FLORIDA STATE LAW, PLACEMENT OFFICE
SYMPLICITY JOB SEARCH GUIDE FOR RECENT GRADUATES AND ALUMNI

I. Generally

The Florida State Law Placement Office utilizes Symplicity for posting jobs online. Only current students and alumni have access to the job postings on the Florida State Law Symplicity System. If you did not receive or you have forgotten your username/password, please contact the Placement Office at (850) 644-4495 or placement@law.fsu.edu.

II. Accessing Symplicity Online

https://law-fsu-csm.symplicity.com/students/

You may access Symplicity at the website above. A link to the Symplicity Login Page can also be found in the Placement Office website at http://www.law.fsu.edu/placement/index.html. Once you enter your username and password, you will be directed to the Symplicity Home Screen.
III. Getting Started

After you log on, you will be in the main screen. You will primarily use the Main Navigation Bar found underneath the picture of the Rotunda.

Before you are able to view Job Postings, you must provide some information about yourself.

1. On the Main Navigation Bar, click on “Profile.” You will then be able to enter information about yourself on the Personal Profile and Academic Information sections (required fields have a red asterisk).

2. After entering the required information, you must click “Save.”

IV. Viewing Job Postings

After providing some basic information, you are now ready to view Job List. Click on the “Jobs and Resume Referral” tab on the Main Navigation Bar; you will now be able to view the Job List, which is displayed in a table.
A. Job Title and Application Instructions

Click on the specific position title under the “Job Title” column to view details about the position, including application instructions, required qualifications (if any), requested documents, and special instructions.
B. Employer Information

Click on the Employer name under the “Employer” column for more details about the employer (main office location, address, appropriate contact, etc.).

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ID</th>
<th>Employer Name</th>
<th>Location</th>
<th>Position Type</th>
<th>Schedule</th>
<th>Posted</th>
<th>Deadline</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate (3L, recent grad)</td>
<td>2577</td>
<td>Employer Name Withheld</td>
<td>Florida-NamaiFort Lauderdale</td>
<td>Attorney</td>
<td>Apr 29, 2003</td>
<td>Jul 29, 2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate (3L, recent grad, alumni)</td>
<td>2579</td>
<td>Law Office of John Luing, Esq., P.A.</td>
<td>Florida-Tallahassee</td>
<td>Attorney</td>
<td>Apr 29, 2009</td>
<td>Jul 29, 2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate (alumni, 1-3 yrs exp)</td>
<td>2621</td>
<td>McClusky, D'Ambra &amp; Dieter, LLP</td>
<td>Florida-West Palm Beach/Boca Raton</td>
<td>Attorney</td>
<td>May 13, 2009</td>
<td>Jan 13, 2009</td>
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<td></td>
</tr>
<tr>
<td>Associate (alumni, 2-3 yrs exp)</td>
<td>2654</td>
<td>Nathan &amp; Zappolo, P.A.</td>
<td>Florida-West Palm Beach/Boca Raton</td>
<td>Attorney</td>
<td>Apr 30, 2009</td>
<td>Jun 16, 2009</td>
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<td></td>
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<tr>
<td>Associate (alumni, 3-7 yrs exp)</td>
<td>2529</td>
<td>Gates &amp; Fuller, P.A.</td>
<td>Florida-Tallahassee</td>
<td>Attorney</td>
<td>May 14, 2009</td>
<td>Jul 14, 2009</td>
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<td></td>
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<tr>
<td>Associate (alumni, 2-3 yrs exp)</td>
<td>2527</td>
<td>Garibay, Pinto, Forman &amp; partners, P.A.</td>
<td>Florida-Tallahassee</td>
<td>Attorney</td>
<td>May 14, 2009</td>
<td>Jul 14, 2009</td>
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<td>Associate (alumni, Ft. Bar required)</td>
<td>2620</td>
<td>Strong, Osterlind &amp; Oshetz, L.P.</td>
<td>Florida-NamaiFort Lauderdale</td>
<td>Attorney</td>
<td>May 15, 2009</td>
<td>Jun 13, 2009</td>
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<tr>
<td>Associate (entry level, alumni)</td>
<td>2633</td>
<td>Robinson Law Firm</td>
<td>Florida-Mount Dora</td>
<td>Attorney</td>
<td>May 19, 2009</td>
<td>Aug 19, 2009</td>
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<tr>
<td>Associate (graduating 3L, recent grad, alumni, 2-3 yrs exp)</td>
<td>2614</td>
<td>Employer Name Withheld</td>
<td>Florida-Tallahassee</td>
<td>Attorney</td>
<td>May 6, 2009</td>
<td>Jun 5, 2009</td>
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<td></td>
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<tr>
<td>Associate (recent grad, alumni, 2-3 yrs exp)</td>
<td>2539</td>
<td>Anderson &amp; Hart, P.A.</td>
<td>Florida-Tallahassee</td>
<td>Attorney</td>
<td>Apr 14, 2009</td>
<td>Jul 14, 2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Welcome to the online home of the Placement Office at Florida State Law!

