheastern credentials. That is the first part of your Northeastern email address (before the '@') and your myNortheastern password. Login is through an LDAP system meaning that while you are a student, you don't have a direct login in Symplicity, the system just accepts your myNortheastern credentials. This means that the 'forgot password' button will not work for you. If you are having trouble logging in, check:

- 1) That you are using the right url: <https://law-neu-csm.symplicity.com/students/>
- 2) That you are using the right credentials: again, it is the first part of your Northeastern email address and your myNortheastern password

98% of the time, if someone is having trouble logging in, it is because one of those is wrong. If you have checked both of those and still can't log in email lawcoop@northeastern.edu.

Guide to this document

There are screenshots for each step. Yellow boxes, yellow arrows, and/or red text on each screenshot show you the menu items, buttons, fields, etc. being discussed in the step.

Once you have logged in, you will see a page that looks something like this:

🏠 Home

📁 Jobs

👤 Profile

📄 Documents

📅 Events

👤 OCI

📅 Co-op Placements

👤 Counseling
Appointment

📅 Employers

📄 Surveys

💡 Resources

📅 Counseling &
Calendar

⚙️ My Account

Because you applied to Fall 2021 Co-op at D.C. Dept. of Insurance Securities & Banking (Washington, DC)



D.C. Dept. of Insurance...
Multiple Locations



Spring 2022 Co-op

Co-op
30d+ ago



D.C. Dept. of Insurance...
Multiple Locations



Summer 2022 Co-op

Co-op
30d+ ago



WEX, Inc. (South Portla...
Multiple Locations



Spring 2022 Co-op

Co-op
30d+ ago



WEX, Inc. (South Portla...
Multiple Locations



Summer 2022 Co-op

Co-op
30d+ ago



People in your practice area are interested in



ACLU of Mass. (Boston, M...
Multiple Locations



Spring 2022 Co-op

Co-op
30d+ ago



Cetrulo LLP (Boston, M...
Multiple Locations



Spring 2022 Co-op

Co-op
30d+ ago



Shaheen & Gordon, P.A...
Multiple Locations



Employer Self-Post: Anti-Discrimination & Diversity Intern

Co-op
30d+ ago



Brody LLP (Boston, M...
Multiple Locations



Spring 2022 Co-op

Co-op
30d+ ago



What's New



YOU HAVE 3 NEW RESULTS IN JOB ALERT

1 Filter



DEMO EMPLOYER (JAMAICA PLAIN, MA) HAS EXTENDED YOU A JOB OFFER

Students: outside links

Massachusetts Law School Consortium
Simplicity

Students: cheat sheets

Resources/The Document Library

The Document Library (Under 'Resources' in the left menu) contains a number of useful documents, including the Hiring History, the Advisor Bios, and *this document you're reading right now* .

The screenshot displays the Northeastern University Co-op and Career Development website. The top navigation bar is red with the university logo, a search bar, and notification, contact, and share icons. A left sidebar lists various services, with 'Resources' highlighted in a yellow box. The main content area, titled 'Home / Resources', features a 'Resources' section with filter tabs for 'All', 'Featured Tools', 'Students: outside links', 'Students: cheat sheets', and 'Students: useful info'. Below this is a 'Featured Tools' section containing a 'Document Library' card, which is highlighted with a yellow border. To the right of the 'Document Library' card, a red-bordered text box provides additional context. Further down, the page is organized into three categories: 'Students: outside links' (with a link to the Massachusetts Law School Consortium Symplicity), 'Students: cheat sheets' (with links to the NUSL Symplicity Guide and 13 Key Symplicity Questions), and 'Students: useful info' (with links to the Collecting Co-op Employer Hiring History, 2021-22 Collecting Co-op Calendar, and Advising Schedule & Bios).

Home / Resources

Resources

Comprehensive tools, online resources, helpful links and more to help you get started or grow.

All Featured Tools Students: outside links Students: cheat sheets Students: useful info

Featured Tools

Document Library

Explore and download useful learning resources.

There are direct links to some of the most frequently used items, such as this guide, the current collecting co-op calendar, bios of all of the advisors, and the Hiring History, which shows every co-op completed by a NUSL student since 2005.

You can also click on the 'Document Library' square (highlighted, left) to reach a full, searchable list of available resources.

Students: outside links

Massachusetts Law School Consortium Symplicity

Students: cheat sheets

NUSL Symplicity Guide

13 Key Symplicity Questions

Students: useful info

Collecting Co-op Employer Hiring History

2021-22 Collecting Co-op Calendar

Advising Schedule & Bios

Making an appointment with a Co-op advisor in Symplicity

Before making an appointment, we recommend that you read the Advisor Bios (in the Document Library) to determine who might be the best fit for your particular need. Our advisors can all help you work through most of your questions, but they have different specialties so you might choose to meet with one advisor about public interest fellowships and another about OCI. You schedule by going to 'Counseling Appointment' on the left menu, then clicking 'Request New Appointment.'

