GPALS welcomes you to a specially created website where you can apply online
to career fairs jointly sponsored by the GPALS schools (Delaware, Dickinson, Drexel, Penn, Penn State, Rutgers (both campuses), Temple, Villanova, and Widener Commonwealth). We look forward to your enthusiastic and successful participation in our programs.

Below are registration and application instructions for the GPALS Philadelphia 2020 Resume Collection ("Phila Job Fair"). This year's fair will be held as a resume collection, with the bulk of interviews taking place on Friday, September 25. All interviews will be conducted virtually.

HOW TO SUBMIT APPLICATIONS

The student application deadline is August 31 at 12:00 noon. Students must complete the following steps to register on the site and apply to all GPALS sponsored job programs:

REGISTRATION PROCEDURE

1. All students must apply for the fair using the following website: https://law-gpals-csm.symplicity.com/students/.

> Please note: this website is a specially created Symplicity website that is used for job fairs that are sponsored by GPALS. You cannot register or apply for the Phila Job Fair through your school's regular Symplicity site.

2. All students must register for a new account each year. You will only have to register once per academic school year to access all GPALS job fairs.

3. If you haven't already registered this year, you need to complete the following steps:

> a. Go to the GPALS website located at https://law-gpals-csm.symplicity.com/students/. Once at the website, click the "Register" button on the right-hand side of the menu. Complete the registration form and hit "Submit". **NOTE: Please make sure to indicate your correct class designation/class year (eg. 3L/Class of 2021) and graduation date in your profile. If you are a part-time student or evening student, please go by your graduation date/"Class of" when selecting your class designation/class year.** This will ensure that you are seeing all opportunities that are available to your class designation.

> b. Be sure to use your law school email address when registering so that you are recognized by the system. You will receive a message at the top of the page that indicates, "Your registration has been received. An email will shortly be sent to your email address to verify validity of your email address."

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[1] Please note that while the bulk of the interviews generated by this resume collection will be conducted on Friday, September 25th, some employers have elected to conduct their interviews on alternate days. Employers interviewing on alternate days will be designated with "Employer will Contact Students Directly" in Simplicity.

c.   Thereafter, you will receive an email asking you to confirm your email address. Once completed, you will receive a message which states, "Your email has been confirmed. Click here to continue." You will then be logged onto the system.

d.   Thereafter, you will receive a second email which confirms your registration and contains a temporary password to access the Symplicity system after your initial login. This password can be changed once you log on to the system. Note: It is important to remember that your GPALS Symplicity account is different from your individual law school Symplicity account. You will have different passwords for each account.

4. Once you have completed your registration, you do not have to re-register for different 2020-2021 GPALS jobs fairs. Simply use the sign-on and password provided.

APPLICATION PROCEDURE

1.   Students will submit applications online using the GPALS Symplicity system:
2.   To apply, you need to complete the following steps:

a.   Go to **"Job Fairs."**

b.   Select the desired Session. For example, select "**GPALS Philadelphia 2020 Resume Collection**." You can choose your session by going into the drop-down Search Filter and clicking "**Session**" to find your desired session.

c.   In that Session, you will see the listings and application requirements for each employer.

d. Click on the "**Documents**" tab on the top of the toolbar. Using the "**Add New**" button, upload the documents you will need to submit applications

e.   Click the "**Review**" button to view the posting.

f.   Pay careful attention to the date on which an employer's interviews will be held. Most interviews will be conducted on Friday, September 25, but some employers have elected to conduct their interviews on alternate dates. Employers interviewing on alternate dates will be designated with "Employer will Contact Students Directly" in Simplicity and will contact selected students directly to schedule interviews.

g.   Submit your applications by using the "**Apply**" function at each employer listing.

h.   You <u>MUST</u> apply by the posted deadline; late applications will not be accepted by the system.

i.   If using the Pages program on a Mac, see the note below to ensure your documents upload correctly.

Using the Pages program on a Mac:
If you use the Pages program on a Mac to create a document and then save it as a .docx file, the document will NOT upload correctly. Anyone attempting to view the document will receive a "Failed to Load PDF" error – it may not be detectable by you. To avoid this error, save the file as a .pdf or .rtf file

and upload that file. If you have already applied to any jobs, you should remove any documents you created using the Pages-to-.docx method, and replace them with documents using the Pages-to-.pdf/.rtf method.

POST-SELECTION: SCHEDULED INTERVIEWS

1. Employers will select candidates they wish to interview or include on their alternate list. Once the fair coordinators receive all employer selections, students selected for interviews being conducted on September 25 will be assigned interview slots. Students selected for interviews occurring on alternate dates will be contacted directly by the employers for scheduling. All students must check Simplicity to confirm whether they have been selected or scheduled for interviews.

    a. For the 2020 Phila Job Fair, interviews will be assigned in mid-September.
    b. Students will then have 2 to 3 days to withdraw from a slot, if so desired. Initial withdrawals will be made in the days following interview assignment; at that time students chosen as alternates or students from the waitlist might be slotted into any open spot.

