

**St. Mary's University School of Law  
Office of Career Services**

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**2010 SPRING RECRUITMENT PROGRAM  
INFORMATION & INSTRUCTIONS**

- The interviews will take place on **January 26 and 27, February 9, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 25, 26 and March 2, 3, 4, 9, 10, and 11** depending on the employer's preference.
- This is a "pre-screened" program, which means that participating employers review candidates' **resumes, cover letters and other requested materials** in order to select the students they wish to interview.
- Employer research and bidding (applying to employers), resume/cover letter upload, interview selection notification, and interview scheduling will be conducted online via Symplicity.
- Spring Recruitment interviews will take place in the library on 2<sup>nd</sup> floor in rooms next to the Office of Career Services. Rooms for each employer will be listed in Symplicity.

**DATES & DEADLINES:**

**Friday, December 11, 2009 at 9:00 am** – Symplicity opens for bidding (applying):

**Friday, January 8, 2010 at 5:00 pm** – Bidding and resume/cover letter upload deadline for all employers interviewing in January

**Saturday January 16, 2010 at 9:00 am – Tuesday January 19, 2010 at 5:00 pm** – Students selected for January interviews select interview time slots in Symplicity

**Monday, January 18, 2010 at 5:00pm** – Bidding and resume/cover letter upload deadline for all employers interviewing in February

**Wednesday, January 20, 2010 at 9:00 am ending at 5:00 pm**– Alternate sign-ups for January interview dates

**Saturday January 23, 2010 at 9:00 am to Tuesday January 26, 2010 at 5:00 pm** – Students selected for February interviews select interview time slots in Symplicity

**Wednesday, January 27, 2010 at 9:00 am ending at 5:00 pm**– Alternate sign-ups for February interview dates

**Friday, January 29, 2010 at 5:00 pm**– Bidding and resume/cover letter upload deadline for all employers interviewing in March

**Saturday February 6, 2010 at 9:00 am to Tuesday February 9, 2010 at 5:00 pm** – Students selected for March interviews select interview time slots in Symplicity

**Wednesday, February 10, 2010 at 9:00 am ending at 5:00 pm**– Alternate sign-ups for March interview dates

**ST. MARY'S UNIVERSITY SCHOOL OF LAW, OFFICE OF CAREER SERVICES  
RECRUITMENT AND CANCELLATION POLICIES**

If you bid for an employer and are selected for an interview, but you no longer want to meet with that employer, do not sign up for an interview slot and you will be automatically canceled from consideration. **Please note:** If you are selected for an interview and do not sign up for a slot by the designated deadline, **you have forfeited your right to that interview.**

If you need to cancel an interview for which you signed up, you must send an e-mail including your name and phone number, the name of the employer you are canceling, and the time and date of the interview, to [spatrick@stmarytx.edu](mailto:spatrick@stmarytx.edu) by 9:00 am three (3) business days prior to the interview day.

Cancelling interviews is strongly discouraged since employers specifically select students they wish to see when they come to campus. Cancelling interviews should be reserved for only extreme health or other emergency situations or if you accept a job prior to the interview and are no longer seeking employment.

**SYMPPLICITY INSTRUCTIONS:**

**Step 1. Log onto Symplicity**

You can access Symplicity from the St. Mary's Law Website at:  
<https://law-stmarytx-csm.symplicity.com/students/>

**Your user name is:** your email address in the Symplicity System

**Your password is:** the one you have selected for Symplicity

**\* If you do not know your password you can use the "forgot password" feature on the Symplicity home page or contact the Office of Career Services and we can reset your password for you.\***

**Step 2. Update Your Student Profile:**

Click on "Profile" on the top tool bar and then on "academic information" to make sure your YEAR IN SCHOOL and CLASS YEAR are correct in Symplicity. It is especially important for joint degree students as well as evening students who have switched to the day division to make sure the student year is correct. If you notice your class year is wrong please contact the Office of Career Services so that we may change it to the correct year. We can be reached at 210-436-3511. PLEASE NOTE the CORRECT CLASS YEAR is VERY IMPORTANT and will dictate which employers you are able to apply to through the system.

### **Step 3. Review Participating Employers Profiles and Hiring Criteria:**

Choose "OCI" on the top tool bar and then the "Employers/Bidding/Applications" tab.

There are three sessions for the participating employers 1) **Spring Recruitment January 2010**, 2) **Spring Recruitment February 2010** and 3) **Spring Recruitment March 2010**. In the "Search Filters" field, select a session to view the employers that are recruiting students from your class year. Be sure to look at ALL three sessions.