Employer Name: Anderson & Hart, P.A.

Details:
- Anderson & Hart, P.A. represents persons who have suffered serious injuries. Our law firm believes every client is entitled to just compensation. Obtaining justice for clients is about assuming that our clients are fully compensated for medical expenses incurred and income lost as a consequence of being injured. It is also about seeking compensation for the non-economic losses that the injury accompanied. Lastly, obtaining justice for clients is about ensuring that those who cause serious injuries take responsibility for their actions.
- Anderson & Hart, P.A., has a statewide reputation for superior trial work in the areas of personal injury law, wrongful death, and workers’ compensation claims. Our firm does not represent any insurance companies, corporations or other business interests.
- With offices in Tallahassee and Panama City, Anderson & Hart, P.A. provides services in personal injury and workers’ compensation cases throughout Florida. Our lawyers have over thirty-five years of combined experience and have tried more than two hundred (200) personal injury and workers’ compensation cases.
- Our law firm dedicates itself to providing the highest quality of legal service and achieving the best possible results for our clients. We understand that the legal process can be confusing to those injured through no fault of their own. Our lawyers make every effort to sort through the confusion to educate our clients on their rights and the legal remedies available to them. Each of our attorneys handles relatively small case loads. This allows them to focus on our client’s individual needs. We strive to provide clients common sense advice and solutions.

Location:
- Florida-NamaiFort Lauderdale
- Florida-Tallahassee

Additional facts (firm size, website, etc.):
C. Helpful Hints:

1. You may use the Basic Search Engine. You can use this tool to filter listings by practice area, position type (full-time, part-time, internship, fellowship, judicial clerkship), desired class level (i.e. “Graduate/Alumni”), and by keywords.

2. Job listings can be sorted by job title, employer, location, position type, post date, and deadline. Click on the column title (arrows) to arrange the postings in the order that works best for you.

3. As you navigate through Symplicity, you will notice that you will be unable to use your browser’s back or forward buttons to return to a previous page. On some pages, there will be a ← BACK button. If you are in the process of completing a form, you will have to click the Submit, Save, or x – Cancel button at the top or bottom of the page.
D. Symplicity Shortcuts:

On the home screen, you will see a list of shortcuts.

- Jobs I Qualify For: Automatically filters through Job postings to find ones that meet your criteria/preferences
- Activity Summary: Shows your account access use
- View Document Library: The Placement Office posts various documents for student use (from sample resumes to applications).
- The Florida Bar: Takes you to The Florida Bar Web site
- BYU Law Intercollegiate Job Bank: USERNAME: lawschool PASSWORD: jobs
- My Florida: Takes you to My Florida job list
- US Department of Justice: Takes you to job search list
- Legal Directories Worldwide: Legal Directory
- Martindale-Hubbell Legal Careers: Legal Directory
- Idealist.org: Public Interest job search site
- Non-Traditional Career Report: List of jobs nationwide for non-traditional legal careers

For further questions or assistance conducting a job search utilizing Symplicity, please contact:

Florida State Law, Placement Office
placement@law.fsu.edu or (850) 644-4495