PACE LAW SCHOOL CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

FALL RECRUITMENT 2015

Registration for new employers:

- Go to Symplicity, www.law.pace.edu/symplicity and select the “Register” tab.
- Complete the requested information and click “Submit” on the bottom left hand side of the page.
- Your registration form will be processed shortly thereafter and an e-mail with your temporary password will be forwarded to you.
- Once you log-on, you will be able alter your password under your profile tab.

Registration for Fall On-Campus Interviews:

- Login to Symplicity.
- Select “Submit Schedule Request” from the Quick Links Menu or OCI tab.
- From the “Sessions” drop-down menu, select in which Session you would like to participate.
  - Session 1: Interviews to be conducted August 10 – August 14
  - Session 2: Interviews to be conducted August 24 – August 28
  - Session 3: Interviews to be conducted September 7 – September 11
  - Session 4: Interviews to be conducted October 5 – October 9
  - Session 5: Interviews to be conducted October 26 – October 30
- Complete the form.
- Please feel free to make additional scheduling notes in the box provided at the bottom of the form.
- Click the “Submit” button.
- Schedule requests are processed in the order they are received. Once your request is approved, you will receive an e-mail confirmation along further instructions regarding the use of the Symplicity system.

Registration for Fall Resume Collect:

- Login to Symplicity.
- Select “Submit Schedule Request” from the Quick Links Menu.
- From the “Sessions” drop-down menu, select:
  - Session 1: Employers receive resumes by July 31
  - Session 2: Employers receive resumes by August 28
  - Session 3: Employers receive resumes by September 11
  - Session 4: Employers receive resumes by October 9
- Complete the Form.
- Click the “Submit” button.
- Once your schedule request has been approved, you will receive materials via email by the selected receipt date.