Student Guide: Yale Office of Career Strategy Symplicity System
https://yale-csm.symplicity.com/students/
careerstrategy@yale.edu

Through this resource you can search and apply for career opportunities, view the employer directory and RSVP to the Office of Career Strategy’s workshops and employer events. This Guide includes detailed instructions about the main features of the system. If you have any questions about your specific account or the system’s capabilities, please contact the Office of Career Strategy at careerstrategy@yale.edu.

Table of Contents:

The Homepage ........................................................................................................................................2
My Profile ................................................................................................................................................3-5
   Specific Programs (Career Preferences, Health Professions Advisory Program and On-Campus Recruiting) ..................................................................................................................3-4
   Required Program Tutorials (Yale-Sponsored Internship Programs and On-Campus Recruiting) .................................................................................................................................4
   Tips from Yale students on completing “My Profile” .............................................................................5
Request an Office of Career Strategy Adviser Appointment .........................................................................6-8
Upload Application Materials ......................................................................................................................9
Search the General Employer/Contact Directory ........................................................................................10
Search for Internship/Full-time Opportunities .............................................................................................11-16
   Employer-Direct Positions .....................................................................................................................11
   Yale-Sponsored Internship Programs .........................................................................................................11-16
      Applying to Positions ............................................................................................................................11
      Receiving an Offer ................................................................................................................................13-14
   On-Campus Interview Program ................................................................................................................15-16
      Applying to Positions ............................................................................................................................15
      Selected for an Interview .........................................................................................................................15-16
Document Library ......................................................................................................................................17
View/RSVP to the Office of Career Strategy Workshops and Employer Events ...........................................18
Interactive Mock Interviews ......................................................................................................................19-23
The Homepage

Log in at https://yale-csm.symplicity.com/students/. Your username is your Yale email address and if you do not remember your password choose the “forgot password” button and you will be prompted to reset it.

From the Homepage you can view announcements on the News Feed, jump to important resources under quick links on the right, and navigate all other aspects of the system from the toolbar at the top.
My Profile

It is very important that students first review their ‘Profile’ information to ensure all the data is updated and correct (in particular class year, graduation date and work authorization). If these fields are not correct, you may be blocked from applying to some positions for which you are eligible. Please complete both the Personal and Academic sections of the Profile. If you are a returning undergraduate student, please also complete the summer activities experience, which is used to create a peer to peer networking resource for undergraduate students.

A. Specific Email Distributions (Career Preferences, Health Professions Advisory Program and On-Campus Recruiting)

Towards the bottom of the “Personal” Tab, you will find specific Email Communications Settings which when chosen will add you to more specific distribution lists, including for the Health Professions Advisory Program and On-Campus Recruiting.
B. Required Program Tutorials (Yale-Sponsored Internship Programs and On-Campus Recruiting)

In order to participate in the Yale-Sponsored Internship Programs or On-Campus Recruiting, students must review and consent to the policies of each program. The policies can be found under the Resources Tab, in the Document Library (further discussed on page 15). Upon completing the review of these policies, students must affirmatively agree to abide by these policies by checking the relevant boxes below. These statements are found under My Profile, Academic Tab.

Office of Career Strategy Policies

OCR Eligibility – Compliance with OCR Policies:
I agree that I have read through the OCR tutorial (located in the ‘Resources’ tab), and that I understand what is expected of me by both the Office of Career Strategy and the employers interviewing on campus. I also agree that I understand the implications of my actions if I fail to comply with the policies stated in the tutorial and fully outlined on the Office of Career Strategy website.

Yale-Sponsored Internship Eligibility – Compliance with Office of Career Strategy Policies:
I have read through the Yale-Sponsored Internships tutorial (located in the ‘Resources’ tab). Therefore, amongst other stated policies, I understand that:

- I have only 2 BUSINESS DAYS to respond to offers from Yale-Sponsored Internships and those Domestic Internships with coordinated housing. There are no exceptions.

- Offers neither accepted or rejected within the 2 business day window will be automatically offered to another student.

- Many internships are UNPAID and Yale funding/fellowships are NOT to be assumed. I will only apply to positions I can afford to embark upon regardless of funding availability.

- I will NOT renege or back out of an accepted offer from an employer. Once I have accepted an offer I will no longer participate in any interviews for other positions.

