

Dear Employer:

The USC Gould School of Law Career Services Office invites you to participate in our upcoming 2020 Summer/Fall Recruitment Program. Please review the following four options for recruiting USC Gould students:

Register for the 2020 On-Campus Interview Program (Option 1)

2020 Summer OCI | July 28–31, 2020

2020 Fall OCI | September 15-16, 2020

Each year, employers have the opportunity to conduct on-campus interviews with second and third year law students for summer and full-time employment. The OCI program is split into two sessions. The first session is during the summer from Tuesday, July 28 through Friday, July 31, 2020 before USC Gould classes begin. The second session takes place after the fall semester begins, from Tuesday, September 15 through Wednesday, September 16, 2020.

We encourage you to take advantage of this opportunity to interview members of our excellent student body at the USC Hotel, across from the USC campus. The USC Hotel provides a comfortable and professional atmosphere for your interviews and the Career Services staff will be available throughout the program to assist and address any questions you may have. **Please Note: Employers will be able to preselect 30% of their interviews and 70% will be chosen through lottery.**

The deadline to submit your OCI registration form online via Symplicity and fees to the Career Services Office will be done on a rolling basis:

Priority Summer OCI Registration Deadline: **April 20, 2020**

Final Summer OCI Registration Deadline: **June 29, 2020**

Final Fall OCI Registration Deadline: **August 17, 2020**

The USC Gould Symplicity system is open for employers to complete their OCI registration form online. You may [log onto Symplicity](#), click the **OCI > Schedule Request** (left navigation menu) and the **Request a Schedule** button to view the online forms. In the Select Session box, click the arrow key to highlight **2020 Summer | July 28-31** or **2020 Fall OCI | September 15-16** in the drop down menu and continue completing the form. If you have not completed your 2019 OCI Summer Program or Interview Outcome forms the system will take you there first for final submission. If you are new to the USC Gould Symplicity system, please register for an account on our log-in page.

To submit your 2020 Summer/Fall Recruitment Program registration fees, complete the attached invoice and remit with payment to USC Gould School of Law, Career Services Office, 699 Exposition Blvd., Los Angeles, CA 90089-0071. (The registration fee is waived for public interest and government agencies.)

Request a Resume Collect (Option 2)

This process offers a solution for employers who are unable to interview on campus but would like to consider second and third year USC Gould students for summer or full-time employment. Through Symplicity, you will be able to post your resume collect online, accumulate resumes until June 29, 2020 and then generate a resume packet for review at no charge.

To participate in the Resume Collect, please [log onto Symplicity](#). Click the **Jobs > Job Postings & Resume Collects** (left navigation menu), select the **Post a Job** button to complete the online form. For Position Type, select "**2021 Summer Associate**" or "**Class of 2021 | Post Graduation Attorney.**" For Resume Receipt, please be sure to check Resume Collect to automatically have your resume packet sent via email following your deadline. Note: Employers who would like their Resume Collect to coincide with 2020 Summer OCI should post their job opportunity from June 1 through June 29, 2020 and they will receive the packets by June 31, 2020. If you are new to the USC Gould Symplicity system, please register for an account on our log-in page.

Post Job Opportunities Year-Round (Option 3)

The Career Services Office maintains a Job Bank on Symplicity for students and graduates. Legal employers can easily post year-round for law students, recent graduates or lateral positions for experienced attorneys at no charge. To post a job opportunity [log onto Symplicity](#), click the **Jobs > Job Postings & Resume Collects** (left navigation menu), select the **Post a Job** button to complete the online form. If you are new to the USC Gould Symplicity system, please register for an account on our log-in page.

Opportunity to Interview Law Students throughout the Fall (Option 4)

If you are unable to interview second and third year law students during the 2020 Summer/Fall Recruitment Program, we would be happy to schedule an on-campus visit when it is more convenient. Please contact Linda Richardson in the Career Services Office at lrichardson@law.usc.edu or (213) 740-7397.

