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:

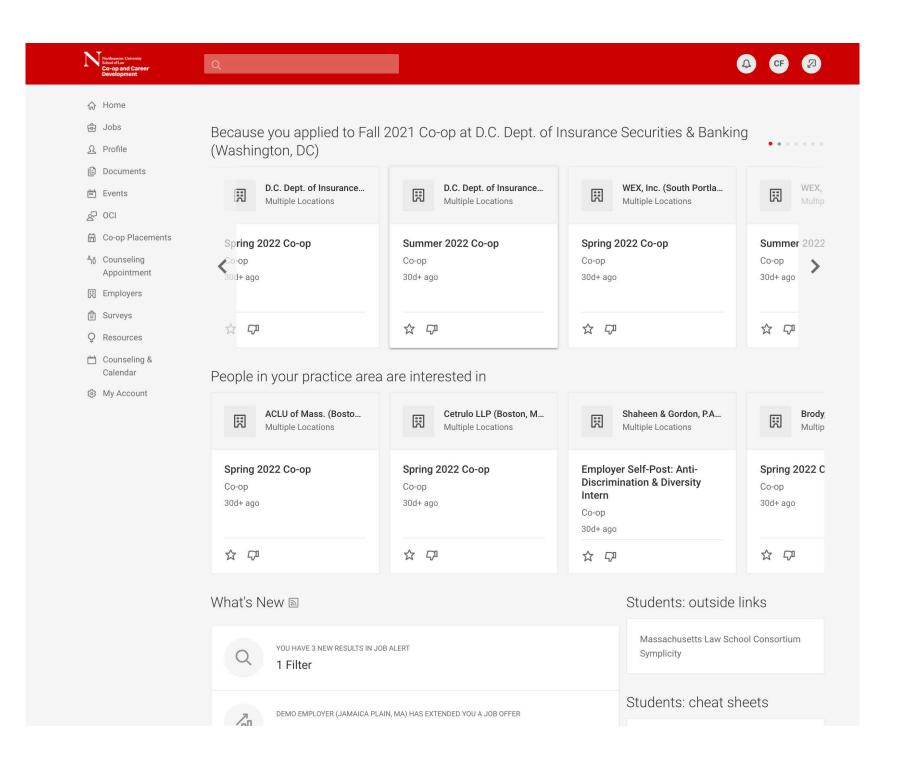
- 1) That you are using the right url: https://law-neu-csm.symplicity.com/students/
- 2) That you are using the right credentials: again, it is the first part of your Northeastern email address and your myNortheastern password

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

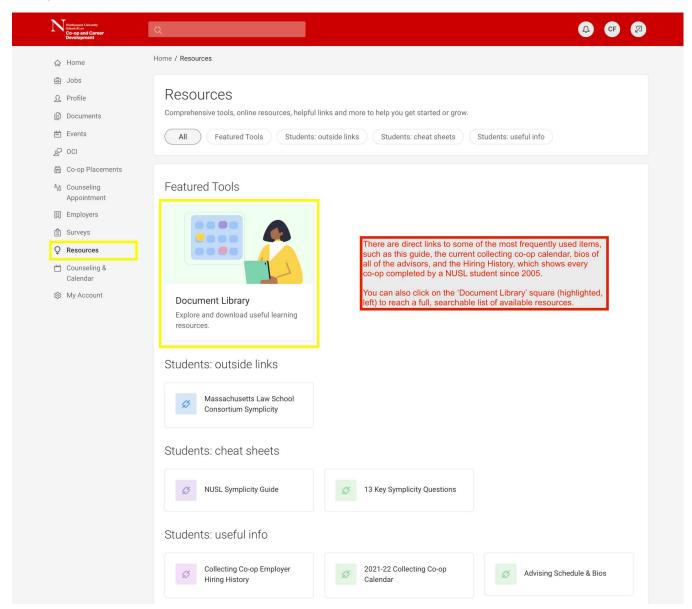
There are screenshots for each step. Yellow boxes, yellow arrows, and/or red text on each screenshot show you the menu items, buttons, fields, etc. being discussed in the step.

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



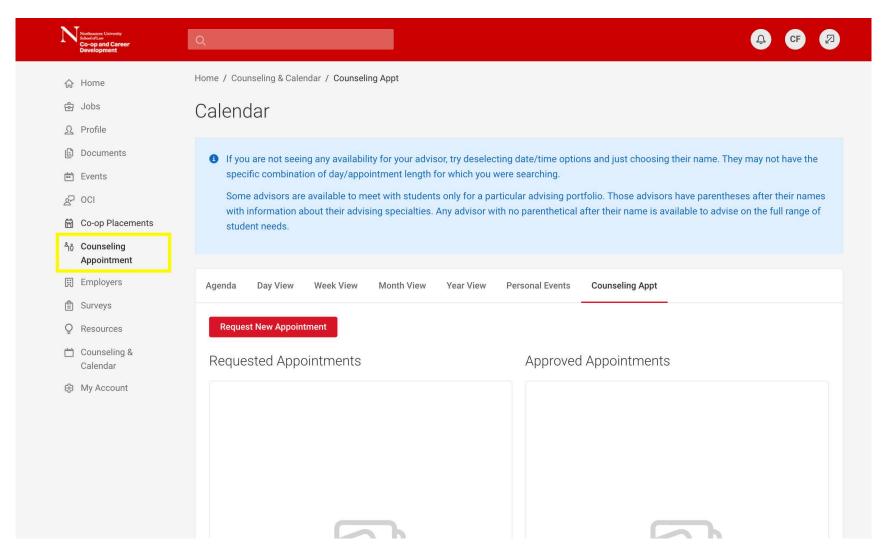
Resources/The Document Library

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* .

