



CPDO –Employer Introduction to Symplicity

This sheet includes the following information:

- Employer Login information
- How to view your job posting
- How to post a job posting
- How to change your password
- How to complete your firm/organization's profile
- Who to contact if you require assistance

Employer Login Information

URL: <https://law-uwo-csm.symplicity.com/employers/>

Username: (Employer's full email address)

Password: (The one given to you by the CPDO or the one you created)

To View Your Organization/Firm's Job Posting

- a) Once you have logged in, click "**Job/STINT Posting**" on the navigation bar and it will take you to your organization/firm's job posting.

How to Post a Job Position

- b) Once you have logged in, click "**Job/STINT Posting**" click Add new and once the page opens, then enter the necessary information and click submit once complete.

Changing Your Password

- c) If you wish to change your firm's password please click on the "**Account**" tab on the navigation bar.
- d) Once the new page opens, click on the sub-tab "**Password/Preferences**". Then enter in the old password **first** followed by the new password. Once completed then click "Save"

Firm/Organization's Profile

- e) Click on the "**Profile**" tab located on the navigation bar, once the page opens there will be a number of sub tabs (Who We Are, Key Statistics and Company Culture etc.).
- f) The Career & Professional Development office asks that each firm/organization complete the following sub tabs under the profile tabs:
 - Who We Are
 - Company Culture
 - Student Viewable Contact

Who to contact if you Require Assistance

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