We have enclosed detailed information and instructions for the above options. Should you have any questions or need further assistance, please don't hesitate to contact the Career Services Office.

We look forward to your participation in the 2020 Summer/Fall Recruitment Program.

Sincerely,
Linda

Linda Richardson
Associate Director
USC Gould School of Law, Career Services Office
699 Exposition Blvd., Room 110
Los Angeles, CA 90089-0017

Tel: (213) 740-7397 | Fax: (213) 740-4038
Email: lrichardson@law.usc.edu

2020 Summer/Fall Recruitment Program

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I. Registering for the 2020 On-Campus Interview Program (Option 1)

A. Details about OCI

Our OCI program is split into two sessions during which employers have the opportunity to interview second and third year law students for summer and full-time employment. The first session is during the summer from Tuesday, July 28 through Friday, July 31, 2020 before USC Gould classes begin. The second session takes place after the fall semester begins, from Tuesday, September 15 through Wednesday, September 16, 2020.

1. Registration

The USC Gould Symplicity system is open for employers to complete their OCI registration form online. To register, please:

- [Log onto Symplicity](#), click the **OCI > Schedule Request** (left navigation menu) and the **Request A Schedule** button to view the online form.
- In the Select Session box, click the arrow key to highlight **2020 Summer | July 28-31** or **2020 Fall | September 15-16** in the drop down menu and continue completing the form.
- If you have not completed your 2019 OCI Summer Program or Interview Outcome forms the system will take you there first for final submission.
- If you are new to the USC Gould Symplicity system, please register for an account on our log-in page. (See Symplicity Guide, pages 17-23 for detailed information to register and complete the OCI online form.)
- Submit your registration fees to the Career Services Office (See pages 10-11)

The deadline to submit your OCI registration form online via Symplicity and fees to the Career Services Office will be done on a rolling basis:

Priority Summer OCI Registration Deadline: **April 20, 2020**

Final Summer OCI Registration Deadline: **June 29, 2020**

Final Fall OCI Registration Deadline: **August 17, 2020**

2. Hotel Accommodations

USC conducts on-campus interviews at the USC Hotel, 3540 S. Figueroa Street, Los Angeles, CA 90007, across from the university campus and the Law School. Complimentary parking, continental breakfast and lunch are provided by the Law School.

The USC Hotel offers special room rates for employers traveling to Los Angeles to participate in OCI. If you are interested, please contact guest reservations at (213) 748-4141 and let them know you are participating in the Law School's OCI program. Lodging and travel expenses are not covered by the registration fee.

3. Program Schedule

Interview hours are 9:30 a.m. to 5:30 p.m., with a 60 minute lunch break from 12:30 p.m. to 1:30 p.m. **Unless you have made special arrangements in advance with us, you should plan to spend the day at the USC Hotel. Students may sign up to interview with employers up to and throughout the day. All interview sign-ups are conducted by the Career Services Office.** You may want to contact our office a day or so prior to your scheduled interview date to find out what changes may have occurred in your schedule.

4. Interview Scheduling (30% preselect and 70% lottery)

Employers will be able to preselect 30% of their interviews and 70% will be chosen through lottery.

5. Hosting a Hospitality Suite or On-Campus Reception

If you would like to host a hospitality suite or on-campus reception for students to meet with your representatives during OCI, please include this information on your OCI Registration form (via Symplicity). Note: While we are not able to control the scheduling of all USC Gould events, we can help to minimize possible conflicts and recommend places on-campus to host your event.

B. Non-Discrimination Policy

The University of Southern California does not discriminate against any person on the basis of race, color, national origin, ancestry, religion, gender, gender identity, sexual orientation, age, physical disability, mental disability, marital status, veteran status, genetic information, or any other characteristic which may be specified in such laws and regulations, in admission to, access to, treatment in, or employment in its programs or activities. The Career Services Office adheres to this policy and will make our services and facilities available only to recruiting organizations whose practices are consistent with this policy. For more information, review USC's Equal Opportunity, Affirmative Action, and Non-Discrimination Policy at <http://policy.usc.edu/equal-opportunities/>. If you have any questions about this policy please contact us.

