



NLAW STUDENT SEARCH

The Northwestern University School of Law's Center for Career Strategy and Advancement is excited to announce a new service to our employers, NLaw Student Search, a searchable online resume book. Any employer that participated in our 2007 Fall OCI Program is granted access, through Symplicity, to identify and contact those students that meet their search criteria.

Who is included in NLaw Student Search?

All 1Ls, 2Ls, 3Ls, and LLM students that are presently seeking employment have been invited to participate in NLaw Student Search. **Students that are no longer seeking employment have been asked to "opt out" of NLaw Student Search.**

How long will you have access?

Access to student resumes will be provided until May 1. Each year, access to 2L, 3L, and LL.M. resumes will begin on October 1, and on December 1 for 1L resumes. **Each year, access to NLaw Student Search is limited to those employers that participated in the most recent Fall OCI program.**

How does it work?

Through NLaw Student Search, you can search student profiles to identify potential candidates for jobs in your office. You can search upon the following categories:


| | |
|-----------------------------|----------------------------------|
| Year in School | Pre-Law School Career(s) |
| Program Type | Years in Career(s) |
| Undergraduate Institution | Practice Area(s) of Interest |
| Undergraduate Area of Study | Desired Employment Setting |
| Graduate Degree(s) | Desired Geographic Location(s) |
| Patent Bar Eligible | Involvement in School Activities |
| Permanent Address | |

After you have submitted a search, you will receive a list of the names and resumes of the participating students that fit your criteria. **Remember, your results are limited to a search of the profiles of the students actively seeking employment, and therefore, are not representative of the entire Northwestern Law student body.**

Once you have received your search results, you will have the option of reviewing the resumes retrieved by the search and contacting students in which you have an interest. You may use NLaw Student Search as often as you like in order to best satisfy your hiring needs.

Getting Started

To begin searching NLaw Student Search:

1. Go to <http://www.law.northwestern.edu/symplicity> through your internet browser & select "for employers" in the page that appears.
2. To log-in enter your email address and the password that you received from the Center for Career Strategy. Click on the  button.

NOTE:

If you forget your password click on  to have your password reset and emailed to you.

To begin using NLaw Student Search:

3. Click on the **resume books** button at the top right of the screen
4. Under the **Name** column select the resume book that you are interested in searching by clicking on its name. Note that a description for each resume book is given under the **Description** column.
5. Under the **Advanced Resume Search** tab you will be able to select filters to narrow your search based on candidate qualifications and experience. Choose only the categories that apply. Within a category multiple characteristics can be selected by holding down the control (Ctrl) key when left-clicking on a choice. Once you have chosen the categories to filter by then click on **Submit**.

Using the Search Results

The screenshot displays the 'resume books' interface. At the top, there are navigation links: home, account, calendar, profile, jobs/resume requests, resume books, and OCI. The page title is 'resume books' and it is powered by 'symlicity'. Below the title, there is a user profile section with 'Your Name@EMPLOYER (City, State)' and a 'Log Out' link. The main content area has two tabs: 'Advanced Resume Search' and 'Search Results'. Under 'Search Results', there are 'Batch Options' for 'Mail to Checked' and 'Generate Book'. Below this, it shows 'Items 1-20 of 116 (1 items selected)'. A table lists search results with columns: Last, First, Applicant Type, Grad Date, Work Auth, Resume Modified, and Resume. The first row is selected, and its resume icon is highlighted. Annotations [1] through [6] are placed on the page to indicate key interactive elements.

6. In the **Search Results** area, [1] you will be provided with a list of the names and resumes of the participating students whose profiles meet your search's criteria. You can select the candidates that you are interested in under the selection column by clicking on [2] the checkboxes next to the student's name. Please note that the number of candidates selected is displayed [3] in red below the **Mail to Checked** button. In addition, under the **Resume** column you can directly view a student's resume by clicking on [4] the icon.
7. Once you have selected the students you are interested in, you are able to email the students you have selected directly by clicking on [5] the **Mail to Checked** button. The **Mail Wizard** will guide you in sending out the email.
8. Under [1] the **Search Results** tab you are also able to generate a resume book of the student resumes for the students you have checked by clicking on [6] the **Generate Book** button. Follow the instructions and click on **Submit Request** when you are ready to generate the book. The system will email you when the resume book packet is ready.
9. To view the resume book packet click on **Publication Requests** tab under the **resume books** button bar. Click on the **View/Download** button to view or download the PDF resume book.

NOTE: If you have any questions about NLaw Student Search please contact Henry Salinas, Information Coordinator (email: h-salinas@law.northwestern.edu or phone: (312) 503-1284).