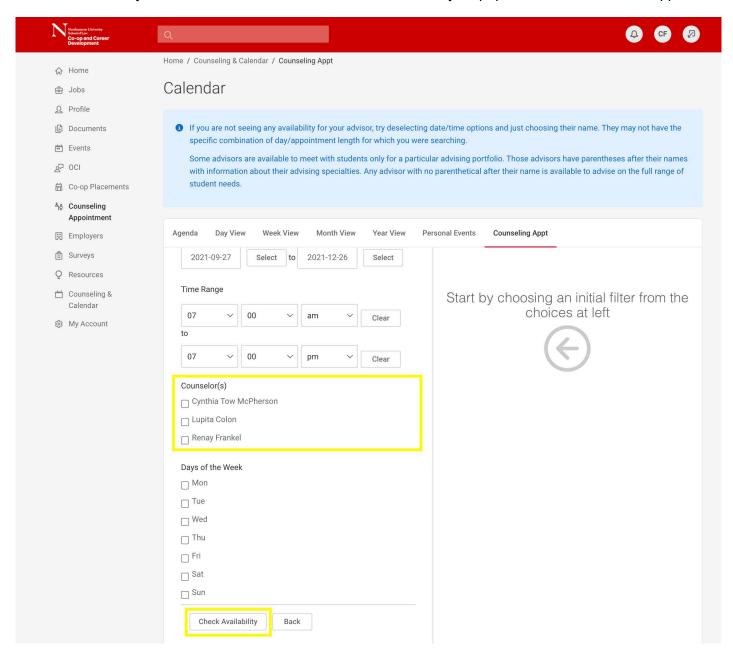


Making an appointment with a Co-op advisor in Symplicity

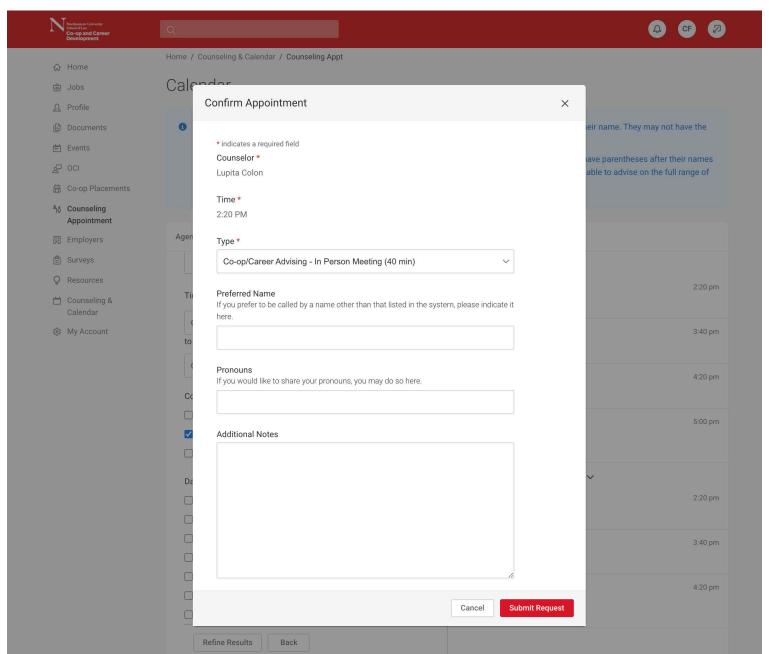
Before making an appointment, we recommend that you read the Advisor Bios (in the Document Library) to determine who might be the best fit for your particular need. Our advisors can all help you work through most of your questions, but they have different specialties so you might choose to meet with 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.'



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

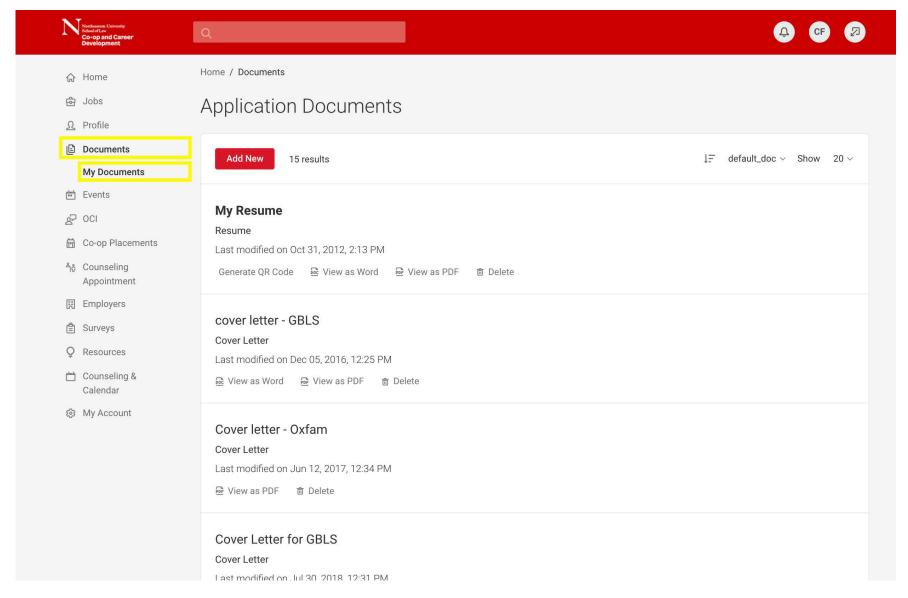


You will then be able to add a note, select a type of appointment, share your pronouns and preferred name if you choose, and submit your request. You will receive an email confirmation once the appointment has been approved.

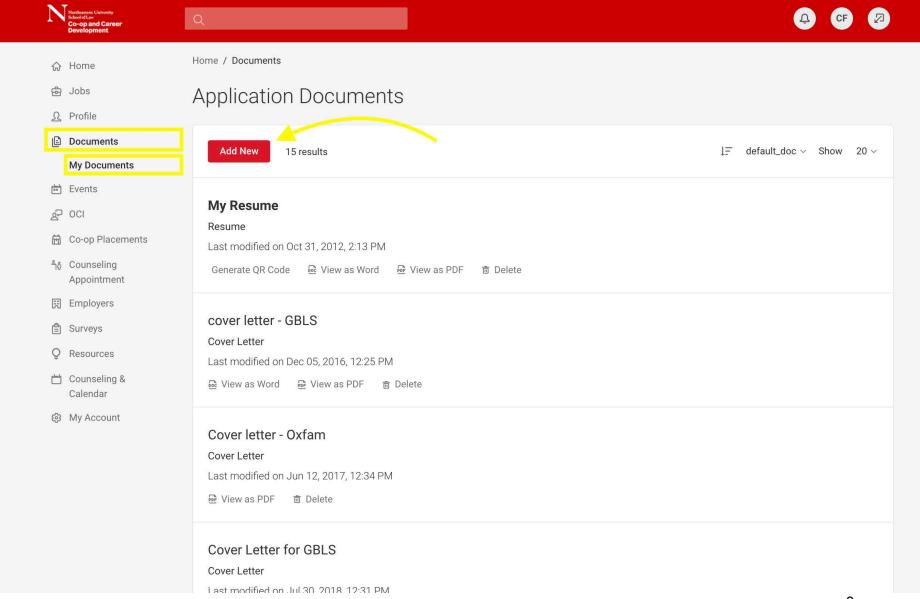


Uploading Documents

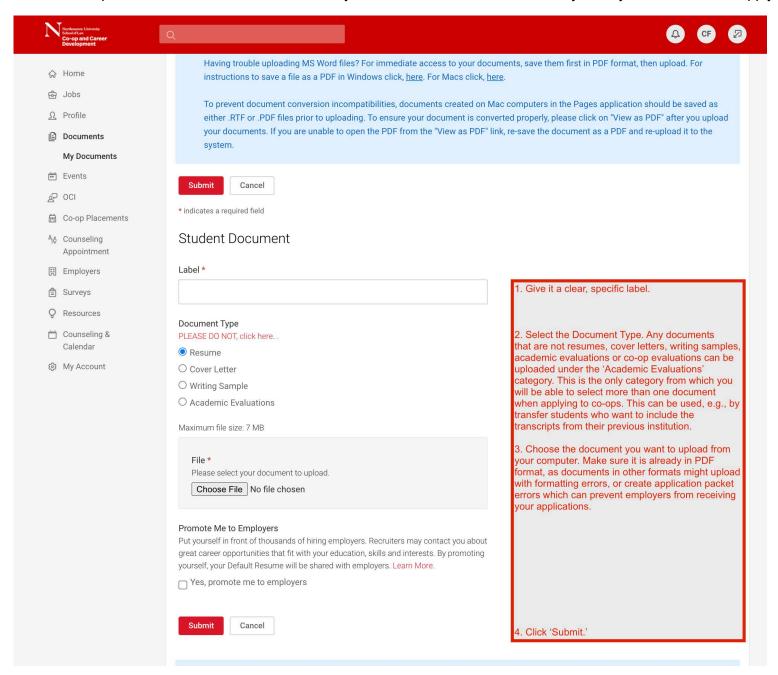
You will upload your own resumes, cover letters, and writing samples. Co-op Evaluations will be uploaded by the Co-op Office and Academic Evaluations by the Office of Academic and Student Affairs. You will be able to access all of these documents in Symplicity. Your first step should be to upload a resume. 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.*



Then click 'Add New:'

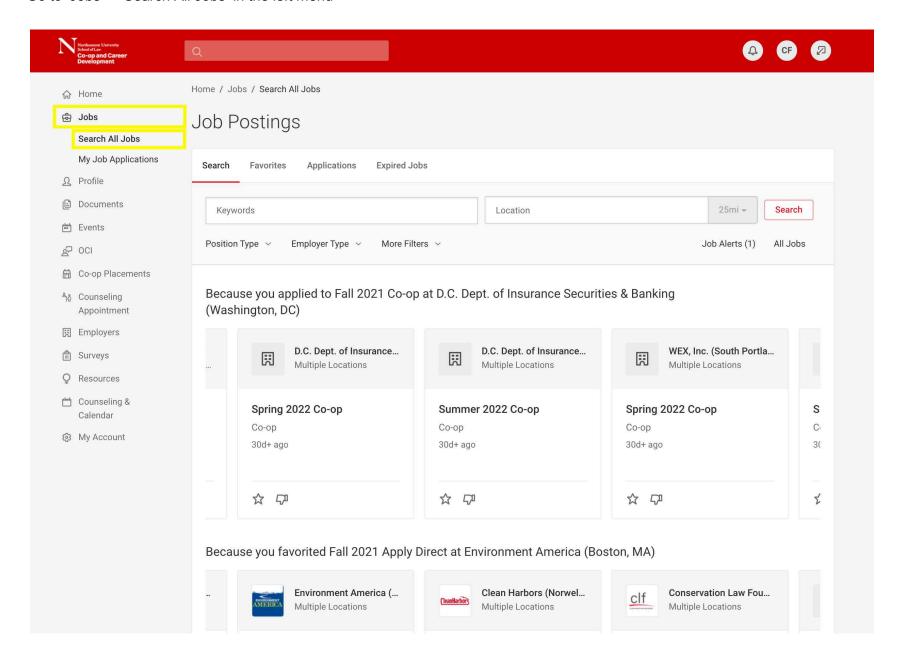


Follow the steps below to add the document. Once you have at least a resume in the system, you will be able to apply to jobs.

