

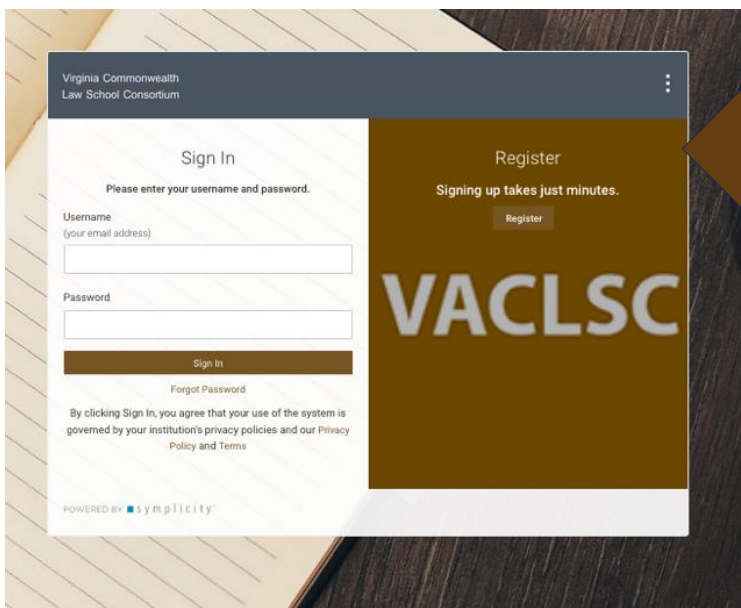
VACLSC

# VACLSC-SYMPPLICITY Employer Guide

VACLSC-Symlicity is the recruiting platform used by students and employers participating in the Government and Public Interest Interview Program. Employers may create an account (or sign into an existing account) to register for a GPIIP Interview Schedule and manage their student application flow by following the steps below.

## NEW EMPLOYERS: REGISTER FOR AN ACCOUNT AND CREATE A PASSWORD

Navigate to <https://law-vaclsc-csm.symlicity.com/employers> and select “Register” to create an account and password.



## PAST PARTICIPANT EMPLOYERS: CREATE A PASSWORD

Your company’s contact information may auto populate when you register. If your email address is recognized in the system, you will receive the following message:

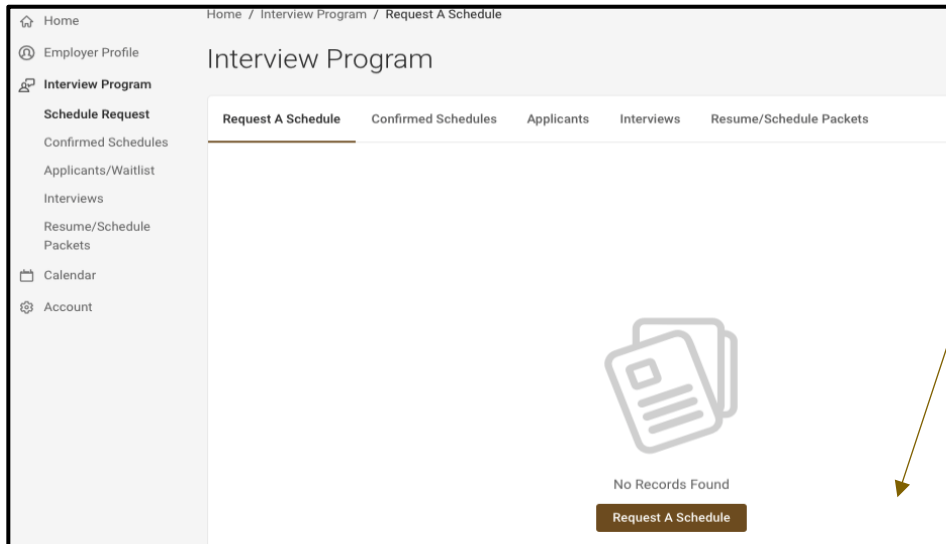
- The email address you entered already exists in the system. Please try again, or, if you have forgotten your password, try using the 'forgot password' function.

