



Symlicity for Students

Founders Hall 110
lls.edu/cdo
213.736.1150
careerdevelopment@lls.edu

Symlicity web address for students and graduates: <https://law-lls-csm.symlicity.com/students/>

Symlicity is an online tool through which students can RSVP for our events, apply for jobs, and access other career-building resources. Our office will provide all students with their LMU Loyola Law School Symlicity username and password at the beginning of the academic year or at the start of their studies. Please note that multiple institutions maintain their own Symlicity system; each system is unique with its own web address and login.

Symlicity Menu Options

Most students will have access to the following:

- **Home:** View our announcements and recordings of past events
- **Job Postings:** Review and apply to jobs
- **Profile:** Activate and modify your publicly viewable profile (optional)
- **Documents:** Upload application materials
- **Events:** RSVP for our programs
- **OCI/RAP:** Apply to employers participating in the on-campus interview (OCI) program; the Resident Associate Program (RAP) is for recent graduates
- **Employers:** Review employer profiles
- **Surveys & Forms:** Complete questionnaires
- **Resources:** View career-related plans, resources
- **Counseling & Calendar:** View events, request career counseling appointments
- **My Account:** Update your information, complete/review employment evaluations, change password/preferences, review activity history

My Account

Upon your first login, navigate to the My Account section. Review your information under the Personal and Academic tabs. Should you notice any errors, alert our office. Read and acknowledge out policies

outlined under the Privacy tab. If necessary, update your password under the Password tab.

As you progress through law school, our office may ask you to report offers and employment in the Career Outcomes tab. We will also ask JD students to evaluate their summer employment experience in the Evaluations tab. These summer feedback forms serve as a valuable resource to fellow law students as they explore their summer employment options.

My Account vs. Profile

Your Symlicity account information is separate from your Symlicity Profile. The Profile section allows users to activate a publicly viewable summary similar to LinkedIn. Until you publish your profile, the page and the details it contains remains private. Users are not required to complete this section. While LinkedIn continues to be a popular tool, we are not aware of any employers who utilize the Symlicity Profile to recruit candidates.

Job Postings*

We advertise a variety of employment and experience building opportunities including the following:

- paid work, part-time and full-time
- [field placements](#) (for academic credit)
- volunteer positions that can fulfill the [Pro Bono Graduation Requirement](#)
- [Loyola Social Justice Law Clinic](#) positions

We post these in the Job Postings section of Symlicity. To conduct a detailed search of jobs, first click "See All Jobs." Then select your preferred filters from the "Position Type," "Employer Type," or "More Filters" dropdown.

Documents

* Jobs and experiential learning opportunities that the Career Development Office posts on LMU Loyola Law School Symlicity and advertises via emails and other announcements are the responsibility of the employer. LMU Loyola Law School assumes no responsibility for them. While the Career Development Office generally attempts to screen listings whenever practicable, it is impossible to verify the accuracy of all submitted listings. Therefore, please investigate each job posting carefully. In the unlikely event that you identify a posting with misleading or inappropriate information, please contact the Career Development Office immediately. The [State Bar of California](#) maintains a publicly viewable list of registered attorneys and any disciplinary actions against them.

LMU Loyola Law School is a member of the National Association for Law Placement (NALP) and the Association of American Law Schools (AALS) and adheres to a policy of non-discrimination in the hiring, compensation, work assignment or promotion of any person on the basis of sex, gender identity, gender expression, sexual orientation, age, race, color, religious creed, national origin, disability, marital, parental or veteran status or the prejudice of clients. An exception to the LMU Loyola Law School Career Development Office non-discrimination policy and AALS bylaws is granted to representatives of the U.S. Department of Defense who discriminate on a basis not permitted by Loyola's non-discrimination policy or AALS bylaws. The exception is currently made in order to avoid the loss of funds that would otherwise be imposed under the Solomon Amendment (enacted by Congress in 1996).



Symplicity for Students (continued)

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Some employers require candidates to apply via Symplicity. The Documents section is where you upload your resume, cover letter, and other materials to send to employers. To upload a file, click Documents in the menu and click My Documents. Click the Add New button. In the Label field, insert a title for your document (e.g., "Schmidt Shirley Resume Jan 20"). Check the appropriate document type. Click Choose File to locate your document and then click Submit.

Upon upload, Symplicity automatically converts documents into a PDF. **Review the converted PDF to ensure that the format matches your original document. The converted PDF version is what employers will receive.** Users have a limit of ten documents in Symplicity. Once you submit an application and you no longer need a particular document (e.g., personalized cover letter) you can delete the file. Symplicity will retain that document in your application.

All resumes and the first cover letter JD students upload will require approval from our office. JD students should email their counselor for document approval. Graduate students can request a resume and/or cover letter review by emailing their file(s) to careerdevelopment@lls.edu. Depending on counselor availability, it may take at least two business days to review and approve a resume. Do not hesitate to reach out to us should you have an urgent need.

Events

View and RSVP for our upcoming workshops, panels, and receptions in the Events section of Symplicity. You may find other career-related programs listed. Please review the RSVP instructions for each event.

OCI

OCI is one of many ways law students find jobs. It is a resume collection and interviewing program through which employers recruit students for summer and post-graduate jobs. Our office will provide detailed information about OCI in email announcements.

Employers

Users can peruse our database of employers in the Employers section of Symplicity. The information in this database is a compilation of details we collect through job posting submissions, OCI registration

forms, and other sources. The database is not intended to be a complete or most up to date list of all employers. Users should contact the employer and/or consult their website for the most accurate information.

An employer's appearance in Symplicity does not imply endorsement by either LMU Loyola Law School or its Career Development Office. The employer's name, details, and any related web links are provided strictly for informational purposes only; LMU Loyola Law School is not responsible for the content in their profiles or web pages. Please note that the appearance of an employer within the database does not imply that the organization is currently hiring and/or accepting applications.

Surveys & Forms

To improve our services, our office may seek your feedback and information. We may also require you to complete a registration form for certain programs. Unless otherwise specified, students can complete these requirements in the Surveys & Forms section.

Resources

Career Development has outlined Orientation II and 1L Networking Requirements for first year day, J.D. students in the "Pathways" section. Our office may add additional career plans, timelines, and checklists here. Additionally, we will list relevant guides and other resources in the Document Library of Symplicity's Resources section. Please note that students can find a complete list of our samples, videos, tip sheets, and more on our [website](#).

Counseling & Calendar

JD students may schedule an appointment with their career counselor by navigating to the Counseling & Calendar section and clicking Counseling Appt. Students can also find a "Request a Counseling Appointment" shortcut on the Home page. View your counselor's availability and request a time to meet. Once our office approve your request, you will receive an email confirming your appointment. If you are an evening student and are unavailable during the available slots, please call our office so that we can work with you to find a suitable time. Graduate students should call our office at (213) 736-1150 to schedule a meeting with a member of our team.