Please Note: By registering for the 2020 Summer/Fall Recruitment Program employers are acknowledging their employment and hiring practices are consistent with USC's non-discrimination policy.

C. USC Gould School of Law Grading System and Ranking Information

The USC Gould grading system uses both numbers and letters, ranging from 1.9 to 4.4, with letter-grade equivalents ranging from F to A+. This combination affords faculty more grading nuances while still presenting grades that are easily understandable. Please see a summary explanation of the current grading system on the next page.

USC Gould does not rank its students. We do, however, provide the GPA cutoff for the top ten percent of each class. This limited rank information is calculated and published at the end of each academic year.

D. Summary Explanation of the Current Grading System

Individual Course Grades

The USC Gould grading system uses both numbers and letters, ranging from 1.9 to 4.4 with letter-grade equivalents ranging from F to A+. The combination affords faculty more grading nuances while still presenting grades that are easily understandable. For example, although both 3.3 and 3.4 are grades of B+, the 3.4 carries a slightly higher numerical value and therefore contributes to a higher GPA. "CR" is assigned as the satisfactory passing grade in courses that are not graded numerically, or when a student has elected to take a numerically graded course on a CR/D/F basis. The USC grading scale includes the following number grades and letter-grade equivalents.

USC Numerical Grade	USC Letter Grade Equivalent		USC Numerical Grade	USC Letter Grade Equivalent
4.4 – 4.1	A+		2.6 – 2.5	C+
4.0 – 3.8	A		2.4	C
3.7 – 3.5	A-		2.3 – 2.1	C-
3.4 – 3.3	B+		2.0	D
3.2 – 3.0	B		1.9	F
2.9 – 2.7	B-			

Honors Designation

Highest Honors: 4.4 (A+)

High Honors: 3.9 (A) – 4.3 (A+)

Honors: 3.5 (A-) – 3.8 (A)*

None: 1.9 (F) – 3.4 (B+)

*In courses through the 2017-18 academic year, 3.4 (B+) was an honors grade

In order to achieve fairness and consistency across classes and courses, the average and the distribution of grades in all Law School courses are controlled, following the Law School's historic grading patterns.

Rankings

USC Gould School does not rank its students. We do, however, provide the GPA cutoff for the top ten percent of each class. This limited rank information is calculated and published at the end of each academic year.

E. Submitting your OCI Registration Fees to the Career Services Office

Listed below are the rates for participation in the On-Campus Interview program:

- \$500 per room, per day - Employers with 1-25 attorneys (overall employer size)
- \$800 per room, per day - Employers with 26-100 attorneys (overall employer size)
- \$950 per room, per day - Employers with 100+ attorneys (overall employer size)

There is no charge to Public Interest organizations and government agencies.

Please note: After you have submitted your registration fees, there is no additional cost to employers for their interview rooms. The Career Services Office will handle the scheduling of all interview rooms and therefore employers are not required to contact the USC Hotel to reserve their room. Additionally, the Career Services Office will provide complimentary parking, a continental breakfast and lunch to the interviewers during OCI.

Should your firm have to cancel your interview date, please advise us as soon as possible. A fifty percent refund will be provided if the cancellation is made at least 45 calendar days prior to the scheduled interview date. If the cancellation occurs less than 45 calendar days prior to the interview date, no refund is possible.

Please make your check payable to "USC Gould School of Law" and mail to the **USC Gould School of Law, 2020 OCI Registration**, Career Services Office, 699 Exposition Blvd., Room 110, Los Angeles, CA 90089-0071. For your convenience, we have provided you with an invoice for your completion (on the next page).

INVOICE

Bill to: (please complete)

Organization's Name _____

Street Address _____

City, State, Zip Code _____

Tel # _____

Contact Person _____

Email Address _____

DESCRIPTION

AMOUNT

Listed below are the rates for participation in the On-Campus Interview program and it includes the interview room. Please Note: There is no charge to Public Interest organizations and government agencies.

