

## **Information on scheduling an on-campus interview, scheduling a resume collection or posting a job to Symplicity for NCCU School of Law**

If you do not have a username and password, select the box that says "Register for a new account". The Career Services Staff will then email your password and username.

Once you have your log-in information, please access our site at <https://law-nccu-csm.symplicity.com>

After logging in, follow these instructions.

Select the following:

- 1-"OCI TAB" (On-Campus Interview)
- 2-"SCHEDULE REQUEST TAB"
- 3-"REQUEST SCHEDULE" Box
- 4-Select the appropriate Session/Phase and complete the form. (The phases are organized according to the date/week you would like to conduct interviews. The schedule is posted on the Symplicity home page.)
- 5-"Submit Form"
- 6-Once the schedule request is reviewed and confirmed by the Career Services Staff, you will be able to view your schedule under "Confirmed Schedule".

If you would like to schedule a resume collection, log in to Symplicity and then 1-go to the "JOB POSTINGS" tab.

- 2- Select the "INTERSHIPS & JOBS" tab.
- 3- Select the "ADD NEW" BOX.
- 4-Complete the form including a description of the position.
- 5- Select SUBMIT.

If you encounter problems trying to request an interviewing schedule or while trying to post a job or resume collection, please contact Tommie Wright-Kearney at "lawcareerservices"@nccu.edu.