13 Key Symplicity Questions

1) How do I log in to Symplicity?

As a student, your access to Symplicity is not technically a direct Symplicity account. Instead, Symplicity accepts your MyNortheastern credentials and uses information from Northeastern's system to build your account. To log in, you simply enter your exact MyNortheastern credentials (the first part of your Northeastern email address (before the @) and your MyNortheastern password).

2) What happens if I can't log in?

If you are having trouble logging in, it is usually one of two issues:

1. You are at the wrong url: the employer site looks almost exactly like the student site, so make sure you are at https://law-neu-csm.symplicity.com/students/
2. You are using the wrong user name: as with MyNortheastern, you should only be using the part of your email address before the '@,' *not* the full email address

If you are getting both of these right and still can't log in, the next step would be to go to MyNortheastern and reset your password there since that's the login you use for Symplicity.

3) To which employer types does the Non Communication Policy apply?

This policy only applies to employers with a listed Employer Type of "Collecting Co-op Employer." For all other employers, you can communicate freely and apply directly.

4) How do I tell if an employer is a Collecting Co-op Employer or not?

Go to Employers in the left navigation bar in Symplicity and search for the employer. Click on the name of the employer. The first field at the top of the column on the right is Employer Type.

5) How do I make an appointment with an advisor?

Go to Counseling Appointment in the left navigation bar in Symplicity and click the 'Request New Appointment' button at the top of the page. Next, select an advisor and hit 'Check Availability' to see a list of upcoming appointments. Select the one you want, include any notes about the appointment, and submit. You will receive an email once the advisor has confirmed.

6) Where would I find the advisor bios to decide with whom I want to meet?

Advisor bios and other useful documents like co-op calendars, a history of all co-op placements since 2007, directions to the Co-op Placement Approval Form employers must submit when you develop your own co-ops, copies of the Co-op Evaluation Form and Memo, and more are all available in the Document Library under Resources in the left navigation menu in Symplicity, and on the main 'Co-op and Career Information for Students' page on the NULawCareers website.

7) Where can I find the contact information to use when responding to an interview request or offer extended by a Collecting Co-op Employer?

Go to Jobs > My Job Applications in the left navigation menu on Symplicity.
Select the job title of the job you are responding about (i.e. click where it says something like 'Fall 2021 Co-op' and not on the name of the organization). Scroll to the "Interview/Offer Contact Info" field and use the information provided there.

You will be tempted to use the "Contact Information" field. Don't be led astray! This is our primary contact for the job, and is what you use for cover letters, but is often not the person you will be contacting to schedule interviews. The Interview/Offer Contact person might be an assistant, or a clerk, or a different attorney in the office.

This field will also have additional useful information, such as time the employer is available, or notes about how they want to conduct the interview, and will always tell you the exact date by which you must respond.

8) How do I inform the Co-op Office to receive credit once I have accepted a co-op?

The only way to receive credit for your co-op is to submit your confirmation through the form on the NULawCareers site: nulawcareers.sites.northeastern.edu/confirm-a-co-op-placement/. Once we have received this, we will inform the Registrar and Financial Aid of your placement so you can receive credit and consideration for any funding for which you might be eligible. Without it, you will not receive credit and your enrollment could end up in jeopardy.

9) How do I know if employers have selected other students to interview, or if they just haven't responded yet?

Each day by 5pm, we post a spreadsheet of interviews, offers, and hiring status updates in the "Co-op Interview/Offer Postings" section of the NULawCareers website: nulawcareers.sites.northeastern.edu/int-off/. Check this to see if the employer you are interested in has already extended interviews and/or offers, or if they have told us they are not hiring for the term.

If you don't see them on there, email us at lawcoop@northeastern.edu. We start reaching out to all employers who haven't responded about two weeks after the collection, but are happy to prioritize outreach to employers from whom students are eager to hear.

10) Can I withdraw an application to a Collecting Co-op Employer after the deadline?

No. Once the deadline hits, all the applications are automatically sent to the employers.

11) What about before the deadline? How do I do that?

Until the deadline hits, you can still withdraw an application if you change your mind about applying or if you notice an error and need to correct your application materials. You go to Jobs > My Job Applications in the left navigation menu in Symplicity and click "Withdraw" under the relevant job. You cannot withdraw individual documents, but if you need to correct a document, you can withdraw your whole application and reapply with the corrected document included. Employers do not see the applications until after the deadline, so they will not see any of this.

12) Where can I see Quality Questionnaires submitted by past co-op students for a particular employer?

Every student is required to submit a Quality Questionnaire for each co-op. These serve two key purposes: 1) they allow us to track the quality of co-op experiences and work to improve or even eliminate those rare co-ops that are not providing a quality experience for our students, and 2) they give you a resource to help you select your co-op. You have the option of remaining anonymous to other students when you fill these out, and employers will never see them.

To find an employer's past Quality Questionnaires, go to Employers in the left navigation menu in Symplicity and look up the employer (or simply click on the employer name in a job description). If they have had a co-op student in the last 5-6 years, there will be a tab entitled "Quality Questionnaires." If you don't see a tab with that name, they either haven't had a co-op student in a while, or have not yet had a co-op student complete a co-op.

13) OK, and where do I go to fill out my own Quality Questionnaires?

Just click on Co-op Placements in the left navigation bar in Symplicity, then click on "Quality Questionnaire" under the relevant placement.