



Symplicity Registration Guide

MLSC January 2023 Government & Public Interest Virtual Interview Program

Please contact Ethan Carr, Assistant Director for Employer Relations and Outcomes, at carre@bu.edu or 617-358-6109, with any questions about using Symplicity to register for the MLSC Virtual Interview Program.

Login to Symplicity or Register for a New Account

- Website - <https://law-massconsortia-csm.symplicity.com/employers/>
- If you already have an account, please sign-in with your username and password.
- If you don't yet have an account, please use the "[Signup](#)" button to create an account. Once you hit **[Submit]**, our team will approve your registration. Once approved, you will receive an email with your username and link to create a password to login to Symplicity.

Register & Post Your Job Opening

Please note that any of your registration preferences can be adjusted at a later date. To do so, please [email Ethan](#).

- Once logged in to Symplicity, select the **[OCI]** tab on the left side of the screen and select the **[Schedule Request]** button from the drop-down menu.
- On the Schedule Request tab, select the **[Request a Schedule]** button in the center of the page.
- **Session** - Select the session you would like to participate in (e.g. "Gov/PI Program Virtual Interviews - January 2023")
- **Additional Locations** - If you are interviewing for additional locations other than the city you are signing up for, please include that in this section.
- **Scheduling Notes** - Please note any specific schedule preferences you have here. For example, "End interviews by 3 PM" or "25-minute interviews with a 5-minute break between each interview".
- **Interview Length & Time Span** - You have the option to select either 20-minute or 30-minute interviews. A full schedule (9 AM to 5 PM) of 20-minute interviews is 20 interviews, and a full schedule of 30-minute interviews is 13 interviews. The total number of interviews can be adjusted later in the process upon request.
- **Rooms** - This refers to the number of schedules you will need.
- **Interviewers** - Please add the name(s) of your interviewer(s). If you do not know who your interviewers will be yet, you can leave this field blank and email Ethan Carr with names at a later date.
- **Position Description** - We encourage you to use this field to describe the position, ideal candidate, hiring criteria and anything else you would like the candidate to know about the job.
- Once you have completed the schedule request, click **[Submit]**. Once the schedule and job posting has been approved, your schedule will appear under the "Confirmed Schedules" OCI tab.