The screenshot shows the Symplicity web application interface. At the top is a red header bar with the Northeastern University Co-op and Career Development logo on the left, a search bar in the center, and notification, CF, and share icons on the right. Below the header is a left sidebar menu with icons and labels for Home, Jobs, Profile, Documents, Events, OCI, Co-op Placements, Counseling Appointment (highlighted with a yellow box), Employers, Surveys, Resources, Counseling & Calendar, and My Account. The main content area has a breadcrumb trail: Home / Counseling & Calendar / Counseling Appt. Below this is a 'Calendar' heading. A light blue informational box contains text about advisor availability and specialties. Below the box is a navigation bar with tabs: Agenda, Day View, Week View, Month View, Year View, Personal Events, and Counseling Appt (which is underlined). A red button labeled 'Request New Appointment' is positioned above two large, empty rectangular boxes labeled 'Requested Appointments' and 'Approved Appointments'.

Select the advisor you want to meet with, then hit 'Check Availability' to populate a list of available appointment times.

Northern Arizona University
Co-op and Career Development

Home

Jobs

Profile

Documents

Events

OCI

Co-op Placements

Counseling Appointment

Employers

Surveys

Resources

Counseling & Calendar

My Account

Home / Counseling & Calendar / Counseling Appt

Calendar

! If you are not seeing any availability for your advisor, try deselecting date/time options and just choosing their name. They may not have the specific combination of day/appointment length for which you were searching.

Some advisors are available to meet with students only for a particular advising portfolio. Those advisors have parentheses after their names with information about their advising specialties. Any advisor with no parenthetical after their name is available to advise on the full range of student needs.

Agenda

Day View

Week View

Month View

Year View

Personal Events

Counseling Appt

2021-09-27

Select

to

2021-12-26

Select

Time Range

07

00

am

Clear

to

07

00

pm

Clear

Counselor(s)

☐ Cynthia Tow McPherson
 ☐ Lupita Colon
 ☐ Renay Frankel

Days of the Week

☐ Mon
 ☐ Tue
 ☐ Wed
 ☐ Thu
 ☐ Fri
 ☐ Sat
 ☐ Sun

Check Availability

Back

Start by choosing an initial filter from the choices at left

You will then be able to add a note, select a type of appointment, share your pronouns and preferred name if you choose, and submit your request. You will receive an email confirmation once the appointment has been approved.

The screenshot shows a web application interface for Northeastern University's Co-op and Career Development department. A modal window titled "Confirm Appointment" is open, overlaying a blurred background of a calendar. The modal contains the following fields and options:

- Counselor ***: A text field containing "Lupita Colon".
- Time ***: A text field containing "2:20 PM".
- Type ***: A dropdown menu with the selected option "Co-op/Career Advising - In Person Meeting (40 min)".
- Preferred Name**: A section with the instruction "If you prefer to be called by a name other than that listed in the system, please indicate it here." followed by an empty text input field.
- Pronouns**: A section with the instruction "If you would like to share your pronouns, you may do so here." followed by an empty text input field.
- Additional Notes**: A section with a checked checkbox and a large, empty text area for notes.

At the bottom of the modal are two buttons: "Cancel" and "Submit Request". The background interface includes a navigation sidebar on the left with links like Home, Jobs, Profile, Documents, Events, OCI, Co-op Placements, Counseling Appointment (highlighted), Employers, Surveys, Resources, Counseling & Calendar, and My Account. The top header features the university logo, a search bar, and notification icons.

Uploading Documents

You will upload your own resumes, cover letters, and writing samples. Co-op Evaluations will be uploaded by the Co-op Office and Academic Evaluations by the Office of Academic and Student Affairs. You will be able to access all of these documents in Symplicity. Your first step should be to upload a resume. Without a resume, the system does not consider you eligible to apply for any jobs and you will not have access to the 'Apply' button on any job postings. To upload documents, choose 'Documents' < 'My Documents' from the left menu bar. ***Please remember to convert all documents to pdf before uploading.***

The screenshot displays the Symplicity user interface for managing application documents. The top navigation bar is red, featuring the Northeastern University logo and a search bar. The left sidebar contains a menu with various options, with 'Documents' and 'My Documents' highlighted in yellow. The main content area, titled 'Application Documents', shows a list of uploaded documents. Each document entry includes its title, type, last modified date, and action buttons for viewing or deleting the document.


Document Title	Type	Last Modified	Actions
My Resume	Resume	Oct 31, 2012, 2:13 PM	Generate QR Code, View as Word, View as PDF, Delete
cover letter - GBLS	Cover Letter	Dec 05, 2016, 12:25 PM	View as Word, View as PDF, Delete
Cover letter - Oxfam	Cover Letter	Jun 12, 2017, 12:34 PM	View as PDF, Delete
Cover Letter for GBLS	Cover Letter	Jul 30, 2018, 12:31 PM	

Then click 'Add New:'




The screenshot displays the Northern Essex University Co-op and Career Development portal. The left sidebar contains navigation links: Home, Jobs, Profile, Documents (highlighted with a yellow box), My Documents (highlighted with a yellow box), Events, OCI, Co-op Placements, Counseling Appointment, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The main content area is titled 'Application Documents' and shows a list of documents. A yellow arrow points to the 'Add New' button. The list includes:

- My Resume**
Resume
Last modified on Oct 31, 2012, 2:13 PM
Generate QR Code View as Word View as PDF Delete
- cover letter - GBLS**
Cover Letter
Last modified on Dec 05, 2016, 12:25 PM
View as Word View as PDF Delete
- Cover letter - Oxfam**
Cover Letter
Last modified on Jun 12, 2017, 12:34 PM
View as PDF Delete
- Cover Letter for GBLS**
Cover Letter
Last modified on Jul 30, 2018, 12:31 PM

Follow the steps below to add the document. Once you have at least a resume in the system, you will be able to apply to jobs.