\$500 per room, per day - Employers with 1-25 attorneys (overall employer size)

\$800 per room, per day - Employers with 26-100 attorneys (overall employer size)

\$950 per room, per day - Employers with 100+ attorneys (overall employer size)

Registration fees due for participation in the 2020 Summer/Fall Recruitment Program: _____
(Total Amount)

Program Date(s): 2020 Summer OCI | July 28-31, 2020 or
2020 Fall OCI | September 15-16, 2020

Pay to: **USC Gould School of Law (2020 OCI Registration)**
Career Services Office
699 Exposition Blvd., Room 110 | Los Angeles, CA 90089-0071
Tel: 213.740.7397 | Fax: 213.740.4038

(Please include a copy of your completed invoice when mailing payment to the Career Services Office.)

G. Providing Recruiting Materials to the Career Services Office

Prior to interviews, students would like to learn more about your organization and hiring needs for summer or full-time employment. If you do not list this information on your organization's website or nalpdirectory.com for students to review, please do one or more of the following:

1. Forward a brochure or detailed information about your organization to the attention of Linda Richardson via email at lrichardson@law.usc.edu or mail to: USC Gould School of Law, Career Services Office, 699 Exposition Blvd., Room 110, Los Angeles, CA 90089-0071
2. Complete your organization's profile on the USC Gould Symplicity system when registering for OCI and a description of your hiring needs. (See Symplicity Guide for detailed instructions.)

H. 2020 OCI Checklist

The deadline to submit your OCI registration form online via Symplicity and fees to the Career Services Office will be done on a rolling basis.

Priority Summer OCI Registration Deadline: **April 20, 2020**

Final Summer OCI Registration Deadline: **June 29, 2020**

Final Fall OCI Registration Deadline: **August 17, 2020**

To finalize your OCI registration, please follow the checklist below:

REGISTRATION VIA SYMPPLICITY	
Log-in to USC Gould Symplicity System to complete the following: (See pages 17-23.)	
A.	Update your Personal and Organization's Profile. Please include current contact information, the size of your organization, practice areas and other pertinent information
B.	Submit your Summer Program Outcome and 2019 OCI Feedback form
C.	Submit your completed Schedule Request Form for 2020 Summer/Fall Recruitment Program. Please Note: An employer that registers for the On-Campus Interview Program, Resume Collect or Job Posting affirmatively agrees to comply with USC Gould's Non-Discrimination Policy. See page 7 for a copy of our Non-Discrimination Policy.
Please verify the following online forms are current for your organization on www.nalpdirectory.com for students to review:	
•	NALP form
•	NALP Workplace Environment Questionnaire
Employers pay the following rates for participation in the 2020 Summer/Fall Recruitment Program and it includes the interview room. Note: There is no charge to Public Interest organizations and government agencies.	
<p>\$500 per room, per day - Employers with 1-25 attorneys (overall employer size) \$800 per room, per day - Employers with 26-100 attorneys (overall employer size) \$950 per room, per day - Employers with 100+ attorneys (overall employer size)</p>	
Please make check payable to USC Gould School of Law, complete the enclosed invoice and remit with payment to:	
<p>USC Gould School of Law (2020 OCI Registration) Career Services Office 699 Exposition Blvd., Room 110 Los Angeles, CA 90089-0071</p>	

II. Request a Resume Collect (Option 2)

Details on Posting a Resume Collect

For employers who are unable to interview on campus during the 2020 Summer/Fall Recruitment Program but would like to consider USC Gould students for summer or full-time employment, we invite you to post your job opportunity online via the USC Gould Symplicity system. You will be able to:

- Request a Resume Collect and receive an auto-generated resume packet from Symplicity. Note: Symplicity will generate this packet immediately following the deadline you have given candidates to apply.
- Determine the deadline by which you would like to receive resumes. Note: Employers who would like their Resume Collect to coincide with 2020 Summer OCI should post their job opportunity from June 1 through July 29, 2020 and they will receive them by July 31, 2020
- Accumulate applications online to allow you to communicate directly with candidates by using the electronic merge system in the Job Posting/Resume Collect system.