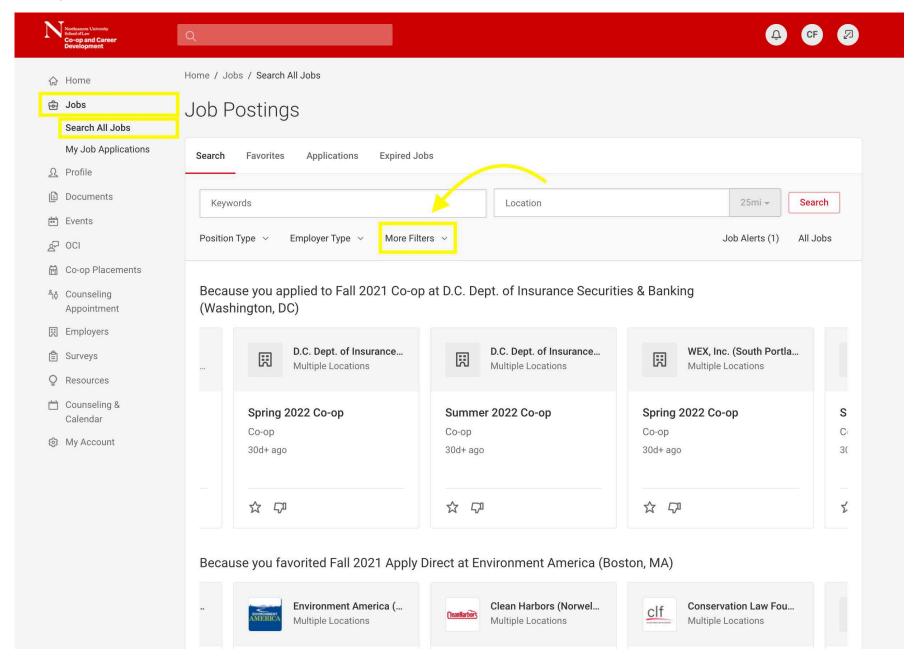


Searching for Jobs

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

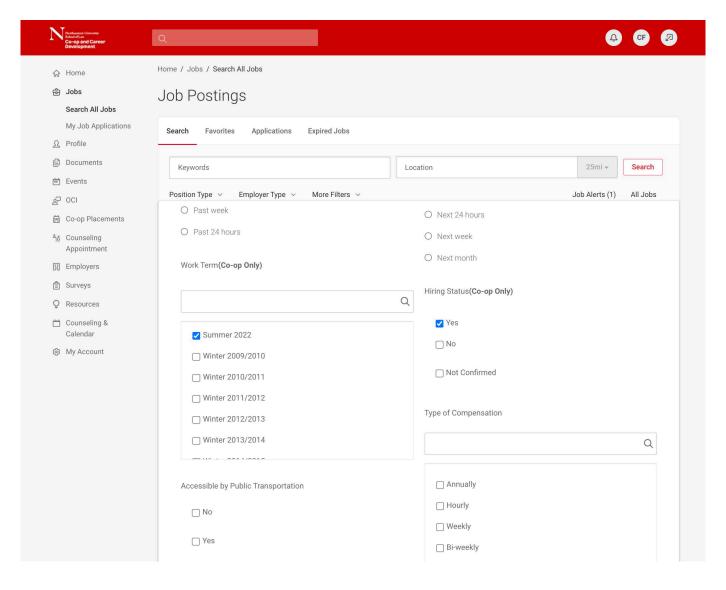


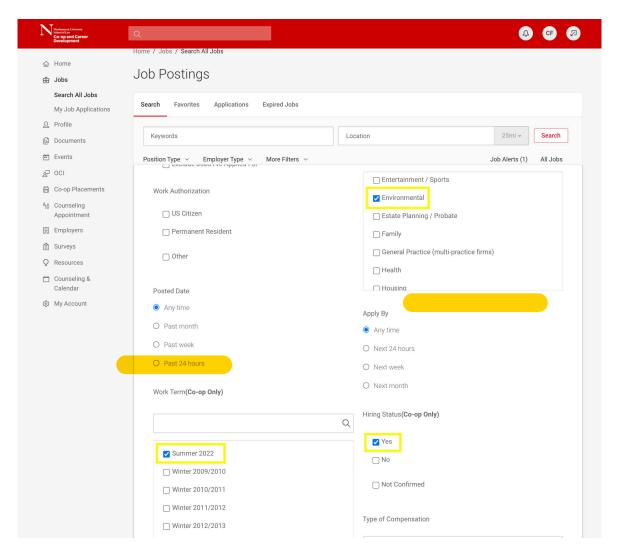
If you know exactly what you're looking for, you can use the basic keyword search. There are also a number of advanced search filters you can access:



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.

