



Job Posting Instructions for Employers

As of June, 1, 2009, all new job postings are now posted in Symplicity, Northwestern Law’s online career center. All job positions posted prior to that date will remain in old online job postings database until expiration.

The Symplicity website is located at: <https://law-northwestern-csm.symplicity.com/>. If you have any questions about using Symplicity, please contact the Assistant Director of Recruitment and Marketing (312-503-3281).

REGISTERING IN SYMPPLICITY

To post a job announcement, you must be registered as an employer in Symplicity. If you currently use Symplicity for Northwestern Law’s on-campus interview programs, then you are already registered. If you have forgotten your password, select the *Forgot My Password* tab and it will be e-mailed to you.

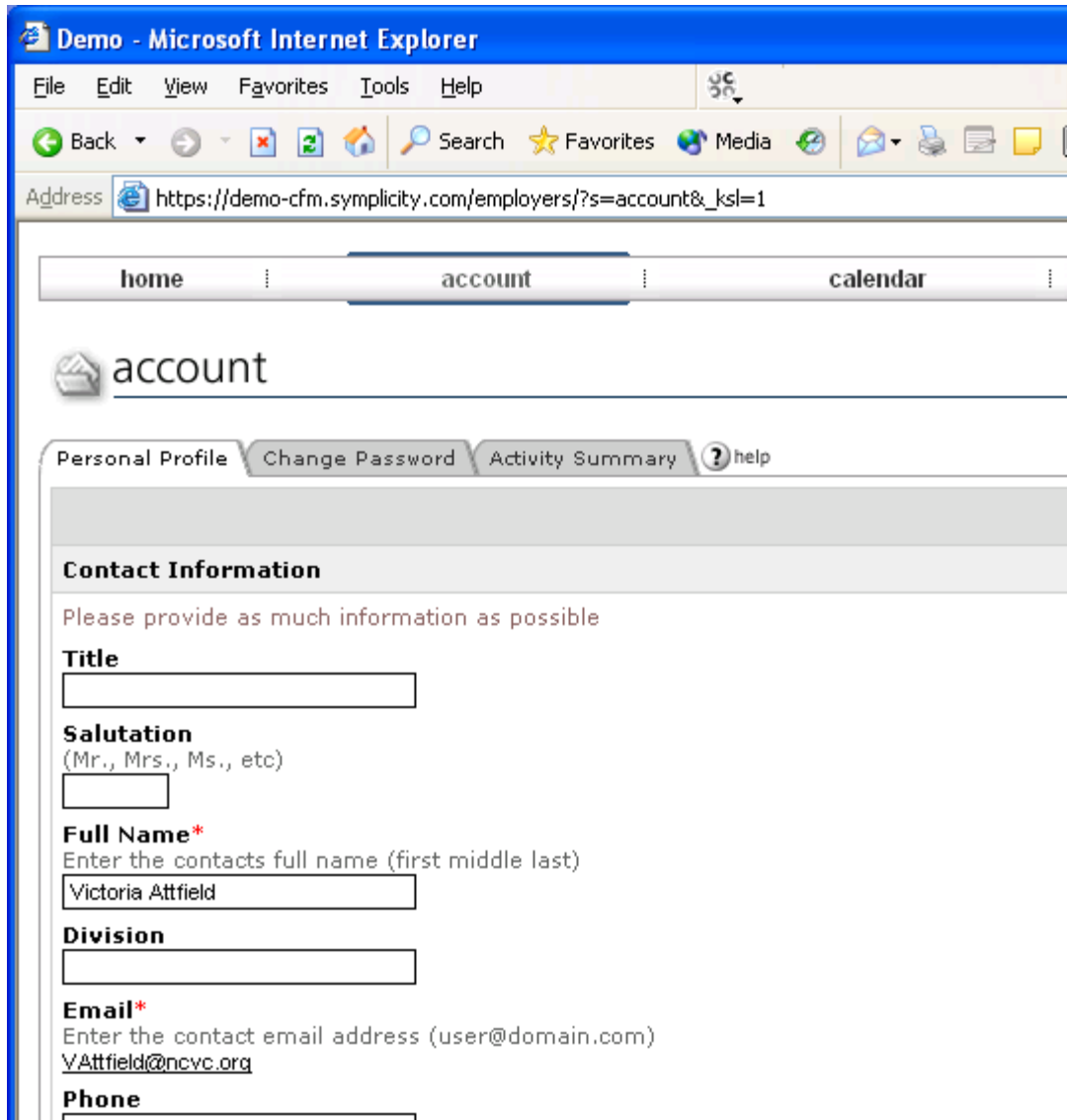
If you do not already have a Symplicity account, you will need to complete the registration process.