To request a Resume Collect, you may [Log onto Symplicity](#):

- Select: **Jobs > Job Postings & Resume Collects** (navigation menu)
- Select: **Post A Job** (to complete the job form)
- Select: Job Type. For example, by clicking one of the **2021 Summer Associate** or **Attorney (Class of 2021) | Post Graduation** check boxes.
- Select: Resume Collect (to have the resumes automatically sent to you when the job posting ends)
- Complete the remainder of the Job Form and select Submit when final.

Please Note: An employer that registers for the On-Campus Interview Program, Resume Collect or Job Posting affirmatively agrees to comply with USC Gould’s Non-Discrimination Policy. See page 7 for a copy of our Non-Discrimination Policy.

Please refer to the Symplicity Guide for detailed instructions:

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III. Post Job Opportunities Year-Round (Option 3)

Details on Posting Jobs Year Round for Law Students and Graduates

The USC Gould Career Services Office maintains a Job Bank on Symplicity for students and graduates. Legal employers may easily post year-round for law students, recent graduates or lateral positions for experienced attorneys at no charge. If you are interested in hiring a law student as a clerk, for a post-graduate position or an experienced attorney for a lateral opportunity, we can assist you with your hiring needs.

Employers may specify their preference for receiving resumes and additional application materials. Materials may be sent to the designated contact by:

- Direct Contact: Applicants may be instructed to send materials directly to you via email, fax, mail or your organization's web site.
- Online Resume Collect: Receive an auto-generated resume packet from Symplicity (sent via email). Note: Symplicity will generate this packet immediately following the deadline you have given candidates to apply.
- Accumulate Resumes Online: Through Symplicity, employers can access the materials from the students who responded to the job posting, and then generate a resume packet.

To post a job, you may [Log onto Symplicity](#) and go to **Jobs > Job Postings & Resume Collects**. Please select **Post A Job** to complete the job form and check Resume Collect to have the resumes sent to you via email. There is no charge for employers to post their job opportunities online via the USC Gould Symplicity system. Please Note: An employer that registers for the On-Campus Interview Program, Resume Collect or Job Posting affirmatively agrees to comply with USC Gould's Non-Discrimination Policy. See page 7 for a copy of our Non-Discrimination Policy.

For detailed instructions, please refer to the Symplicity Guide.

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IV. Opportunity to Interview Students Throughout the Fall (Option 4)

Details for Scheduling Interviews Outside the OCI Program (Option 4)

For those employers who are unable to interview second and third year law students during OCI, we would be happy to schedule an on-campus visit when it is more convenient. Please contact Linda Richardson in the Career Services Office at lrichardson@law.usc.edu or (213) 740-7397.

V. Symplicity Guide

A. Symplicity Sign-In Page for Current and New Users

Current Users on the USC Gould Symplicity System

Log-in to: <https://law-usc-csm.symplicity.com/employers/>

Enter your email address and the password that was previously assigned. If you do not recall your password, click Forgot My Password and enter your username (email address) and click Go. A new password will be emailed to you shortly. Note: You may change your password in the Account > Password/Preferences section of Symplicity any time you would like to update it.

The Career Services Office would like to have current information about your organization for USC Gould students and graduates. Please take a moment to update your organization's contact information and profile on Symplicity if not current (see next page for details).

New Users to the USC Gould Symplicity System

Log-in to: <https://law-usc-csm.symplicity.com/employers/>

Click Sign Up and complete your company and contact information. Next to services requested, please check the following boxes for on-campus interviews, job postings, profile and professional network. Be sure to complete all information with a red asterisk, as it is required to successfully register you as a new user. When you are done, click Submit. Once we accept your registration, you will receive an email with a password. To log-in return to the employer's sign-in page and click the Sign-in tab to enter the system.