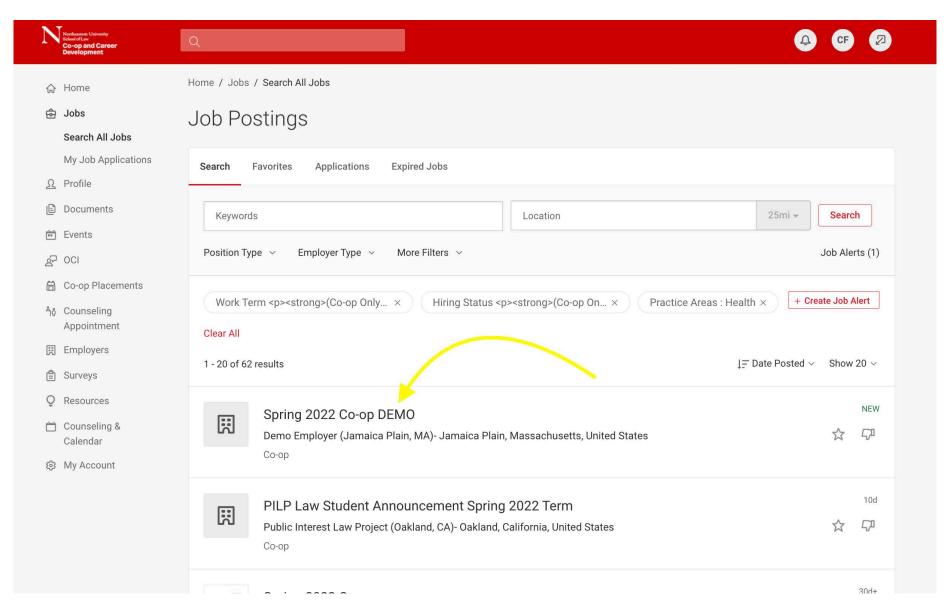
We reach out to employers each term to ask if they are hiring for that term. Those with a Hiring Status of 'Yes' have told us they are interested in receiving applications and likely to hire; those with 'No' will not appear on a standard search as they have told us they are not interested in receiving 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.



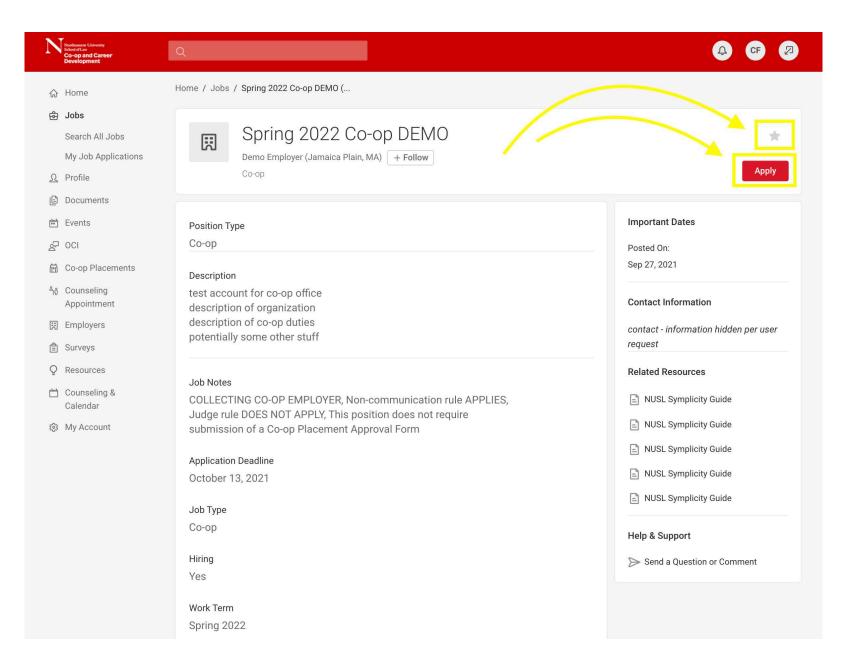


Once you have made your selections and clicked to search, you will get a list of results. This may be longer or shorter depending on your timing. For our main collections, most collecting co-op jobs go live to students about a month in advance, usually about two weeks before the prior term starts. For 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.

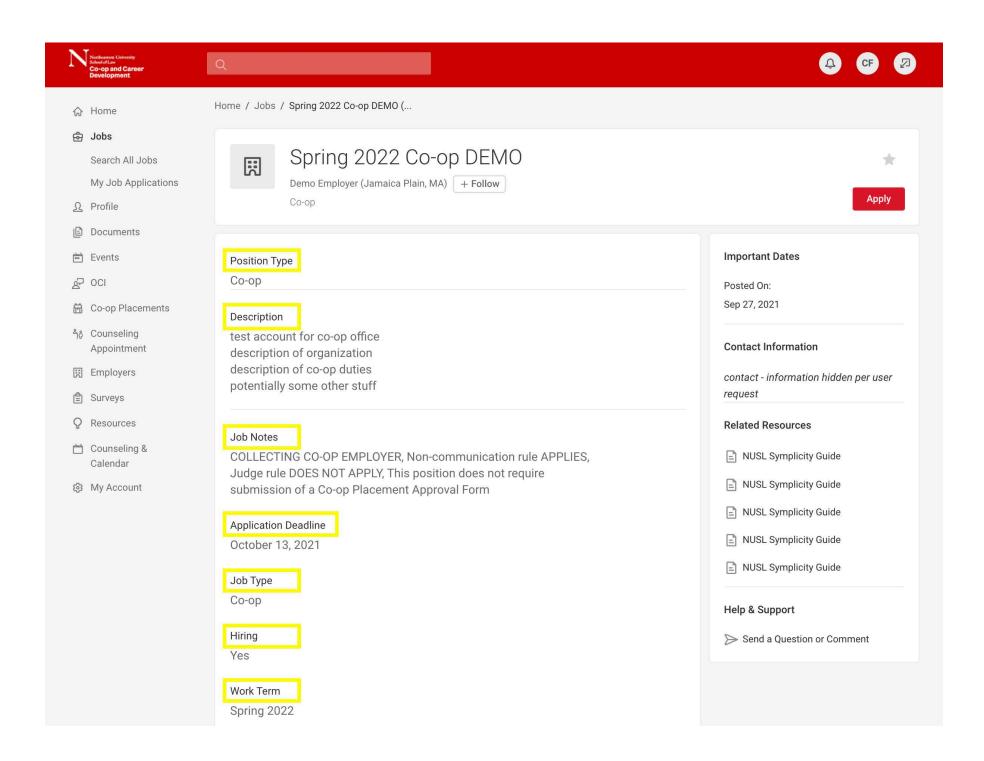
There are also Apply Direct postings in the system which are live about six months in advance, and Employer Self-Post opportunities which are posted as they are sent to us.



