Northwestern | PRITZKER
SCHOOL OF LAW

Career Strategy Center

Job Posting Instructions for Employers

To post a job you must be registered as an employer in [Northwestern Law's Symplicity](#). If you are already registered and have forgotten your password, click the [Forgot My Password link](#) and instructions on resetting your password will be emailed to you.

Registering for an Account on Northwestern Law's Symplicity

1. Visit [Northwestern Law's Symplicity](#) website and click on the Employer icon
2. On the login page, click on the Register button. Complete the requested information.
3. You will receive an email with a link to choose your password once your registration has been processed, typically one business day.
4. Once you have received your login information, return to [Northwestern Law's Symplicity](#) and login.
5. You will need to build a Personal Profile. You can do that by clicking on the Account tab on the top navigation bar. You will also have the option of building an Employer Profile.

Posting a Job

1. Once you have logged in, on the main screen under Shortcuts you have the option to:
   a. Create Job Posting
   b. View Job Postings
   c. View Applicants
2. To post a job click on the Create Job Posting link and enter a position description, then click the Submit button. Your job description will be reviewed by our staff and should be posted within 2 business days.
3. You can post job opportunities, internships, and externships in the legal profession. Please note that the Career Center does not accept postings from third parties, or for pre-law positions (e.g., paralegal, administrative assistant).

[View our Statement on Equal Opportunity](#)

Contact Us

If you have any questions please contact the Center for Career Strategy [by email](#) or by phone at (312) 503-3498.