B. Managing Your Personal Account/Profile on Symplicity

Accounts/Personal Profile

Employers are requested to review their Personal Profile in Accounts and update it with any changes. Click Submit to finalize and move on to your Organization's Profile, OCI and/or Job Posting Systems.

Managing your account by using the Account section

Personal Info

You may manage your account using the Account tab. We recommend that you continue to keep your personal information updated throughout the recruiting season. To update your information, click the Personal Profile tab; complete the form and Submit to finalize.

Password/Preferences Tab

If you would like to change your password, click the Account tab from the home page, then click the Password Preferences tab. To change your password, enter a new password and re-enter it again. Click Submit to finalize. You have now changed your password. Be sure to write it down or send an email to yourself, as our office is unable to retrieve it for you.

C. Managing Your Organization's Profile on Symplicity

Marketing your organization to our students

Profile

We encourage you to fill out your organization's profile with information you would like our students to know about you. Many students will utilize this information as they select employers to interview with during the recruiting season.

Click Profile (left navigation menu). You may decide to fill out all or part of your organization's profile:

- < Who We Are (type of organization, overview, practice areas, firm address)
- < Key Statistics (website, size of organization, domestic and international locations)
- < Company Culture (work environment, dress code, diversity, training)
- < Logo

If you choose to leave sections blank, they will not be blank when the student views information online. Instead, any information left blank, simply will not appear on the student screens.

D. Summer Program Outcome and Interview Outcome Form (2019 Fall OCI)

Click **OCI > Feedback** (left navigation menu). Note: You are required to complete the Summer Program Outcome and OCI Interview Outcome forms to move on to the OCI Schedule Request.

2019 Summer Program Outcome

On the Summer Program Outcome tab, click 2019 (Summer). Choose Yes to enter feedback for each USC Gould student who participated in your 2019 Summer Program and click Finalize when you are done. If there are no USC Gould students who participated in your summer associate program, choose No and click Finalize when you are done.

Note: To exit the summer program outcome form and move on to the OCI Interview Outcome form, you must select Finalize and not the Save button.

OCI Interview Outcome

To complete the OCI Interview Outcome, please:

- < Select: **OCI Interview Outcome** (tab)
- < Select: 2019 OCI July 30-Aug. 2 (EIW) | 2019 OCI: Sept. 11-12 (Session II)
- < Complete the OCI Interview Outcome form by reviewing the list of students and selecting the appropriate box for callbacks and offers.
- < If a student is not listed on the form, select the **Add Student** button under Feedback. Enter a student's last name (that you would like to add) and click go. The system will refresh. In the adjacent box, next to the name you just typed, select the down arrow key to see the list of names in the drop down menu. Select the student you would like to add and continue completing the form.
- < After completing the student list, please scroll further down to review and answer the questions listed at the end.
- < Select the **Save** button if you would like to return to Symplicity to enter your final results at a later date.
- < Select the **Finalize** button when you have no additional changes or modifications to the form. Note: The system does not allow you to edit the form after you have finalized it. However, if you would like the Career Services Office to un-finalize it for you, please email careers@law.usc.edu or call (213) 740-7397.

E. Registering for OCI on Symplicity

At the home page, click **OCI > Schedule Request** (left navigation menu).

Click the **Request A Schedule** button and complete the online registration form.

Please follow the step by step instructions listed below when completing your form. If you need assistance, please don't hesitate to contact the Career Services Office at (213) 740-7397.

Office Registering For: If you are scheduling interviews for only one office location, select the office you are registering for in the drop down menu. (If the office is not included in your selection list, please contact the Career Services Office to give you authorization via Symplicity.)

If you are scheduling for multiple office locations, select your office as the registering office if you are interviewing on-campus. **Important:** If your office is not coming on-campus, you must select one of the offices that is interviewing. However, you may add your name as the primary contact person.