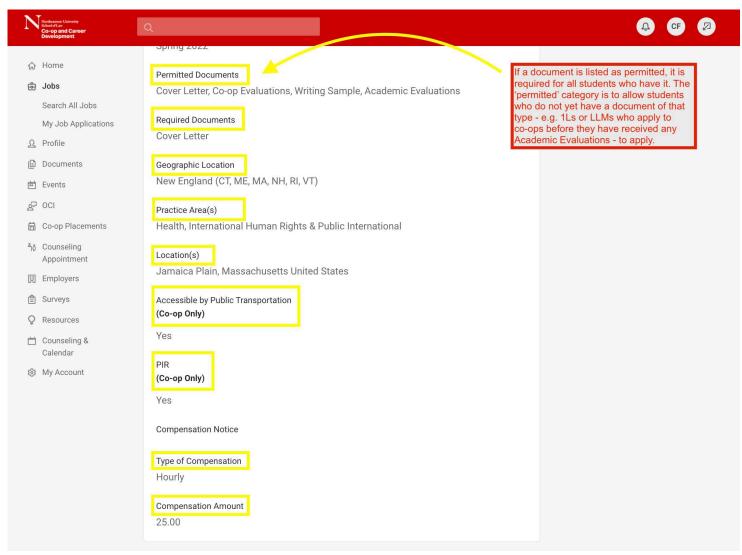
To view a job posting, simply click on the job title (e.g., in the case above, 'Spring 2022 Co-op Demo')



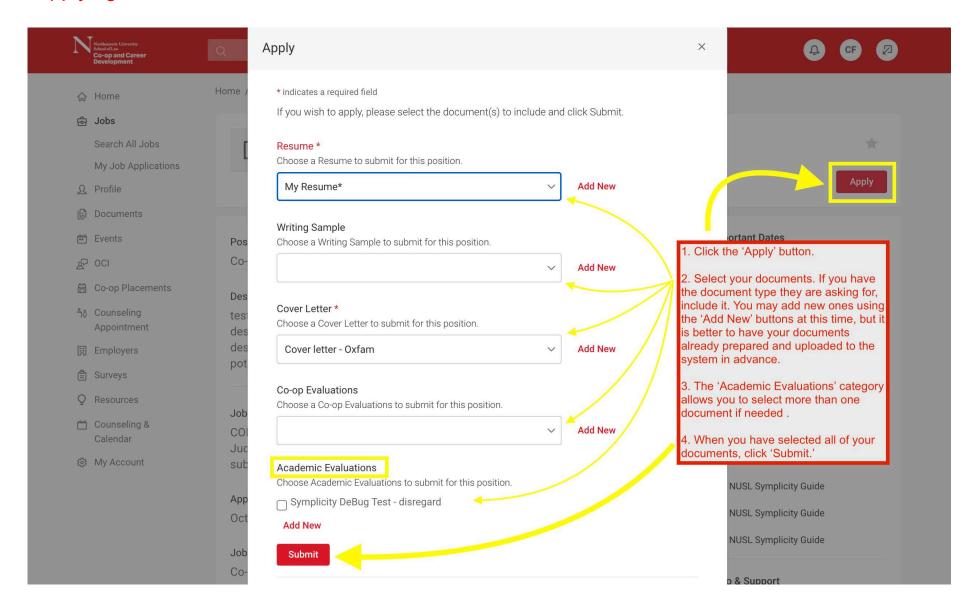
You can click the star next to the job title to save it to your favorites. The 'Apply' button will appear at the top right as long as you have at least a resume already in your Documents and have fulfilled the Symplicity training requirement.



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.