- Failure to abide by these policies may result in loss of Office of Career Strategy resources, including access to Office of Career Strategy Symplicity.

\[\text{\checkmark yes}\]
C. Tips from Yale students on completing “My Profile”

1. Personal: Fairly straightforward. Just make sure to fill out all of the boxes. Click “Save Changes” once you’re done with the tab. Click “Save Changes and Continue” if you are done with the tab and want to move on editing another tab.

2. Academic: Make sure to read the appropriate documents under the “Resources” tab before checking the two boxes for On-Campus Recruiting and Yale-Sponsored Internship Eligibility. Only by checking these two boxes will you be eligible to apply for positions associated with these programs.

3. Privacy: Click yes in order to receive important emails and resources from the Office of Career Strategy.

4. Summer Experience: This tab will show the summer activities you have completed. Add new ones as you complete new programs so that you can continue sharing your experiences with fellow Yalies.

5. Password/Preferences: This is straightforward. Use this tab to change your passwords and preferences.

6. Activity Summary: This will have an archive of all of your activity on Simplicity. You can select the range of the dates for which you want to view the activities you’ve completed.
Requesting an Appointment

Students may request, review, reschedule, or cancel a counseling appointment. Under the Appointment / Calendar tab, click on ‘Request New Appointment.’

Set your scheduling criteria based on days, times, and appointment type. Click on ‘Check Availability.’
Once criteria are selected, available appointments will populate on the right hand side. Select the one that works best for you.

A ‘Confirm Appointment’ screen will show. Complete the required fields, and hit ‘Submit Request.’
appointment request will be sent to the Office of Career Strategy advisor.

Once the advisor has approved the request, your appointment will show as an ‘Approved Appointments’.
Upload Application Materials

Under the ‘Documents’ tab students can upload application materials to apply to positions. Choose “Add New” to upload your document(s).

**Important note:** A resume must be uploaded first in order to apply for any position.
Search the General Employer/Contact Directory

Under the Employer/Contact Directory students can search for employers by name, geographic location or industry to find recruiting contacts. Student can also designate Favorites. This is a database of all employers and contacts in the system, not just those with currently open positions.
Search Internship/Full-time Opportunities

Students can search and apply to open positions under the ‘Jobs’ tab and can also designate Favorites. Positions may be posted directly by the employer, may be part of the Yale-Sponsored Internship Programs, or may be part of the On-Campus Recruiting Program. This next section discusses each of these with specific instructions.

A. Employer-Direct Positions (Internship, Part-time and Post-Graduate Positions)

These positions are posted directly by employers and are not part of a specific Office of Career Strategy program. This is the largest group of positions in the system during any one time and includes opportunities across all interest areas. All of the positions are screened by Office of Career Strategy staff prior to their being posted in the system. To search for these positions by “Position Type,” use the Advanced Search feature.

Yale-Sponsored Internship Programs

a. Applying to Positions

As a reminder you must first review the tutorial and consent to the policies located in the Document Library (see page 4) in order to apply to positions in this program. When searching for Yale-Sponsored Internships, use the Advance Search feature, “Position Type” field.
From there you will be able to browse all of the Yale-Sponsored internships. You can further narrow your search by including additional criteria such as industry, geographic location, etc. You can read more about the position itself by clicking on the position title. You can also begin the application process by clicking the “Apply” button.

Once you click “Apply”, you will be prompted to submit the requested documents. Upon completion, click “Submit” to complete the application process.
b. Receiving an Offer

After the application deadline has passed, employers contact students directly to conduct phone, Skype, or in-person interviews. Please note not all employers will conduct an interview. Employers will then make selections through the Yale Office of Career Strategy Symplicity system. If a student is selected for an internship position, he or she will receive an email notifying them of the position offered. Additionally, students will have a message along the top of their Office of Career Strategy Symplicity home page, indicating a pending action and that an Experiential Learning Job (i.e. Internship) Offer is awaiting a decision!

**Important Note:** Students will have two business days to accept or decline this offer. Therefore, please check your email as well as your Symplicity account consistently to ensure that you are aware of all offers extended to you. **Offers with no reply after two business days will be automatically rescinded and the position will be offered to another applicant.** There are no exceptions to this policy (see the Yale-Sponsored Internship Tutorial for more details).
Upon clicking on the Pending Action on your homepage, you will see the screen below. You can also access this screen by clicking on the “Jobs” tab on your homepage, and then the “Applications” sub-tab, with the Experiential Learning Offer Status set to “Pending”. The information provided allows you to review the position, see the deadline by which you must respond, and accept or reject the offer. By accepting or rejecting an offer, you will receive an automated email from Yale Office of Career Strategy Symplicity. The employer will also receive an automated email, notifying them of your decision. Please note when you accept or decline through the system, it is a final decision.