Select Sessions: Depending on your interest, click one of the following in the drop down menu:

- 2020 Summer OCI | July 28-31, 2020 or
- 2020 Fall OCI | September 15-16, 2020

Days required: Choose the number of days you would like to conduct interviews on-campus. **Important:** If you did not select the correct number, cancel your registration and start again. (The system does not allow you to modify your request.)

Include Related Offices: **Important ---** If you are registering for more than one office location, select "yes."

Allow interviews with Related Offices **Important ---** If students are permitted to interview more than once with your firm, select "yes." Otherwise, select "no" if you have multiple offices interviewing during OCI but students should interview once only.

Class Years to Interview: Choose the class years you would like to interview (i.e. 2Ls or 3Ls). To select more than one class year, click 2L, then hold the Ctrl button and select 3L.

Class Allocations: Allocate the percentage of each class you are interested in interviewing. The allocations must add up to 100 percent.

Interview Length: Select the length of the interview slot.

You may choose a 20 or 30 minute interview length.

Number of Room(s): Select the number of rooms you want. Each schedule accommodates approximately 20 interviews (the actual number of available slots depends on the interview length).

Time Slot: Select whether you would like a morning, afternoon or full day of interviews.

Slot Matrix /Office Allocations: If you checked "yes" to allow interviews with related offices, the system will automatically add the Slot Matrix box. Check the Slot Matrix box to verify that each of offices you are registering for has been listed under Office Allocations. **Important: If the system does not add the Slot Matrix box or does not list each of the offices you are registering for under Office Allocations, please cancel your request and contact the Career Services Office at (213) 740-7397.** We must add the additional offices before you resume your online registration.

Slot Office Mode: The system gives you a choice of completing your registration by Matrix or Percentage modes. Please select the Percentage button to review your options. Note: The majority of employers will register in the Percentage Mode.

Percentage Mode: The system automatically places a check mark next to each office location listed on the Slot Matrix/Office Allocations menu. If you are not registering for a particular office, please remove the check mark. (Only those offices for which you are requesting a schedule should be selected.)

The system automatically assigns 100% "No Preferences" to [any] of the locations you have selected in Office Allocations. If this is fine, leave preferences as is and the interview slots will be assigned randomly among offices to equal 100%. However, if you would like to limit the number of interview slots available to each of the registering offices you may modify your schedule by allocating percentages.

For example, to allocate percentages for LA, NY and SF offices enter the percentages in the Slots (%) column.

The numbers should total 100%.

OFFICE ALLOCATIONS

Location	Slots (%)
LA	50%
NY	25%
SF	25%
TOTAL	100%

If you assign less than 100% to one office location and leave the other percentages blank, the remaining percentage will go to all other offices. For example, LA was assigned 60% and the other offices left blank as shown below. LA will interview 60% and NY, SF and DC will interview 40% to total 100%.

LA	60%
NY	(leave blank)
SF	(leave blank)
DC	(leave blank)

Matrix Mode:

You may select the Matrix Mode instead of the Percentage Mode if you would like to allocate a specific office location to a specific time slot. See the following example:

9:30 am	Los Angeles
9:50 am	Los Angeles
10:10 am	Los Angeles
10:30 am	Los Angeles
10:50 am	Los Angeles
11:00 am	Los Angeles
11:20 am	Los Angeles
11:40 am	Los Angeles
12:00 pm	Los Angeles
12:20 pm	(break)
1:30 pm	New York
1:50 pm	New York
2:10 pm	New York
2:30 pm	New York
2:50 pm	New York
3:10 pm	(break)
3:20 am	New York
3:40 am	New York
4:00 am	New York
4:20 am	New York
4:40 am	New York

- Additional Requests:** Please use this space to indicate documents students should bring to their interviews and/or include other information, you would like to display to our students.
- Hiring Criteria:** Please use this space to indicate your **required** or **preferred** hiring criteria. Please be as specific as possible about requirements, such as undergraduate grades, USC Gould grades, law review, moot court participation, other law journal and clerking experiences, foreign languages and technical background or degrees (i.e. AE, BME, ME, EE, ME, Computer Science, MS, Chemistry, Biology Physics, able to sit for the Patent Bar) required or preferred.
- Scheduling Notes:** Use this space to indicate any special scheduling or day-of interview requests, i.e. accessibility requirements, late start times for interviews or any other requests our office can help you with.
- Position Description:** Please provide detailed information regarding the position.
- Policy Affirmation:** USC Non-Discrimination Policy Statement and Employer Acknowledgment