Click on the "Review" button on the far left to review selected employer information, hiring criteria and any additional materials requested for the interview (i.e., application, writing sample, etc.). (Note that any additional materials should be brought to the interview, *not* uploaded onto Symplicity. See below.) In addition, click on the "Office Name" in the bid details box, on the far right side of the page, for agency practice areas, website, etc.

### **Step 4. Upload Your Resume & Cover Letters:**

If you have previously uploaded a resume, the system will automatically use that resume for Spring Recruitment. However, you can choose to replace it with a different resume.

**Resume Upload:** Choose "Documents" from the top tool bar. Click on "Add New" and make sure to label it with an easy to identify label (i.e., government resume) and select the "Document Type." Click on the "Browse" button, select a file to upload, click "Open" and then click "Submit." After you hit "Submit," click on the "Make Default" tab in the options box. The new resume will be your automatic default option for Spring Recruitment.

**Resume Changes:** If you wish to change your resume after you have placed your bids, you must upload the new version of the document and then make sure to change it for every bid you placed, by using the Update All button located in the Default OCI Resume section of the Employers/Bidding/Applications tab. *Please note:* if you make a change to an employer specific resume, you need to make sure that you attach the updated version to the corresponding bid.

**Cover Letter Upload:** Choose "Documents" from the top tool bar. Click on "Add New" and make sure to label it with an easy to identify label (i.e., SEC or EPA) and select the "Document Type." Click on the "Browse" button, select a file to upload, click "Open" and then click "Submit." After uploading your cover letters go into "OCI", then click the Employers/Bidding tab and attach the appropriate cover letter to each bid by using the review button, next to the employer listing.

**Cover Letter Changes:** If you need to change a cover letter for an employer for which you have already bid, you will need to upload the new cover letter and then re-attach it to the bid by using the review button, next to the employer listing in the Employers/Bidding tab.

Do not upload a writing sample, transcript or list of references unless it is required by the employer. Instead, bring these materials with you to the interview.

<p><b>ALL CHANGES TO COVER LETTERS AND RESUMES MUST BE MADE BY THE BIDDING DEADLINE. YOU WILL NOT BE ABLE TO MAKE CHANGES AFTER THE DEADLINE.</b></p>
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## **Step 5. Scheduling Interviews:**

To check whether you have been selected for an interview, click on “OCI” and then the “Employer/Bidding/Applications” tab. If you have been selected there will be an (Accept/Preselect) button in the Invitations column. If the employer has not made selections yet, the Invitations column will state “Pending.”

**Interview Scheduling:** To schedule an interview, click on the (Accept/Preselect) button, and the dates and times that are available for that employer will appear. You can select a time by clicking on your preferred time. After clicking the (Review) button from the Employers/Applications screen, review schedule details under the OCI Schedule heading.

At any point in the process, you can review your scheduled interviews by clicking on the “Scheduled Interviews” tab, which will list all scheduled interviews.

**Please note:** If you do not sign up for an interview by the designated deadline, you have forfeited that interview and an alternate candidate will be notified.

## **Step 6. Interview Preparation:**

**1. Research the employers with which you will be meeting.** Most Spring Recruitment employer profiles include a website link.

**2. Prepare additional materials for your interview.** Bring sufficient copies of your transcripts, writing samples, and professional references for all employers with which you will be interviewing, regardless of whether the employer has requested these materials.

Writing Sample: Your writing sample should highlight your ability to analyze clearly and write concisely. If you use work product, you must receive permission from the employer and follow the employer’s guidance on redacting confidential information.

References: Contact your references to notify them that you will be interviewing with government employers and ensure they will provide strong recommendations regarding your potential for public sector legal work.

Transcript: Obtain an official copy of your transcript from the registrar. You can make copies of the official transcript for most Spring Recruitment employers, though a few may request official copies. Check the Employer Schedule section in Symplicity.

Application: A few employers requested that each candidate completes an application, to be brought to the interview or submitted online. Please check the Employer Profile to determine whether the employers with which you are scheduled to interview have requested that candidates complete an application. Whenever possible, we will provide a link to the application in Symplicity or have a hard copy available in Office of Career Services.

In the event of an unforeseen emergency on the day of the interview, please call our office at 210-436-3511 with the same information listed above and the reason for your late cancellation.

**No Show Policy**

A student will be allowed to cancel an interview after the cancellation deadline only if it is determined, after review by Dean Bracey or Director Patrick, that the student has presented a compelling reason. If an emergency arises that causes you to miss an interview, we will require you to write an apology letter to the employer.

We encourage students to carefully consider their Spring Recruitment bids as there are limited interview opportunities through this program. **Under no circumstances may you just "skip" an interview.**

**ST. MARY'S UNIVERSITY SCHOOL OF LAW  
OFFICE OF CAREER SERVICES  
CONTACT INFORMATION**

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