1. Visit the [Symplicity website](#) and click on the “for employers” link
2. On the login page, click on the *Register* button



3. Complete the requested information. You will receive an email with your password once your registration has been processed (typically one business day) and your account set up. Use that login name and password to access Symplicity.
4. Once you have received your log-in information, return to Symplicity and log-in.

5. You will need to build a personal profile. You can do that by clicking on *Account* on the top navigation bar.



6. Click on the *Personal Profile* tab to update your contact information, and update your system access by clicking on the *Change Password* tab and then creating a new password.
7. You will also have the option of building an Employer Profile:
 - a. Click on the *Profile Link* on the top navigation bar.
 - b. Part 1 - *Who We Are*: Input general information about the organization.
 - c. Part 2 - *Key Stats*: Include employer statistics, such as number of employees and representative clients.
 - d. Part 3 - *Corporate Culture*: Input information, such as working environment and training.
 - e. Part 4 - *Logo*: Include a logo as part of the organization's print and online profile by clicking the *Logo* tab, clicking the *Browse* button and uploading a file.

- f. Review which sections are complete (green check) and which are incomplete (red X) by utilizing the Completion Status inset on the right.

home account calendar profile

profile

Who We Are Key Statistics Company Culture Logo help

Who We Are (part 1 of 4)

INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options

Industry
Please select what industry(s) your organization belongs to.

Accounting
Automotive
Consulting
Economics
Education
Engineering
Finance
Government

Overview
Please submit an overview of your organization.

Symplicity is the country's largest wholesale distributor serving the construction industry, and has sales of nearly \$5 billion and more than 12,000 associates in approximately 700 service centers located in 47 states, the District of Columbia, Puerto Rico, and Mexico. Through our hands on training program, you will be exposed to all aspects of the company before moving into career opportunities in either sales, management, purchasing, operations, logistics, controller,

check spelling

If you do not want to create a Symplicity account:

If you do not want to create a Symplicity account, you may email career-strategy@law.northwestern.edu or by fax to 312-503-5128. We will then post the position for you in Symplicity. However, you will not be able to view your posting unless you have a Symplicity account and it may take up to three (3) business days for your announcement to be posted.

MANAGING JOB POSTINGS

Once you have registered in Symplicity, you can begin posting jobs.

1. Click on *Jobs* on the top navigation bar to view job postings.

job postings

[new job] [? help](#)

Please Note: OCR positions should be entered in the OCR section.

Position Information

Copy Existing
Pick a position from which you'd like to copy data

Restrict Applications*
Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria
 yes no

Title*

Job Description*

Contact Information
Fill in this field to show the student information on contacting someone regarding this job in non-OCR situations

2. You can view and/or edit a job posting by clicking on the *Job Postings* tab, and then clicking on a job link in the Title column.
3. Create a job posting by clicking the Add New button, inputting a position description and screening criteria, and then click the Submit button.
4. If you would like resumes to be accumulated online, please contact the Assistant Director of Recruitment and Marketing (312-503-3281) rather than selecting the *Accumulated Online* option.
5. You can post job opportunities, internships, and externships in the legal profession. Students and alumni can respond by sending the requested application materials to the contact information provided. Please note that the Career Center does not accept postings from third parties, or for pre-law positions (*e.g.*, paralegal, administrative assistant)

STATEMENT OF EQUAL OPPORTUNITY

It is the policy of Northwestern University School of Law ("Northwestern Law") not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and University commitment.

Northwestern Law is committed to the same policy of equal opportunity for all students and alumni/ae. The facilities and services of the Northwestern Law are available only to those employers whose practices are in agreement with this policy. The representatives of any employer using these facilities and services, in doing so, affirm that the employer does not discriminate.