Co-op and Career Development



Home

Jobs

Profile

Documents

My Documents

Events

OCI

Co-op Placements

Counseling Appointment

Employers

Surveys

Resources

Counseling & Calendar

My Account

Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click, [here](#). For Macs click, [here](#).

To prevent document conversion incompatibilities, documents created on Mac computers in the Pages application should be saved as either .RTF or .PDF files prior to uploading. To ensure your document is converted properly, please click on "View as PDF" after you upload your documents. If you are unable to open the PDF from the "View as PDF" link, re-save the document as a PDF and re-upload it to the system.

Submit

Cancel

* indicates a required field

Student Document

Label *

Document Type

PLEASE DO NOT, click here...

☒ Resume

☐ Cover Letter

☐ Writing Sample

☐ Academic Evaluations

Maximum file size: 7 MB

File *

Please select your document to upload.

Choose File

No file chosen

Promote Me to Employers

Put yourself in front of thousands of hiring employers. Recruiters may contact you about great career opportunities that fit with your education, skills and interests. By promoting yourself, your Default Resume will be shared with employers. [Learn More](#).

☐ Yes, promote me to employers

Submit

Cancel

1. Give it a clear, specific label.

2. Select the Document Type. Any documents that are not resumes, cover letters, writing samples, academic evaluations or co-op evaluations can be uploaded under the 'Academic Evaluations' category. This is the only category from which you will be able to select more than one document when applying to co-ops. This can be used, e.g., by transfer students who want to include the transcripts from their previous institution.

3. Choose the document you want to upload from your computer. Make sure it is already in PDF format, as documents in other formats might upload with formatting errors, or create application packet errors which can prevent employers from receiving your applications.

4. Click 'Submit.'

9

Searching for Jobs

Go to 'Jobs' > 'Search All Jobs' in the left menu

The screenshot displays the Northeastern University Co-op and Career Development website. The top navigation bar is red with the university logo, a search bar, and notification icons. The left sidebar contains a menu with 'Jobs' and 'Search All Jobs' highlighted in yellow. The main content area is titled 'Job Postings' and includes tabs for 'Search', 'Favorites', 'Applications', and 'Expired Jobs'. The 'Search' tab is active, showing a search bar with 'Keywords' and 'Location' fields, a '25mi' radius selector, and a 'Search' button. Below the search bar are filters for 'Position Type', 'Employer Type', and 'More Filters'. The results section shows two personalized recommendations: 'Because you applied to Fall 2021 Co-op at D.C. Dept. of Insurance Securities & Banking (Washington, DC)' and 'Because you favorited Fall 2021 Apply Direct at Environment America (Boston, MA)'. Each recommendation displays three job listings with details like employer name, location, and co-op type.

Home / Jobs / Search All Jobs

Home

Jobs

Search All Jobs

My Job Applications

Profile

Documents

Events

OCI

Co-op Placements

Counseling Appointment

Employers

Surveys

Resources

Counseling & Calendar

My Account

Job Postings

Search Favorites Applications Expired Jobs

Keywords Location 25mi Search

Position Type Employer Type More Filters Job Alerts (1) All Jobs

Because you applied to Fall 2021 Co-op at D.C. Dept. of Insurance Securities & Banking (Washington, DC)

Employer	Location	Co-op Type	Time Ago	Actions
D.C. Dept. of Insurance...	Multiple Locations	Spring 2022 Co-op	30d+ ago	☆
D.C. Dept. of Insurance...	Multiple Locations	Summer 2022 Co-op	30d+ ago	☆
WEX, Inc. (South Portla...	Multiple Locations	Spring 2022 Co-op	30d+ ago	☆

Because you favorited Fall 2021 Apply Direct at Environment America (Boston, MA)

Employer	Location	Co-op Type	Time Ago	Actions
Environment America (...)	Multiple Locations	Spring 2022 Co-op	30d+ ago	☆
Clean Harbors (Norwel...	Multiple Locations	Summer 2022 Co-op	30d+ ago	☆
Conservation Law Fou...	Multiple Locations	Spring 2022 Co-op	30d+ ago	☆

If you know exactly what you're looking for, you can use the basic keyword search. There are also a number of advanced search filters you can access:

The screenshot displays the Northeastern University Co-op and Career Development website. The top navigation bar is red with the university logo on the left and notification, CF, and share icons on the right. A search bar is located in the center of the top bar. Below the navigation bar, the breadcrumb trail reads "Home / Jobs / Search All Jobs". The left sidebar contains a list of navigation links: Home, Jobs, Search All Jobs, My Job Applications, Profile, Documents, Events, OCI, Co-op Placements, Counseling Appointment, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The "Jobs" and "Search All Jobs" links are highlighted with yellow boxes. The main content area is titled "Job Postings" and features a search bar with "Keywords" and "Location" fields, a "25mi" radius dropdown, and a "Search" button. Below the search bar are dropdown menus for "Position Type", "Employer Type", and "More Filters" (highlighted with a yellow box). A yellow arrow points from the "More Filters" dropdown to the "Keywords" field. The search results are displayed in two sections. The first section is titled "Because you applied to Fall 2021 Co-op at D.C. Dept. of Insurance Securities & Banking (Washington, DC)" and shows three job listings: "Spring 2022 Co-op" at "D.C. Dept. of Insurance..." (Multiple Locations), "Summer 2022 Co-op" at "D.C. Dept. of Insurance..." (Multiple Locations), and "Spring 2022 Co-op" at "WEX, Inc. (South Portla...)" (Multiple Locations). The second section is titled "Because you favorited Fall 2021 Apply Direct at Environment America (Boston, MA)" and shows three job listings: "Environment America (...)" (Multiple Locations), "Clean Harbors (Norwel...)" (Multiple Locations), and "Conservation Law Fou..." (Multiple Locations). Each job listing includes a company logo, the job title, the type of co-op, the time since posted, and icons for favoriting and commenting.

You can select Practice Areas, Employer Type (Collecting co-op employer, Apply direct co-op employer, etc.), term of the co-op ('Work Term'), PIR status (whether the position fulfills Northeastern's Public Interest Requirement), Compensation, Location, or Hiring Status.

We reach out to employers each term to ask if they are hiring for that term. Those with a Hiring Status of 'Yes' have told us they are interested in receiving applications and likely to hire; those with 'No' will not appear on a standard search as they have told us they are not interested in receiving applications; those with 'Not Confirmed' may end up reviewing applications and even hiring, but either have not responded to our inquiries or have not yet determined whether they will be able to hire and so are something of a wildcard.

The screenshot shows the 'Job Postings' search page on the Northeastern University Co-op and Career Development website. The page has a red header with the university logo and navigation icons. A left sidebar contains a menu with links to Home, Jobs, Search All Jobs, My Job Applications, Profile, Documents, Events, OCI, Co-op Placements, Counseling Appointment, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The main content area is titled 'Job Postings' and includes a breadcrumb trail 'Home / Jobs / Search All Jobs'. Below the title are tabs for 'Search', 'Favorites', 'Applications', and 'Expired Jobs'. The search filters are organized into several sections: 1. Basic Search: Includes 'Keywords' and 'Location' (set to '25mi') with a 'Search' button. 2. Filters: Includes 'Position Type', 'Employer Type', and 'More Filters' dropdowns. 3. Time Period: Radio buttons for 'Past week', 'Past 24 hours', 'Next 24 hours', 'Next week', and 'Next month'. 4. Work Term (Co-op Only): A search box and a list of terms with checkboxes: 'Summer 2022' (checked), 'Winter 2009/2010', 'Winter 2010/2011', 'Winter 2011/2012', 'Winter 2012/2013', and 'Winter 2013/2014'. 5. Hiring Status (Co-op Only): Checkboxes for 'Yes' (checked), 'No', and 'Not Confirmed'. 6. Type of Compensation: A search box and a list of options with checkboxes: 'Annually', 'Hourly', 'Weekly', and 'Bi-weekly'. 7. Accessible by Public Transportation: Checkboxes for 'No' and 'Yes'.

The screenshot shows the 'Job Postings' search interface on the Northwestern University Co-op and Career Development website. The interface is divided into a sidebar, a top navigation bar, and a main search area.

Sidebar (Left):

- Home
- Jobs
- Search All Jobs
- My Job Applications
- Profile
- Documents
- Events
- OCI
- Co-op Placements
- Counseling Appointment
- Employers
- Surveys
- Resources
- Counseling & Calendar
- My Account

Top Navigation Bar (Red):

- Northwestern University Co-op and Career Development logo
- Search bar
- Home / Jobs / Search All Jobs
- Notification bell icon
- CF icon
- Help icon

Main Search Area:

Job Postings

Search | Favorites | Applications | Expired Jobs

Keywords: Location: 25mi

Position Type Employer Type More Filters Job Alerts (1) All Jobs

Work Authorization

- ☐ US Citizen
- ☐ Permanent Resident
- ☐ Other

Posted Date

- ☒ Any time
- ☐ Past month
- ☐ Past week
- ☐ Past 24 hours

Work Term(Co-op Only)

- ☒ Summer 2022
- ☐ Winter 2009/2010
- ☐ Winter 2010/2011
- ☐ Winter 2011/2012
- ☐ Winter 2012/2013