The University of Southern California does not discriminate against any person on the basis of race, color, national origin, ancestry, religion, gender, gender identity, sexual orientation, age, physical disability, mental disability, marital status, veteran status, genetic information, or any other characteristic which may be specified in such laws and regulations, in admission to, access to, treatment in, or employment in its programs or activities. The Career Services Office adheres to this policy and will make our services and facilities available only to recruiting organizations whose practices are consistent with this policy. For more information, review USC's Equal Opportunity, Affirmative Action, and Non-Discrimination Policy at <http://policy.usc.edu/equal-opportunities/>. If you have any questions about this policy please contact us.

Please Note: By registering for the 2020 Summer/Fall Recruitment Program employers are acknowledging their employment and hiring practices are consistent with USC's non-discrimination policy.

After you have completed the registration form, click Submit and your request will appear in the Schedule Requests section. Note: If you are interviewing for additional offices or class years independently of the schedule you have requested, please continue to select the Request A Schedule button to complete additional online registrations forms.

If you need to make changes after you have submitted a schedule request, please contact our office at (213) 740-7397 or via email at careers@law.usc.edu for assistance.

F. Posting Jobs/Resume Collect Year Round for Law Students and Graduates on Symplicity

- < Select **Jobs > Job Postings & Resume Collect** (left navigation bar)
- < Select **Post A Job**
- < Choose **Position Type** from the drop-down menu
- < Enter job title and job description in designated fields
- < For Resume Receipt, select **Email, Resume Collect/Applications online for your review** or **Other**
- < If you would prefer direct contact, applicants may be instructed to send materials directly to you via email, fax, mail or your organization's web site. Please include detailed instructions in your job description for candidates to apply.
- < If you choose the Resume Collect, you must enter an expiration date when students are required to submit their applications online. Symplicity will send you an auto-generated resume packet immediately following the deadline you have given candidates to apply. Note: Employers who would like their Resume Collect to coincide with 2020 Summer OCI should post their job opportunity from June 1 through July 29, 2020 and they will receive them by July 31, 2020.
- < Select which documents you wish to receive from applicants
- < Enter your job posting and job expiration dates
- < Enter work schedule, class level, desired skills, practice areas, salary and location
- < Policy Affirmation:

USC Non-Discrimination Policy Statement and Employer Acknowledgment

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Please Note: By registering for the 2020 Summer/Fall Recruitment Program employers are acknowledging their employment and hiring practices are consistent with USC's non-discrimination policy.

- < Click Submit to finalize

To review the application materials of candidates applying to your employment opportunity:

- < Log back on to Symplicity. (See page 17 for instructions.)
- < Click **Jobs > Job Postings & Resume Collects** (at the navigation bar)
- < Select **Student Resume** tab and review the list of candidates who have applied to your position. (If there are no candidates, you may wish to extend the deadline and re-post your job opportunity.)
- < Select each student in the box left of the student last name or the plus key above the checkboxes to select all
- < Select one of the three batch options:
- < **Mail to Check** – allows you to directly email selected student
- < **Save as Excel** – Creates excel file of student name and submitted documents
- < **Generate Book** – Creates online resume book that is available for download. Select Publication Requests tab in the Job Postings & Resume Collect section to download and review student resume.

We hope you find it helpful to use Symplicity for your recruitment needs. If you experience any problems or need further assistance, please do not hesitate to contact us. We would be happy to help you trouble shoot and navigate the system. You may reach the Career Services Office by calling (213) 740-7397, Monday through Friday, 9:00 a.m. to 5:00 p.m. or via email at careers@law.usc.edu.