Sign-in to the website with your Username (**email address**) and select ‘**Forgot Password**’. You will receive an email from this address [law-vaclsc@csm.symlicity.com](mailto:law-vaclsc@csm.symlicity.com) to create a new password then sign-in using your login credentials.

## REQUEST AN INTERVIEW SCHEDULE OR RESUME PACKET (RESUME COLLECTION)

To register for an interview schedule or resume collection, follow the steps below:

From the Home page select **Interview Program** + **Schedule Request** + **Request a Schedule**



Select **Interview** (to interview students

virtually on February 9) or **Resume Collect** (to receive an applicant packet and schedule interviews directly with the students you choose).



All interviews are **20 minutes**.



The **Time Span** will depend on the number of students you wish to interview on February 9. The system will default to 'Full Day' and may be adjusted once interview selections are received.



If registering to interview more than one class of students, please provide a position description if different for each class.

*You will receive an email confirmation (see below) once your schedule request has been approved.*

Your request for a GPIIP interview schedule has been reviewed and approved.

You may login to review the schedule assignment here:

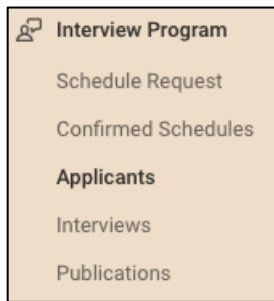
<https://law-vaclsc-csm.symlicity.com/>

Additional details regarding the virtual interview program on Friday, February 9, will be provided to you.

## DOWNLOAD APPLICATION PACKETS

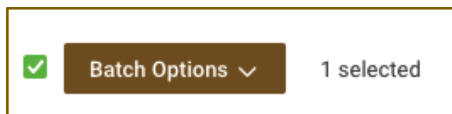
After the student application period closes, you will receive an email notification to sign into your VACLSC-Symplicity [account](#). \*Use the **Forgot Password** utility on the login screen if you need to reset your password.

On your home page dashboard, expand **Interview Program** and select **Applicants**.

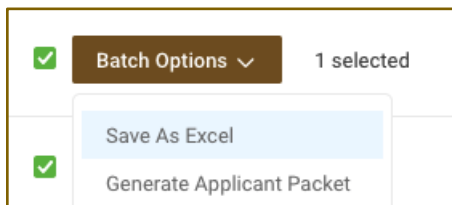


On the **Applicants** tab, select **Search**. Your applicant list will appear directly below.

To create your applicant packet for download and review, check the box beside the grayed-out Batch Options utility. It will turn brown and auto-select all applicant records.

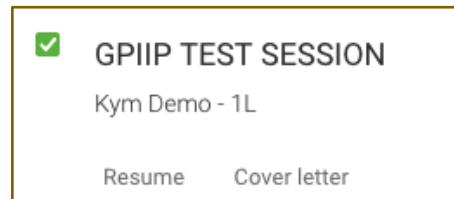


Expand the Batch Options menu and select **Generate Application Packet** to launch the Publication Request form.



Please note that the form defaults to batching **Resumes** only. You will need to manually select

the additional document types requested (Cover Letter), as seen on the Applicants tab:



Enter an optional name for this publication:

CC this packet, use comma to separate email addresses:

Which document types to include in the packet?

Resume  Cover Letter

Scroll down to the end of the form and **Submit Request**.

You will be directed to the **Publications** tab as confirmation of your request. Click **Done**.

Then you may download your completed packet from the **Publications** tab.