Students can manage their offers, as well as keep track of pending, accepted, declined, or expired offers by utilizing the “Experiential Learning Offer Status” dropdown feature.


B. On-Campus Interview (OCR) Program

a. Applying to Positions

You must first review the tutorial and consent to the policies located in the Document Library (see page XX) to apply for positions in this program. OCR opportunities typically have a deadline date of the Wednesday, two weeks prior to when the employer will be on campus. After you apply to an OCR opportunity, it will show as ‘Requested Interviews’ on your homepage. Use the “Advanced Search” options to narrow your search, and choose OCR “Yes” to view only positions recruiting through this program.

If you see a note that you “Do not qualify for this job” it may be that it is a position recruiting for a different class year or a specific work authorization. Please ensure your Profile data is correct (see pages 3-4). You also must have a resume uploaded in the Document section (see page 6) in order to apply for any positions.

b. Selected for an Interview

If the employer selects you for an interview, you will receive an email from the Office of Career Strategy Symplicity system. You will also see this listed under ‘Requested Interviews’ section in the ‘Interviews’ tab. You will then be prompted to sign up for an interview time slot with that employer. Follow the steps below:
Scheduled Interviews

Interview Requests

Schedule Interview

View a list of the positions applied for by clicking on the Interview Requests tab.

The “status” column will show the current status of your interview request.

The “options” column will list all of the available options for each interview request.

Once the interview time is selected your interview will then show up under the “Scheduled Interviews” tab.

After clicking the “Schedule Interview” tab on the “Interview Requests” tab you will select your interview time and click “submit.”

Unschedule an interview by clicking the “Cancel Interview” button.
The Document Library

Housed under the ‘Resources’ tab in the Document library are many important resources, including sample resumes, interview tips and guides, tips on salary negotiation, Yale Class Lists and Yale Peer Networking lists of Yale students who have volunteered to talk about their experiences. The Document Library also houses the mandatory tutorials required for the Yale-Sponsored Internship Programs and the On-Campus Recruiting Program.
View/Rsvp to Office of Career Strategy Workshop and Employer Events

Under the Events Tab students can search for events and RSVP right through the system.
Interactive Mock Interviews

The Mock Interview feature is under Resources. There is also a shortcut on the homepage.

Interview Questions

An Interview Question is a group of interview questions created by the Office of Career Strategy.

My Mock Recorded Interviews

My Mock Interviews contains a group of interview questions created by the user.

Name the Interview or copy questions from an existing Mock Interview.
View the categories and questions within each category. Click the arrow to open and view the related questions.
Click the Add button to include the question in the interview. Each question has a max time to respond. The duration will show the total time of the entire mock interview.
<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> What are Treasury bills?</td>
</tr>
<tr>
<td><strong>2</strong> If the European economy enters a deep recession, what effect will</td>
</tr>
<tr>
<td>it have on the US economy? What global economies will be the least</td>
</tr>
<tr>
<td>affected? 3 min</td>
</tr>
<tr>
<td><strong>3</strong> Is China experiencing an asset bubble? Can they maintain their</td>
</tr>
<tr>
<td>growth?</td>
</tr>
<tr>
<td><strong>4</strong> What qualities do you think make someone successful in finance?</td>
</tr>
<tr>
<td><strong>5</strong> Why would a company distribute its earnings through dividends to</td>
</tr>
<tr>
<td>common stockholders?</td>
</tr>
<tr>
<td><strong>6</strong> What is the difference between real money and nominal money?</td>
</tr>
<tr>
<td><strong>7</strong> How did the European debt crisis evolve and where does it stand</td>
</tr>
<tr>
<td>now?</td>
</tr>
<tr>
<td><strong>8</strong> What are preference capital and authorized capital?</td>
</tr>
<tr>
<td><strong>9</strong> When should a company issue stock rather than debt to fund its</td>
</tr>
<tr>
<td>operations?</td>
</tr>
</tbody>
</table>
Review the title, number of questions and duration of the mock interview. Change the Interviewer if desired. The system will choose one by default. Click the **Start Your Mock Interview** button to begin immediately. Once the interview is taken, editing the questions will no longer be available.

Answer all interview questions. There is no feature to retry a single response or go back once the interview has started. After completing all of the questions you can review the interview.