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).

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.

Contact Us

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