Entertainment / Sports

- ☒ Environmental
- ☐ Estate Planning / Probate
- ☐ Family
- ☐ General Practice (multi-practice firms)
- ☐ Health
- ☐ Housing

Apply By

- ☒ Any time
- ☐ Next 24 hours
- ☐ Next week
- ☐ Next month

Hiring Status(Co-op Only)

- ☒ Yes
- ☐ No
- ☐ Not Confirmed

Type of Compensation

Once you have made your selections and clicked to search, you will get a list of results. This may be longer or shorter depending on your timing. For our main collections, most collecting co-op jobs go live to students about a month in advance, usually about two weeks before the prior term starts. For example, if you are looking for jobs for the main Fall deadline, they will usually go live around the end of the Spring term, or about two weeks before the start of the Summer term. The schedule is different for the summer term, and there are also early postings a couple of months before the main deadlines and supplemental postings in the weeks after. You will receive notifications from the co-op office when any regular collection's postings go live.

There are also Apply Direct postings in the system which are live about six months in advance, and Employer Self-Post opportunities which are posted as they are sent to us.

N

Northeastern University
School of Law
Co-op and Career
Development

CF

Home / Jobs / Search All Jobs

Job Postings

Search

Favorites

Applications

Expired Jobs

Keywords

Location

25mi

Search

Position Type

Employer Type

More Filters

Job Alerts (1)

Work Term <p>(Co-op Only... x

Hiring Status <p>(Co-op On... x

Practice Areas : Health x

+ Create Job Alert

Clear All

1 - 20 of 62 results

Date Posted

Show 20

Spring 2022 Co-op DEMO

Demo Employer (Jamaica Plain, MA)- Jamaica Plain, Massachusetts, United States

Co-op

NEW

PILP Law Student Announcement Spring 2022 Term

Public Interest Law Project (Oakland, CA)- Oakland, California, United States

Co-op

10d

30d+

To view a job posting, simply click on the job title (e.g., in the case above, 'Spring 2022 Co-op Demo')

N Northeastern University
School of Law
Co-op and Career Development

Home / Jobs / Spring 2022 Co-op DEMO (...)

Jobs

- Search All Jobs
- My Job Applications
- Profile
- Documents
- Events
- OCI
- Co-op Placements
- Counseling Appointment
- Employers
- Surveys
- Resources
- Counseling & Calendar
- My Account

Spring 2022 Co-op DEMO

Demo Employer (Jamaica Plain, MA) [+ Follow](#)

Co-op

Position Type
Co-op

Description
test account for co-op office
description of organization
description of co-op duties
potentially some other stuff

Job Notes
COLLECTING CO-OP EMPLOYER, Non-communication rule APPLIES,
Judge rule DOES NOT APPLY, This position does not require
submission of a Co-op Placement Approval Form

Application Deadline
October 13, 2021

Job Type
Co-op

Hiring
Yes

Work Term
Spring 2022

Important Dates
Posted On:
Sep 27, 2021

Contact Information
contact - information hidden per user request

Related Resources

- NUSL Symplicity Guide
- NUSL Symplicity Guide
- NUSL Symplicity Guide
- NUSL Symplicity Guide
- NUSL Symplicity Guide

Help & Support
[Send a Question or Comment](#)

You can click the star next to the job title to save it to your favorites. The 'Apply' button will appear at the top right as long as you have at least a resume already in your Documents and have fulfilled the Symplicity training requirement.

Home

Home / Jobs / Spring 2022 Co-op DEMO (...)

Jobs

Search All Jobs

My Job Applications

Profile

Documents

Events

OCI

Co-op Placements

Counseling
Appointment

Employers

Surveys

Resources

Counseling &
Calendar

My Account



Spring 2022 Co-op DEMO



Demo Employer (Jamaica Plain, MA) [+ Follow](#)

Co-op

Apply

Position Type

Co-op

Description

test account for co-op office
description of organization
description of co-op duties
potentially some other stuff

Job Notes

COLLECTING CO-OP EMPLOYER, Non-communication rule APPLIES,
Judge rule DOES NOT APPLY, This position does not require
submission of a Co-op Placement Approval Form

Application Deadline

October 13, 2021

Job Type

Co-op

Hiring

Yes

Work Term

Spring 2022

Important Dates

Posted On:
Sep 27, 2021

Contact Information

*contact - information hidden per user
request*

Related Resources

- NUSL Symplicity Guide
- NUSL Symplicity Guide
- NUSL Symplicity Guide
- NUSL Symplicity Guide
- NUSL Symplicity Guide

Help & Support

[Send a Question or Comment](#)

Other information you will find in the job posting includes the description of the duties; Interview/Offer Contact Info (which will become relevant if you receive an interview request or an offer after applying to a position); the Job Notes (which will tell you what co-op policies apply to the position, and whether you will need to meet with an advisor to accept a position or your employer will need to submit a Co-op Placement Approval Form, etc.); the deadline; the Hiring Status (if this says 'Not Confirmed,' the employer may or may not review applications); Work Term (the term during which you will be completing the co-op); Permitted and Required Documents (please note: if a document is listed as 'Permitted,' that document is actually required if you have it); regional and specific location fields, Practice Areas; whether or not the location is accessible by public transportation; whether the position meets the Public Interest Requirement (PIR); and compensation information.