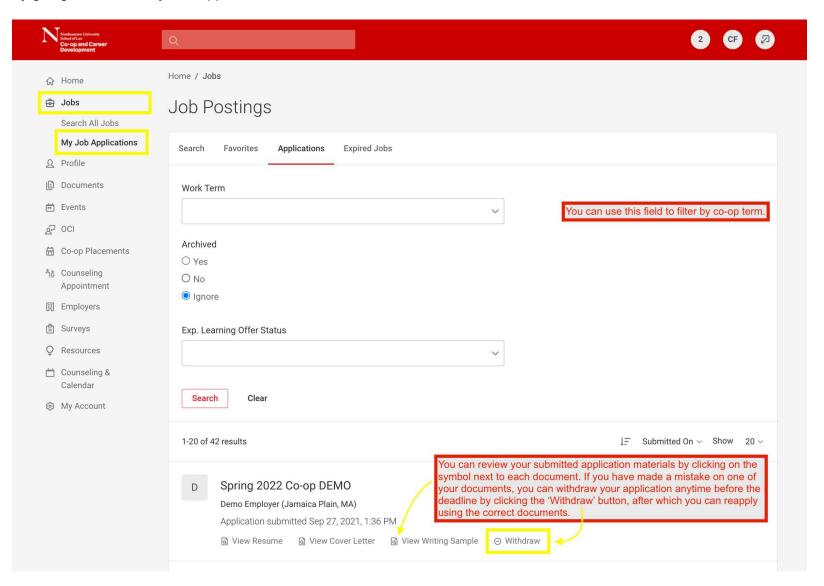


Applying



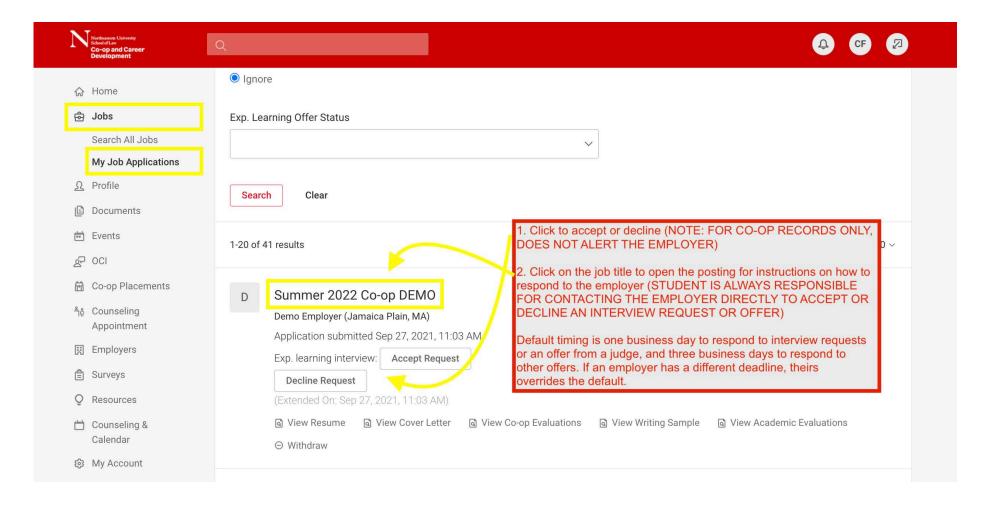
Reviewing and withdrawing applications

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.'

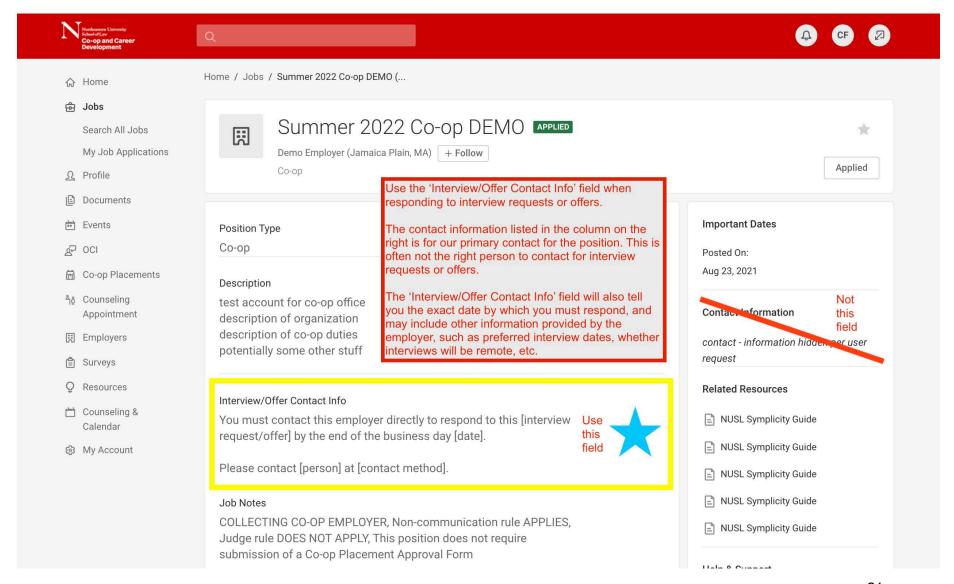


Interviews and Offers

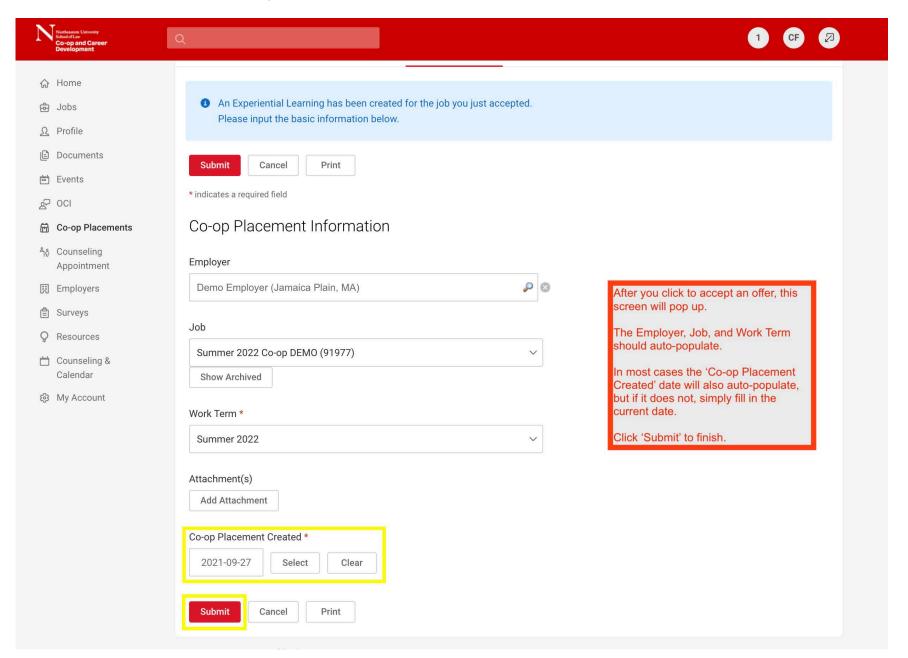
On that same tab is where you follow up on interview requests and offers. Note: you are encouraged to respond in Symplicity, but the most important step is that you must respond directly to the employer using the contact information provided. Accepting in Symplicity does not notify the employer, it only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



