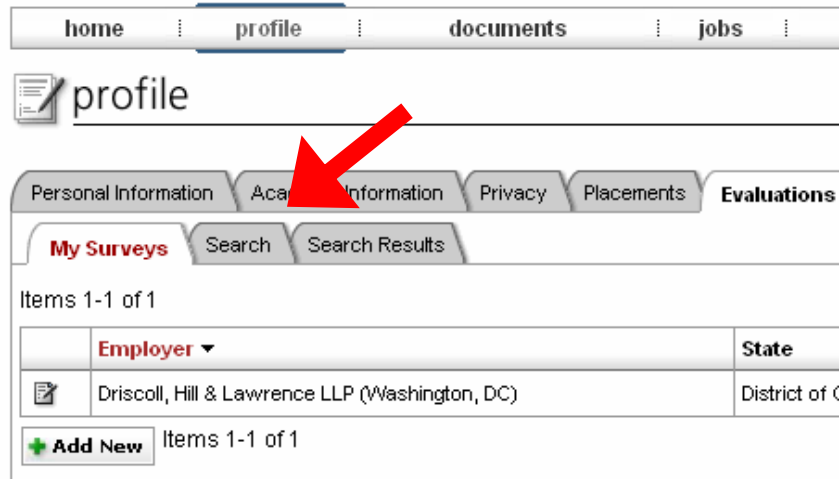


## How to View Summer Employment Surveys in Symplicity

1. Log into Symplicity with your email and password.
2. Click on “Profile.”
3. Click on the “Evaluations” tab.
4. You will see “My Surveys,” which will contain any summer employment surveys that you have filled out online in the past.
5. Click on the “Search” tab next to “My Surveys.”



6. After you have clicked on “Search,” a search page will open with several search options (see next page for example).
7. For best results, keep your search specifications broad and general. The more specific your key words and category selections are, the less likely the employer you are looking for will come up. For example, only enter one word out of the employer name under “Employer” (e.g. “Justice” for Department of Justice). This ensures that all surveys entered by students who worked for that employer will come up.

Career Development Office

- When you have entered your search key words and/or category selections, hit enter or click on “Submit” at the bottom of the screen.

The screenshot shows a web application interface for Tom Hanks. At the top, there are navigation tabs: Edit, Interviews, Events, Placements, Account, Login As, Extra Data, Notes, Event Log, Invoices, and Activity. Below these are sub-tabs: My Surveys, Search, and Search Results. The main content area is titled "Advanced Search Options" and includes several search criteria:

- Employer: Text input field
- Graduation Year: Dropdown menu and text input field
- Location of Employer by State: List box with options: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware
- Location of Employer by Country: List box with options: United States, Canada, Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola
- Employer Category: List box with options: Bar Association, Business, Corporation, County/City Government, Executive Search/Consultants, Federal Government, Finance/Banking, Judicial
- Practice Areas: List box with options: Administrative, Admiralty/Maritime, Advertising, Affordable Housing, Aids/HIV+ Issues, All Practice Areas, Animal Rights, Antitrust
- Office Size: List box with options: 2-25, 26-100, 101-250, 250+
- Overall Employer Size: List box with options: 2-25, 26-100

To the right of the search options is a "Search Instructions" box with the text: "Search by any category below for summer evaluations. If searching by Employer, less is more. Only enter the first name of the employer for best results."

- A “Search Results” tab will appear which will provide the results of your search.

- To view the evaluation of the employer you are researching, click on the small notepad icon to the left of the employer’s name (indicated in the picture below).

The screenshot shows the "Search Results" tab selected. At the top, there are navigation tabs: Personal Information, Academic Information, Privacy, Placements, Graduate Employment Survey, Evaluations, Change Password, Activity Summary, and Help. Below these are sub-tabs: My Surveys, Search, and Search Results. The main content area shows "Items 1-7 of 7" and a table of search results. A red arrow points to a small notepad icon in the first column of the table.

Employer	State	Country	Period	Student
Center for Justice and International Law (San Jose, Costa Rica)	Non-US	Costa Rica	SUM 2006	Saskia Fronabarger
Justice Center, W. McDade, Illinois Appellate Court 3rd District (Peoria, IL)	Illinois		SUM 2006	Anonymous
North Carolina Department of Justice (North Carolina)	North Carolina		SUM 2006	Glenn E. Emery
U.S. Department of Justice, Antitrust Division (Washington, DC)	District of Columbia	United States	SUM 2006	Michael Aaron Applebaum
U.S. Department of Justice, Civil Rights Division (Washington, DC)	District of Columbia		SUM 2006	Lauren Elyse Briggerman
U.S. Department of Justice, Office of Justice Programs (Washington, DC)	District of Columbia		SUM 2006	Anonymous
U.S. Department of Justice, U.S. Attorney's Office, D.C. (Washington, DC)	District of Columbia		SUM 2006	Katie Bukrinsky

**Career Development Office**

- 11. Note: Students who filled out these summer employment surveys indicated whether or not they would allow other students to contact them. For those who said no, their contact information will *not* be revealed in the surveys that come up in your search. If you wish to inquire further about a specific survey which does not contain contact information, please contact a career counselor in the CDO.**
  
12. Surveys from years prior to 2006 are available in hard-copy in the CDO Resource Library and may also serve as a good resource for your employment search. The Resource Library is open Mondays, Wednesdays, and Fridays from 8:30 am - 5:00 pm, Tuesdays and Thursdays from 8:30 am - 7:00 pm, and on Saturdays from 10:00 am – 2:00 pm.