Spring 2022

Permitted Documents
Cover Letter, Co-op Evaluations, Writing Sample, Academic Evaluations

Required Documents
Cover Letter

Geographic Location
New England (CT, ME, MA, NH, RI, VT)

Practice Area(s)
Health, International Human Rights & Public International

Location(s)
Jamaica Plain, Massachusetts United States

Accessible by Public Transportation (Co-op Only)
Yes

PIR (Co-op Only)
Yes

Compensation Notice

Type of Compensation
Hourly

Compensation Amount
25.00

If a document is listed as permitted, it is required for all students who have it. The 'permitted' category is to allow students who do not yet have a document of that type - e.g. 1Ls or LLMs who apply to co-ops before they have received any Academic Evaluations - to apply.

Applying

The screenshot shows the 'Apply' form on the Northeastern University Co-op and Career Development website. The form includes sections for Resume, Writing Sample, Cover Letter, Co-op Evaluations, and Academic Evaluations. Yellow arrows point from a red instruction box to the 'Add New' buttons and the 'Submit' button. The 'Academic Evaluations' section is highlighted with a yellow box.

Resume *
Choose a Resume to submit for this position.
My Resume* Add New

Writing Sample
Choose a Writing Sample to submit for this position.
Add New

Cover Letter *
Choose a Cover Letter to submit for this position.
Cover letter - Oxfam Add New

Co-op Evaluations
Choose a Co-op Evaluations to submit for this position.
Add New

Academic Evaluations
Choose Academic Evaluations to submit for this position.
☐ Symplicity DeBug Test - disregard Add New

Submit

Instructions:

1. Click the 'Apply' button.
2. Select your documents. If you have the document type they are asking for, include it. You may add new ones using the 'Add New' buttons at this time, but it is better to have your documents already prepared and uploaded to the system in advance.
3. The 'Academic Evaluations' category allows you to select more than one document if needed.
4. When you have selected all of your documents, click 'Submit.'

Reviewing and withdrawing applications

You can withdraw applications until the co-op deadline hits if you discover a mistake or get a new evaluation at the last minute by going to 'Jobs' > 'My Job Applications.'

The screenshot shows the Northeastern University Co-op and Career Development portal. The sidebar on the left contains navigation links: Home, Jobs, My Job Applications, Profile, Documents, Events, OCI, Co-op Placements, Counseling Appointment, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The 'Jobs' and 'My Job Applications' links are highlighted with yellow boxes. The main content area is titled 'Job Postings' and has tabs for Search, Favorites, Applications, and Expired Jobs. The 'Applications' tab is selected. Below the tabs are filters for Work Term, Archived (Yes, No, Ignore), and Exp. Learning Offer Status. A red callout box points to the Work Term filter with the text: 'You can use this field to filter by co-op term.' Below the filters are 'Search' and 'Clear' buttons. The results section shows '1-20 of 42 results' and a list of applications. The first application is 'Spring 2022 Co-op DEMO' by 'Demo Employer (Jamaica Plain, MA)', submitted on Sep 27, 2021, at 1:36 PM. Below the application details are links for 'View Resume', 'View Cover Letter', 'View Writing Sample', and a 'Withdraw' button. The 'Withdraw' button is highlighted with a yellow box. A red callout box points to the 'Withdraw' button with the text: 'You can review your submitted application materials by clicking on the symbol next to each document. If you have made a mistake on one of your documents, you can withdraw your application anytime before the deadline by clicking the 'Withdraw' button, after which you can reapply using the correct documents.'

Interviews and Offers

On that same tab is where you follow up on interview requests and offers. **Note: you are encouraged to respond in Symplicity, but the most important step is that you must respond directly to the employer using the contact information provided. Accepting in Symplicity does not notify the employer, it only updates our records.** (More on that below).


The screenshot shows the Symplicity interface for Northeastern University. The left sidebar contains navigation links: Home, Jobs (highlighted), My Job Applications (highlighted), Profile, Documents, Events, OCI, Co-op Placements, Counseling Appointment, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The main content area shows a search bar with 'Ignore' selected, a dropdown for 'Exp. Learning Offer Status', and a 'Search' button. Below the search bar, it indicates '1-20 of 41 results'. A job listing for 'Summer 2022 Co-op DEMO' is displayed, with the job title highlighted. The listing includes the employer 'Demo Employer (Jamaica Plain, MA)', the application submission date 'Sep 27, 2021, 11:03 AM', and the expiration date 'Exp. learning interview:'. Below the expiration date are 'Accept Request' and 'Decline Request' buttons. A yellow arrow points from the 'Accept Request' button to a red-bordered box containing instructions. The instructions state: '1. Click to accept or decline (NOTE: FOR CO-OP RECORDS ONLY, DOES NOT ALERT THE EMPLOYER)' and '2. Click on the job title to open the posting for instructions on how to respond to the employer (STUDENT IS ALWAYS RESPONSIBLE FOR CONTACTING THE EMPLOYER DIRECTLY TO ACCEPT OR DECLINE AN INTERVIEW REQUEST OR OFFER)'. Below these instructions, it says 'Default timing is one business day to respond to interview requests or an offer from a judge, and three business days to respond to other offers. If an employer has a different deadline, theirs overrides the default.' At the bottom of the job listing, there are links to 'View Resume', 'View Cover Letter', 'View Co-op Evaluations', 'View Writing Sample', and 'View Academic Evaluations', along with a 'Withdraw' button.




