Employer Guide to Using Symplicity

This guide will assist you with the basics of listing an opportunity in Symplicity. You are able to post with North Carolina Central University free of charge.

Employers who do not have a North Carolina Central University Account:

To create an account:

1. Visit https://law-nccu-csm.symplicity.com/employers/
2. Click sign up
3. Please follow the prompts to enter your contact and company information. Do not forget to click submit.
4. Your information will be approved by our office once submitted.
5. Once your access is approved, you will receive an email from Symplicity with your username and a link to create your password.
6. This link will expire within 24 hours. (This is a one-time step. If more than 24 hours has passed please click on "forgot my password" and the system will generate a new link for you.)
7. Now you may use your account to post jobs, submit and OCI schedule, and use our other career service tools.

Employers who do have a North Carolina Central University Account:

1. Go to https://law-nccu-csm.symplicity.com/employers/
2. Enter your email and password on the login screen

To post a job please follow the below instructions:

1. Once on the home page click jobs on the top menu bar
2. Click on the Add New button
3. Enter your job/fellowship/internship information and click submit.

To post an OCI schedule which could include a resume collect or resume collect and interviews, please follow the below instructions:

1. Once on the home page click OCI on the left menu bar
2. On the left menu bar, click on Schedule Request
3. Scroll down and click on Request a Schedule (this text is toward the bottom middle of page)
4. Enter your job information and click submit.

If you need to make changes to your account, please use the account tab.

If you have any questions or need assistance, please feel free to call or email us. To reach us by phone please call (919) 530-7701 or by email at lawcareerservices@nccu.edu.