

JOB POSTING INSTRUCTIONS USING SYMPPLICITY

at the University of Iowa College of Law

Registering in Symplicity (if you are new to Iowa's Symplicity)

1. Log On at: <http://www.law.uiowa.edu/oci/firms.php>.
2. Click on the Register Tab and complete the required information.
3. Once your registration is accepted, you will receive an e-mail with a password. Once you receive your password, return to: <http://www.law.uiowa.edu/oci/firms.php> and "sign in" to the system.

Submitting a Job Posting

1. Once you are signed into the system, click on the Job Postings tab and click on the "Add New" button to add a new job posting.
2. If you wish to copy an existing job posting, chose it from the drop down menu. If the posting you wish to use again has been archived, click the "Show Archived" button and select the desired posting from the list provided.
3. To complete a new Job Posting, you will need to provide the following information:
 - a. Position Type (full-time, part-time, summer, internship, fellowship).
 - b. Screening Criteria if necessary.
 - c. Title of the Position.
 - d. Job Description written exactly as you want it to appear.
 - e. How you want to receive the resumes and other application materials. (If you choose "email" you will be prompted to enter an email address; if you choose "accumulate online", you will return to Symplicity after your position has expired to get your resumes and any other requested application materials online; if you choose "other" you will be prompted to explain how to apply.)
 - f. Posting and Expiration Dates.
 - g. Class level requested (including graduates)
 - h. Area(s) of Practice you are hiring for.
3. You will also be able to indicate other requirements you have such as a salary range, geographical location of the position; other documents you wish to receive; special hiring criteria; and whether you wish to have your contact information displayed to candidates.
4. You will then be required to assent to the University of Iowa College of Law's Policy on Equality of Opportunity in Recruiting and Employment. Only after you have assented to this policy will you be able to submit your job posting for approval.
5. Click on the submit button.

Additional Features for Employers in Symplicity

1. The **Personal Profile Tab** in the **Account** section allows you to manage your account and keep your contact information current as well as allowing you to change your password.
2. The **Profile** tab allows you to market your organization to our students. Whatever information you include will be available to our students and will help them as they evaluate interview opportunities. If you use Symplicity with other schools, you can simply auto-fill your information.