1. Click to accept or decline (NOTE: FOR CO-OP RECORDS ONLY, DOES NOT ALERT THE EMPLOYER)


2. Click on the job title to open the posting for instructions on how to respond to the employer (STUDENT IS ALWAYS RESPONSIBLE FOR CONTACTING THE EMPLOYER DIRECTLY TO ACCEPT OR DECLINE AN INTERVIEW REQUEST OR OFFER)


Default timing is one business day to respond to interview requests or an offer from a judge, and three business days to respond to other offers. If an employer has a different deadline, theirs overrides the default.

Now here's the really important bit. This gives you the information needed to respond directly to the employer to schedule, accept, decline, etc.







 Home


 Jobs


Search All Jobs


My Job Applications


 Profile

 Documents


 Events


 OCI


 Co-op Placements


 Counseling

Appointment

 Employers


 Surveys

 Resources

 Counseling & Calendar

My Account

Home / Jobs / Summer 2022 Co-op DEMO (...)

 Summer 2022 Co-op DEMO APPLIED

Demo Employer (Jamaica Plain, MA) + Follow

Co-op

Applied

Position Type

Co-op

Description

test account for co-op office
description of organization
description of co-op duties
potentially some other stuff

Interview/Offer Contact Info

You must contact this employer directly to respond to this [interview request/offer] by the end of the business day [date].

Please contact [person] at [contact method].

Job Notes

COLLECTING CO-OP EMPLOYER, Non-communication rule APPLIES,
Judge rule DOES NOT APPLY, This position does not require
submission of a Co-op Placement Approval Form

Use the 'Interview/Offer Contact Info' field when responding to interview requests or offers.

The contact information listed in the column on the right is for our primary contact for the position. This is often not the right person to contact for interview requests or offers.

The 'Interview/Offer Contact Info' field will also tell you the exact date by which you must respond, and may include other information provided by the employer, such as preferred interview dates, whether interviews will be remote, etc.

Important Dates


Posted On:
Aug 23, 2021


Contact Information


Not this field


contact - information hidden per user request


Related Resources

 NUSL Symplicity Guide

 NUSL Symplicity Guide

 NUSL Symplicity Guide

 NUSL Symplicity Guide

 NUSL Symplicity Guide

21

If you accept an offer in the system, you will be prompted to create a placement record. This is simple. In most cases, the information will auto-populate, and all you will need to do is hit 'Submit.'

Northwestern University
School of Law
Co-op and Career Development

1CF

HomeJobsProfileDocumentsEventsOCI**Co-op Placements**Counseling AppointmentEmployersSurveysResourcesCounseling & CalendarMy Account

An Experiential Learning has been created for the job you just accepted.
Please input the basic information below.

SubmitCancelPrint

* indicates a required field

Co-op Placement Information

Employer

Demo Employer (Jamaica Plain, MA)

Job

Summer 2022 Co-op DEMO (91977)

Show Archived

Work Term *

Summer 2022

Attachment(s)

Add Attachment

Co-op Placement Created *

2021-09-27SelectClear

SubmitCancelPrint

After you click to accept an offer, this screen will pop up.

The Employer, Job, and Work Term should auto-populate.





In most cases the 'Co-op Placement Created' date will also auto-populate, but if it does not, simply fill in the current date.

Click 'Submit' to finish.

Researching employers in the Employer Directory

The Employer Directory can be useful in a number of ways, but I'll highlight two use cases in particular. To get to it, go to 'Employers.' To look up a specific employer, you can just enter their name in the 'Keywords' search.

The screenshot shows the Northeastern University Co-op and Career Development website. The top navigation bar is red with the university logo on the left, a search bar in the center, and user profile icons on the right. A left sidebar contains a list of navigation links, with 'Employers' highlighted by a yellow box. The main content area is titled 'Home / Employers' and features a search section with a 'Keywords' input field (also highlighted by a yellow box), a 'Location' input field, and a 'Search' button. Below the search section, there are filters for 'Employer Type' and 'Following'. The results section shows '1-20 of 9017 results' and a 'Show 20' dropdown. Four employer listings are displayed, each with a building icon, the employer name, location, lead information, and a 'Follow' button.

