



Job Posting Instructions for Alumni

As a graduate of Northwestern Law, you have access to the Career Center's resources, including our job postings. As of June 1, 2009, all new job postings are posted in Symplicity, our online career center. All job positions posted prior to that date will remain in old job postings database (<http://www.law.northwestern.edu/career/jobpostings>) until expiration.

Please contact the Career Center's front desk (312-503-3498) to receive your alumni username and password. If you previously received login information for our old job postings database, such information will work in Symplicity, as well.

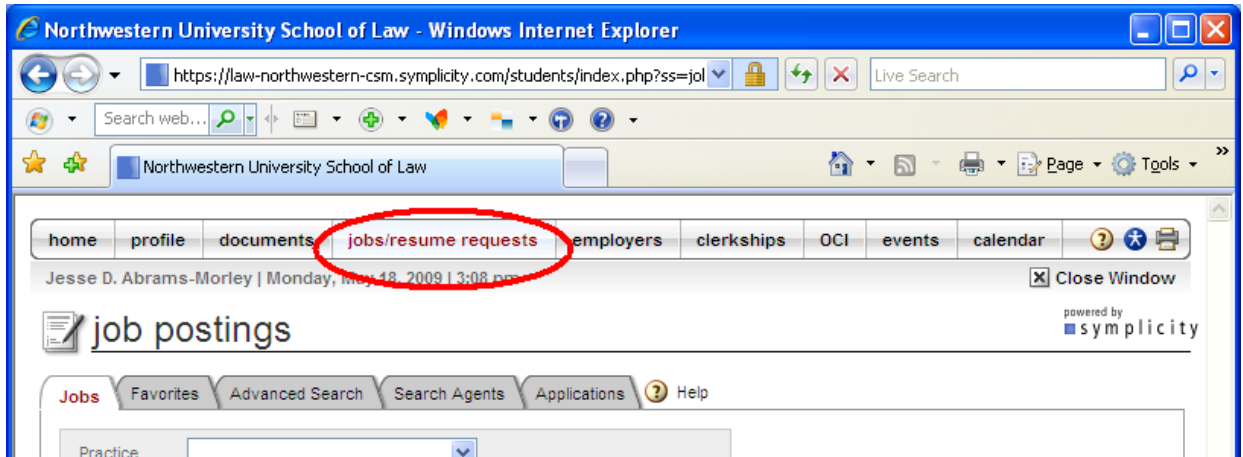
Once you have received your username and password, you can access job postings by visiting Symplicity at <https://law-northwestern-csm.symplicity.com/students>.

1. Click on the "for students" link, which will take you to the Symplicity login page.
2. Login by entering your username and password.

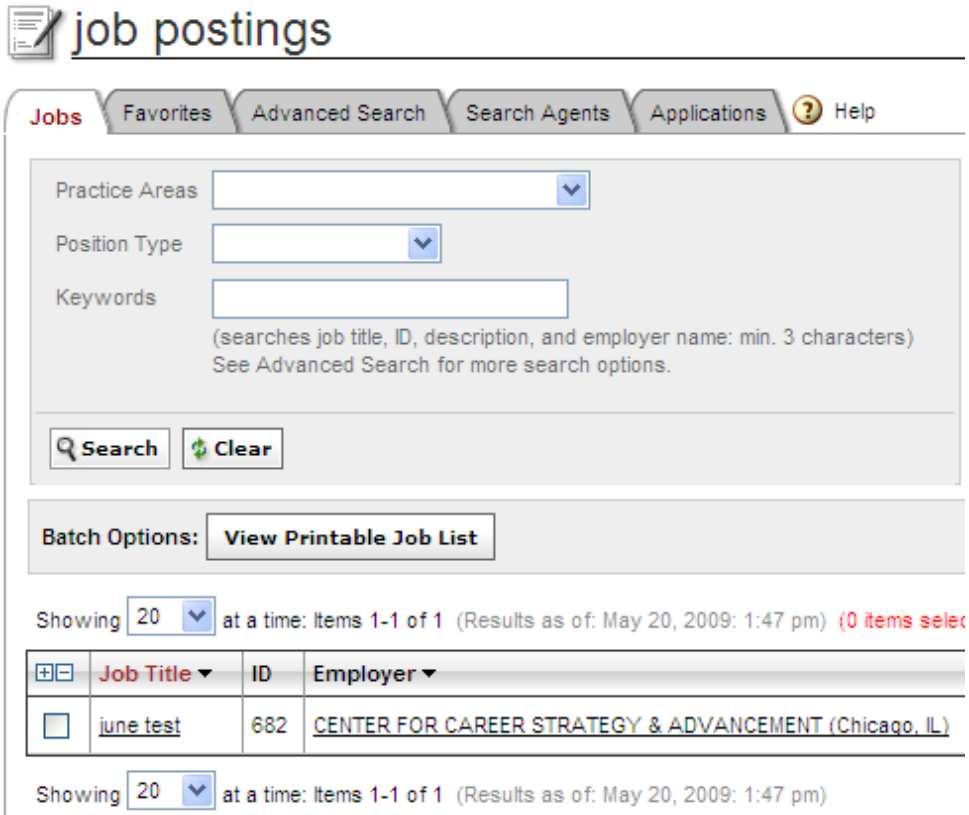
A screenshot of the Symplicity login page. At the top, there is a purple banner with the Northwestern Law logo on the left and a photograph of several people in business attire on the right. Below the banner, the text reads "Northwestern University School of Law | Center for Career Strategy and Advancement". Below this banner is a navigation bar with three links: "Sign in", "Forgot my password", and "Help". The main content area is titled "log-in" with a user icon. Below the title, it says "Please enter your username and password." There are two input fields: "Username:" followed by a text box with "(your email address)" to its right, and "Password:" followed by a text box. At the bottom of the form are three buttons: "Go" with a right arrow, "Reset" with a circular arrow, and "Forgot Password" with a key icon.

3. Once you have logged in, you will be taken to a home page. Click on the *Jobs/Resume Requests* tab at the top center of your screen to be directed to the job postings.

- All jobs are listed by the most recent posting starting at the top. The drop down menus on the top allow you to refine and customize your search.



- To see more information about a job announcement, click on a job title link under *Job Title* Column. This will show you information about the position, the hiring criteria, how to apply and other applicable information.



6. You cannot apply for positions through Symplicity. Rather, please follow the instructions the employer has specified in the posting and submit all application materials directly to the employer via fax, e-mail or postal mail.
7. To view additional information about an employer, click on the employer's name in the *Employers* column.

All jobs are removed once posting expiration date has passed or when we are notified that the position has been filled.

Important Information About Job Postings Database

Northwestern University School of Law's Center for Career Strategy and Advancement posts job notices as a service to students, alumni and employers. The Law School does not check, validate or guarantee the accuracy, reliability, timeliness or completeness of the information presented, nor does it make any representations or endorsements about the background or reputation of listed employers. As an important part of the job search process, potential applicants are encouraged to perform their own investigation of the employers and employment opportunities presented here. Any reliance on the posted information is the sole responsibility of the user, who holds harmless the University and the Law School and releases any claim for damages, injury or other liability arising from decisions based on any of the information contained in posted job notices.

Statement of Equal Opportunity

It is the policy of Northwestern University School of Law not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, 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. The School of Law is committed to the same policy of equal opportunity for all students and alumni/ae. The facilities and services of the Law School 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.