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

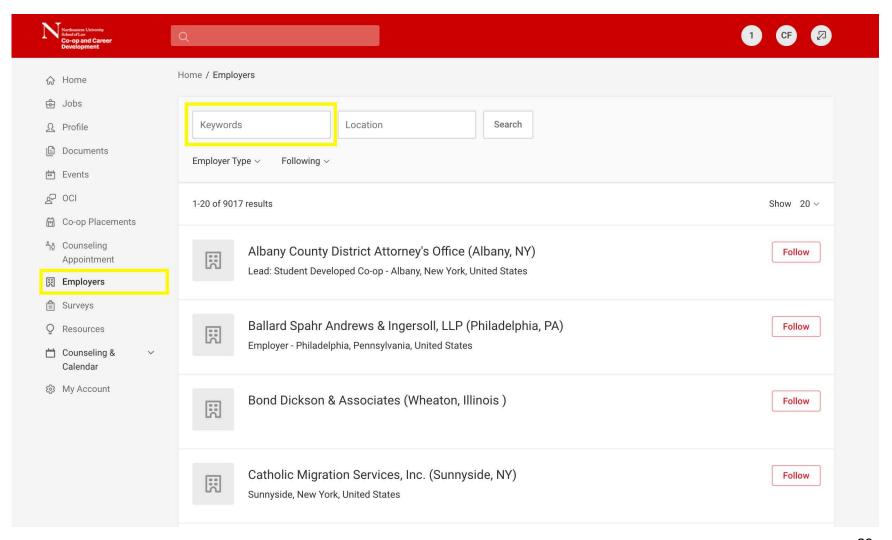


If you accept an offer in the system, you will be prompted to create a placement record. This is simple. In most cases, the information will auto-populate, and all you will need to do is hit 'Submit.'

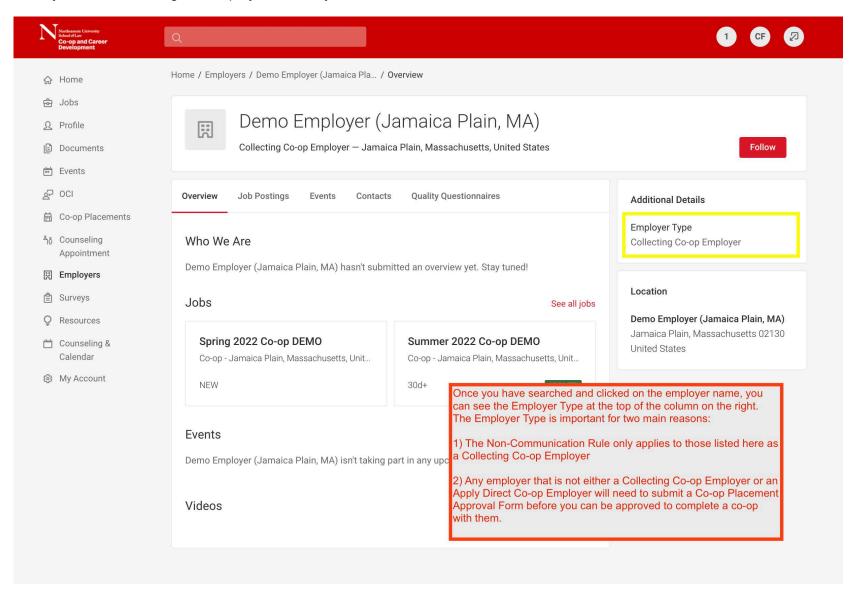


Researching employers in the Employer Directory

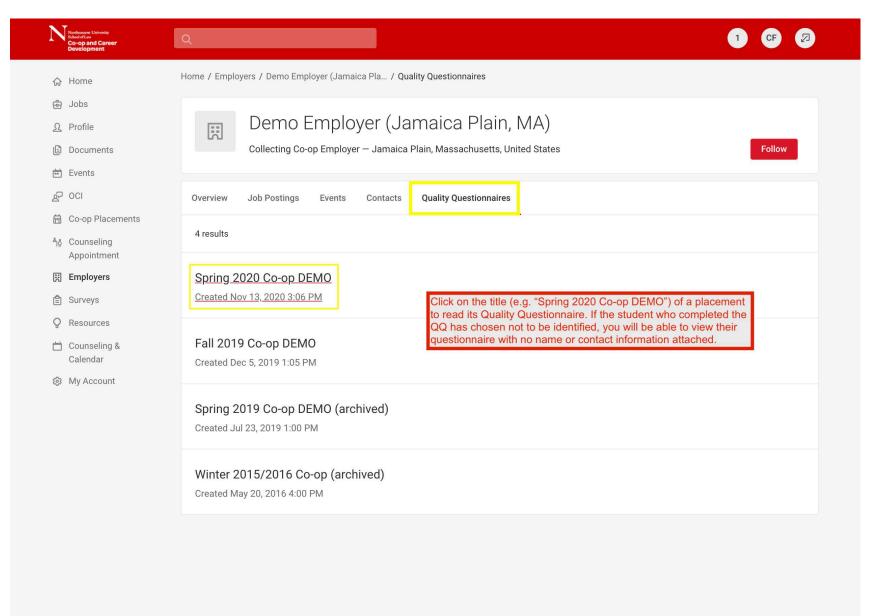
The Employer Directory can be useful in a number of ways, but I'll highlight two use cases in particular. To get to it, go to 'Employers.' To look up a specific employer, you can just enter their name in the 'Keywords' search.



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 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.



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.