2. To view interviews for which you have been scheduled or selected you need to complete the following steps:

    a. Login into the GPALS Symplicity site at: https://law-gpals-csm.symplicity.com/students/
    b. From "Home" click the "Job Fairs" icon on the left menu
    c. From the "Session" pull down menu, pick "GPALS Philadelphia 2020 Resume Collection"
    d. The "Employers/Bids/Application" tab will show you all your bids. If you are selected, your invitation status will read "**employer selection**." If you are chosen as an alternate, your status will read "**alternate**." Symbols such as ++++ or XXXX are system defaults.
    e. The "Scheduled Interviews" tab will show you any interviews/interview times for which you are selected or scheduled.

3.   Timing of Interview Schedules: Because of the volume of applicants and the number of participating employers, students are not able to request a specific interview time for interviews being conducted on September 25. Interview times on this date are assigned and are generally scheduled between 9am-5pm, with a lunch break between 12-1pm. Interviews for alternate dates will be scheduled directly with the employer.

    a. Because all students have classes during the same hours that job fairs take place, students are scheduled randomly to open interview times to evenly distribute the likelihood of any potential class conflict. Students are expected to exhibit all appropriate flexibility regarding timing on the day of the fair.

    If attending the interview at your allotted time would create a hardship or you have an unavoidable scheduling conflict, immediately contact your Career Office. Students are not able to switch interview times or withdraw from an interview without prior approval. **Notify your Career Services Office if you must withdraw by 5pm, September 22.** If a hardship or unavoidable conflict arises after that date, contact your career services office immediately.

    WARNING! "**No Shows**" will be taken VERY seriously!

POST-SELECTION: ALTERNATE STATUS

1.   For interviews being conducted on September 25, we strongly urge employers to select alternates in case interview slots open up on their schedules. You will be notified if you have been selected as an alternate. Usually employers rank alternates as "1," "2," and "3."

2.   If interview slots are added or become available, alternates are moved onto the schedule automatically. You must continue to check Symplicity frequently up until the day of the fair to see if you have been moved into an interview time slot.

3. If chosen as an "alternate," you remain in the running for any interview slots that may open up, unless you ask to be removed from the list. To be removed, you must notify your Career Office in writing or by e-mail no later than 5pm on Tuesday, September 22.

4.   If you continue as an alternate, you must keep checking Symplicity to see if you have been moved into an open interview slot. Alternates will be moved into <u>any</u> interview slot that becomes available up until COB Thursday, September 24.

POST-SELECTION: WAITLIST

1.   Each year, some additional interview slots become available after alternates have been scheduled. This year, for interviews taking place on September 25, these slots will be made available to students via a waitlist.

2.   Any student who bids on an employer and is not selected for an interview or chosen as an alternate will be placed on a waitlist for that employer.

3. If interview slots become available after all alternates have been scheduled, students from the waitlist will be added to the schedule at random. These students will be moved onto the schedule automatically. You must continue to check Symplicity frequently up until the day of the fair to see if you have been moved into an interview time slot.

4. Via the waitlist, you remain in the running for any interview slots that may open up with an employer to which you have applied, unless you ask to be removed from the list. To be removed, you must notify your Career Office in writing or by e-mail no later than 5pm on Tuesday, September 22.

5. If you continue on any employer's waitlist, you must keep checking Symplicity to see if you have been moved into an open interview slot. Students on an employer's waitlist will be moved into <u>any</u> interview slot that becomes available up until COB Thursday, September 24.

REGISTRATION AND APPLICATION TIPS/FAQS

1) Student Issue: My password doesn't work and I can't access the site.
    Answer: The most likely reason your password doesn't work is because you haven't registered for [the GPALS site](#) and are attempting to use the Symplicity password that you use for your individual law school site. Please read and follow the instructions to register. After you register, you will

receive an email that will contain your password for the GPALS site. Please note: this password will be different from the Symplicity password you use to access your law school Symplicity site.

2) Student Issue: I never got a password to enter the site.
   Answer: After you register, you will receive an email asking you to click a link to confirm your email address. If you do not confirm your email address, you will not receive the follow-up email that assigns you a password. Please see the above student instructions for more detail and check your spam filter.

3) Student Issue: I don't see the session for the GPALS Philadelphia 2020 Resume Collection.
   Answer: Most likely, the reason you don't see the session for the GPALS Philadelphia 2020 Resume Collection is because you are logging in to your law school Symplicity site instead of registering and logging into the GPALS Symplicity site. Please make sure you are trying to register and login at the GPALS Symplicity site (see address above).

4) Student Issue: How do I apply for the employers listed?
   Answer: The GPALS site is very similar to your individual law school's Simplicity site. If your school uses another platform, such as 12Twenty, the interface will look different. Regardless which platform your school uses, the application procedure should be substantially similar to how you would apply for OCI through your law school's site.

5) Student Issue: When is the deadline to apply?
   Answer: **The deadline to apply for the GPALS Philadelphia 2020 Resume Collection is August 31st at 12:00 noon.**

GPALS PHILADELPHIA 2020 RESUME COLLECTION ADMINISTRATOR CONTACT INFORMATION

Leah Healey, Penn State Law
lmk205@psu.edu

Tom Lee, Dickinson Law
Thomas.lee@psu.edu