

How to Post Jobs/Internships/Externships on Symplicity at Hofstra Law

Visit <https://law-hofstra-csm.symplicity.com/employers/>

To Create an Account

- Click on **Sign-Up**
- Enter all required information about your organization
- *Once your account is approved, you will receive a verification email from Symplicity that will prompt you to create a password. Once you sign in with your password, follow the steps below.*

Already Have an Account?

- Log-in
- Under Shortcuts, click on **Create Job Posting**
- Enter all required information about your position
Note: You can click on Symplicity Recruit on the upper right- hand corner to post your position at multiple schools
- Click Submit

To Post a Job

1. If you've previously posted with us, you may be able to copy one of your current or archived postings as a starting point. If not, proceed to step 2.
 - a. The default is to copy an existing posting using the dropdown box.
 - b. If your prior postings have been archived, click on the "Show Archived" box and use the dropdown box.
2. Complete all the required [*] fields. Below are some notable areas where questions may arise

Position Type (select all that apply):

- Externships requires students to enroll in a concurrent course and receive academic credit
- Internships are typically paid positions, unless the employer is governmental or non-profit

Restrict Applications:

- Yes = only students/graduates from the Class Level (1L, 2L, grad, etc.) you select will see the posting

Blind Posting:

- Yes = all employer contact information will be hidden from the applicants
[this generally reduces the number of applicants]

Resume Receipt:

- *E-mail* = Employer will receive an email when applications are submitted
- *Accumulate Online* = Application materials will be collected on Symplicity to be viewed by the employer
- *Other* = Employer can enter an external link to their careers page or detailed instructions on how to apply, outside of Symplicity

Practice Area(s):

- Add 1 or more practice areas if candidates with those practice areas are strongly preferred.

Desired Class Level:

- 1L = Full-time, 1st year students
- 1LE = Part-time, 1st year students
- 2L = Full-time, 2nd year students
- 2LE = Part time, 2nd year students
- 3L = Full-time, 3rd year students
- 3LE = Part-time, 3rd year students
- 4LE = Part-time, 4th (final) year students
- Recent Graduate = Individuals who have graduated within the past year
- Graduate/Alumni = Individuals who have graduated more than a year earlier

Policy Affirmation:

- This must be checked for the posting to be approved

Compensation:

- Add compensation information to increase views of your job and/or to comply with NYS's (or similar laws in other jurisdictions) Pay Transparency Law.

3. Click "Submit"

Maurice A. Deane School of Law at Hofstra University
Job Posting Request

(Please complete and return to lawcareer@hofstra.edu)

Firm Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Web Site: _____
Contact: _____ Title: _____ E-mail: _____
Are you an alumnus of Hofstra Law School? Yes No Year: _____

Employer Type: Business Government Law Firm Public Interest

Firm Size: 2-10 11-25 26-50 51-100 101-250 251-500 501+

Practice Areas: _____

Check here if **"BLIND LISTING"** (Employer information will not appear on listing)

Description: (Please Type)	
Qualifications:	

Class Year: 1L 2L 3L Recent Grad Post Grad Experience: _____ (# of years)

Requested Documents: Resume Cover Letter Transcript Writing Sample References
Letter of Recommendation Other _____

Salary Range: _____ - _____ Hours: _____ Part-time Full-time Deadline Date: _____

Response Method (please select one): E-Mail Other (Link) _____ Career Services to Collect Resumes

Notice: Please be advised that full-time law students are not permitted to be employed for more than 20 hours per week whether outside or within the law school.

Please e-mail this form and the executed Statement of Non-Discrimination to the Office of Career Services (OCS) at lawcareer@hofstra.edu. If you have any questions, please email OCS or call 516-463-5871.

STATEMENT OF NON-DISCRIMINATION

The Maurice A. Deane School of Law at Hofstra University is committed to a policy against discrimination in employment on the ground of race, color, religion, national origin, sex, age, disability, or sexual orientation. The Career Services facilities of Hofstra Law are available only to employers whose practices are consistent with this policy.

Your signature below indicates your understanding that use of Hofstra Law's Career Services' facilities requires adherence to this policy.

Employer's Name:

Signature:

Date:
