



Elisabeth Haub School of Law

2025 On-Campus/Virtual Interview Program (OCI)

Employer Registration Instructions

To register for a Symplicity account:

- [Go to Symplicity](#)
- Select the “Sign up” tab.
- Complete the requested information. Under “Services Requested,” make sure to select “On Campus Interviews (OCI).” Agree to the Policy Affirmation and click “Submit” on the bottom of the page.
- Your registration form will be processed by the Center for Career & Professional Development during business hours. Once your account is approved, you will receive an e-mail with a link to set your password.
- Set your password and log on. Please follow the steps in the next section to register for OCI.

To register for OCI:

- [Log in to Symplicity](#)
- Click on the “On Campus Interviews” box.
- Click on the blue “Request a Schedule” box.
- From the “Select Session” drop-down menu, select the appropriate session:
 - Session 1: Early Resume Collect 2025
 - Session 2: Private Sector OCI 2025
 - Session 3: Public Service/Government OCI 2025
- Choose the “Resume Collect” or “Interview” option.
- Complete the remainder of the form. Please make sure to include salary information.
- Click the “Submit” button.
- Your request will be processed by the Center for Career & Professional Development during business hours. Once your request is approved, you will receive e-mail confirmation.