Employer Type	Following
1-20 of 9017 results	Show 20
 Albany County District Attorney's Office (Albany, NY) Lead: Student Developed Co-op - Albany, New York, United States	Follow
 Ballard Spahr Andrews & Ingersoll, LLP (Philadelphia, PA) Employer - Philadelphia, Pennsylvania, United States	Follow
 Bond Dickson & Associates (Wheaton, Illinois)	Follow
 Catholic Migration Services, Inc. (Sunnyside, NY) Sunnyside, New York, United States	Follow

One common use is to see what the 'Employer Type' is. If you are considering reaching out to an employer on your own, you'll first need to make sure they are not already a Collecting Co-op Employer and thus, subject to the Non-Communication Rule. This is easy to ascertain using the Employer Directory:

The screenshot shows the Northeastern University Co-op and Career Development website. The header is red with the university logo and a search bar. The left sidebar contains navigation links: Home, Jobs, Profile, Documents, Events, OCI, Co-op Placements, Counseling Appointment, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The main content area shows the profile for 'Demo Employer (Jamaica Plain, MA)', which is a 'Collecting Co-op Employer'. The 'Additional Details' section on the right highlights the 'Employer Type' as 'Collecting Co-op Employer'. Below this, the 'Location' is listed as 'Demo Employer (Jamaica Plain, MA), Jamaica Plain, Massachusetts 02130 United States'. The 'Jobs' section shows two listings: 'Spring 2022 Co-op DEMO' and 'Summer 2022 Co-op DEMO'. A red box contains the following text:

Once you have searched and clicked on the employer name, you can see the Employer Type at the top of the column on the right. The Employer Type is important for two main reasons:

- 1) The Non-Communication Rule only applies to those listed here as a Collecting Co-op Employer
- 2) Any employer that is not either a Collecting Co-op Employer or an Apply Direct Co-op Employer will need to submit a Co-op Placement Approval Form before you can be approved to complete a co-op with them.

The other common use is to review past Quality Questionnaires. Each student is required to complete a Quality Questionnaire for each co-op in order to provide our office with feedback about the quality of the placement and to provide future students with information to help them make informed co-op selections. Employers never see these, only your fellow students and Co-op staff, and for your fellow students, you can choose to be anonymous.

1
CF

Home
Jobs
Profile
Documents
Events
OCI
Co-op Placements
Counseling Appointment
Employers
Surveys
Resources
Counseling & Calendar
My Account

Home / Employers / Demo Employer (Jamaica Pla... / Quality Questionnaires

Demo Employer (Jamaica Plain, MA)

Collecting Co-op Employer – Jamaica Plain, Massachusetts, United States

Follow

Overview
Job Postings
Events
Contacts
Quality Questionnaires

4 results

Spring 2020 Co-op DEMO

Created Nov 13, 2020 3:06 PM

Fall 2019 Co-op DEMO

Created Dec 5, 2019 1:05 PM

Spring 2019 Co-op DEMO (archived)

Created Jul 23, 2019 1:00 PM

Winter 2015/2016 Co-op (archived)

Created May 20, 2016 4:00 PM

Click on the title (e.g. "Spring 2020 Co-op DEMO") of a placement to read its Quality Questionnaire. If the student who completed the QQ has chosen not to be identified, you will be able to view their questionnaire with no name or contact information attached.

Filling out your Quality Questionnaire at the end of co-op

Quality Questionnaires are a requirement, and you will not be able to receive your Co-op Evaluation or credit for your co-op until you have completed the Quality Questionnaire. You can find it by going to 'Co-op Placements' and looking for the appropriate placement.

The screenshot shows the Northeastern University Co-op and Career Development portal. The top navigation bar is red with the university logo on the left, a search bar in the center, and three circular icons (1, CF, and a share icon) on the right. A left sidebar contains navigation links: Home, Jobs, Profile, Documents, Events, OCI, Co-op Placements (highlighted with a yellow box), Counseling Appointment, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The main content area lists four co-op placements, each with a title, employer, semester, and a row of action buttons (Review, Edit, and Quality Questionnaire). The 'Quality Questionnaire' button for the first placement is highlighted with a yellow box. A red-bordered box on the right contains a message about the requirement to complete a Quality Questionnaire for each co-op.

Spring 2021 Co-op DEMO **APPROVED**
Demo Employer (Jamaica Plain, MA)
Spring 2021
Review Edit **Quality Questionnaire**

Summer 2013 Test Job (archived) **APPROVED**
Symplicity Test (Austin, TX)
Summer 2013
Review Edit ✓ Quality Questionnaire

Summer 2016 Co-op (TEST) (archived) **APPROVED**
Demo Employer (Jamaica Plain, MA)
Summer 2016
Review Edit Quality Questionnaire

Summer 2017 Co-op DEMO (archived) **APPROVED**
Demo Employer (Jamaica Plain, MA)
Summer 2017
Review Edit Quality Questionnaire

You are required to complete a Quality Questionnaire for each co-op, and cannot receive your Co-op Evaluation or Registrar credit for your co-op until you have submitted one.

They provide the Co-op office with valuable feedback on the quality of the learning opportunities offered by different placements, they provide your fellow and future students with information that can help them choose their own co-ops, and aggregate analysis of them can help us create resources to help students and advisors.