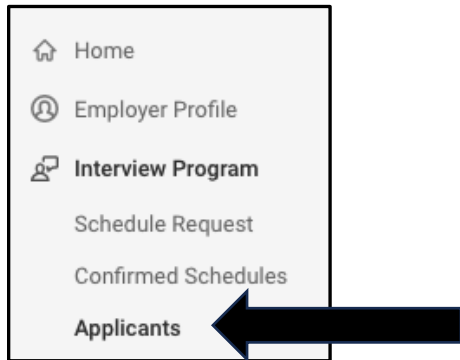
*Note:* If your packet is broken up into more than one section (the system defaults to 100 pages) you will see multiple, numbered PDF icons for download.

\*The first set of pages is included with the Table of Contents.

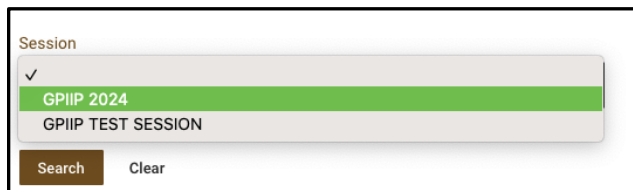
## INSTRUCTIONS FOR SELECTING INTERVIEW CANDIDATES

For employers conducting virtual interviews on February 9:

On your home page dashboard, expand Interview Program and select **Applicants**.



On the **Applicants tab**, expand the Session menu, select Session GPIIP 2024, and run the Search. Your applicant list will appear directly below.



Each applicant record displays a pending menu with three interview options:

- Preselect
- Alternate
- Not selected

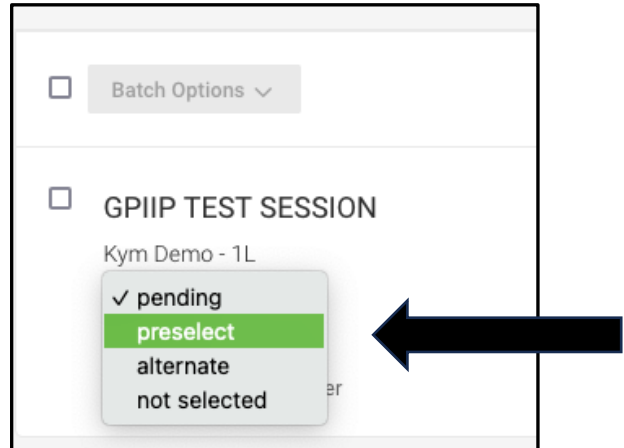
To update the interview status across multiple records, first scroll through the list and check the box next to each applicant you wish to interview (or use the keywords search tool to locate each applicant record by name).

### STUDENTS SELECTED TO INTERVIEW

You may select a maximum of 18 candidates for one full day's schedule (9:00 am – 4:40 pm EDT).

### VACLSC Symplicity Employer Guide

When you have chosen all your candidates, scroll back to the top. Expand the Batch Options menu, select Set Status, then select **preselect**.



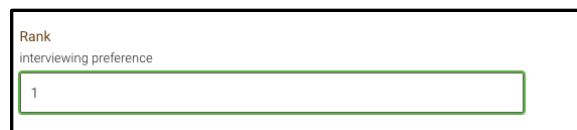
**Uncheck selected records before proceeding!**

### STUDENTS NOT SELECTED

Repeat the batch process for those you do not wish to interview and click 'not selected'.

### ALTERNATES

You may select a maximum of 9 alternates. These records are not batch-updated because you will need to rank each one individually. \*Open slots in your schedule will be filled with alternates per your preference. Check the box next to a candidate's name, expand the pending menu, and update status to alternate. This will launch an Interview Status screen where you will enter a number in the Alternate Rank text field and hit Submit.



You will be returned to the Applicants tab where you can select your next alternate. The Invited Applicants box tracks your numbers.

# Important Dates

**January 19 – January 26 - Employer Selection period**

**February 6 - Interview schedules viewable in VACLSC-Symplicity**

**February 7 – Flo Recruit Scheduling Email and Links to virtual interviews sent by email to all interviewing employers**

**February 9 – Virtual Interview Program**