SANDRA DAY O'CONNOR COLLEGE of LAW

ARIZONA STATE UNIVERSITY

OFFICE OF CAREER SERVICES AND PROFESSIONAL DEVELOPMENT

2010 FALL OCI INSTRUCTIONS

Students must complete their Profile and upload in Symplicity, a resume, writing sample, transcript, list of references and any other application materials to participate in the OCI Program. To apply to an employer, you must submit an electronic copy of all application materials requested.

Electronic Application https://law-asu-csm.symplicity.com/students

1. Select the OCI tab.
2. Select the REVIEW button next to the employer name.
3. Under Bid Details in upper-right corner, for each requested document, browse under each pull-down menu for the document you wish to submit, (e.g., cover letter, resume, writing sample, etc.), and select or highlight.
4. Press the Apply button.

This will place a 'bid' for that employer and attach an electronic copy of your application materials to be forwarded by Career Services to those employers that request an electronic copy.

Document upload of all application materials to Career Services must be completed by Friday, August 27, noon.

SUCCESSFUL TIPS:

1. If you forgot your password, contact Career Services and your password will be reset.
2. **URGENT TRANSCRIPTS NOTE:** Careers Services just became aware of a problem with the new format of ASU transcripts; the PDF version you receive through the online ASU Interactive or My ASU has an embedded encryption that creates an error page for the Resume Packets that are sent to employers. Therefore, you must convert your PDF version into a Word document before uploading your transcript and applying to Fall OCI employers. We greatly apologize for this inconvenience. Please view the reverse side for instructions on converting PDF to Word documents.
3. Scanning Transcripts: Scan the transcript into a Word to upload into Symplicity. A scanner is available in the Law Library computer lab, also, through the copy center for .10 per page charge. Copy center will scan document and send it to your email account.
   Note: Undergraduate transcripts should be uploaded into Other Documents section. If the document is too large, consider breaking into multiple pages for multiple uploads.
4. No student will be prohibited from applying to any employer; however, it is recommended that you review each employer's hiring criteria. UNDER NO CIRCUMSTANCES ARE YOU PERMITTED TO ESTIMATE YOUR RANK.
5. Regarding Writing Samples, the Career Services office will not review or edit writing samples and neither will the Writing Instructors. However, students are free to ask writing instructors for suggestions on what sample to use and for general tips on strengthening their writing.
6. **You will be notified by email when new employers are added to the Fall OCI program.**
7. **For employers interviewing on campus, you will be notified by email of interview selection results for each employer with whom you place a bid. Notifications begin after September 2, 2009. For Resume Collect employers (no on-campus interview), you must contact the employer directly to determine the outcome of your application.**

TRANSCRIPT CONVERSION GUIDE

ASU's online transcripts are PDF documents that have an embedded encryption. They will upload easily into your documents repository in Symplicity, however, the application will create an error message for employer resume packets. Therefore, you must **upload Word documents only when uploading ASU transcripts**; this requires you to convert a PDF document into a Word format. If you have any unique challenges with uploading your transcript, please contact the Career Services office.

NOTE: Symplicity only allows you to store one transcript under the Transcript category. Please delete your old version first. When you open the Documents section, if the screen to upload a document appears, just select Cancel. You should then see a list of all your documents where you can delete the transcript that is listed under the Transcript category. Then you can upload the Word version.

You have the following options to convert PDF to a Word document:

FREE ONLINE SOFTWARE

1. In order to convert a PDF file to a word document, the PDF file must be saved on your computer and can be easily retrieved.
2. The following link connects you with a free PDF/Word document converter online. Click on the link or copy or paste it as a URL http://www.freepdfconvert.com/convert_pdf_to_source.asp
3. Upload your PDF file and enter password if needed. (No password is needed for ASU transcripts.)
4. Under the "Convert from," select "file"
5. Under "Output format" select "Word (doc)"
6. Under "Extract images" leave blank
7. Enter your email address and select "Attach file to e-mail"
8. Click the Convert button.

*If you are converting a file from a computer other than your own, be sure to delete the new document from the server.

OMNI PRO SOFTWARE - LAW LIBRARY COMPUTER LAB

1. Visit the computer lab in the Law Library.
2. Access "Omni Pro" software located in the Programs menu under "Graphics and Publishing"
3. Select Button 1 – Load Image file; browse for saved pdf document
4. Select Button 2 – Perform Optical Character Recognition OCR
   Will scan document characters; select "Ignore All"
5. Select Button 3 – Save as File; save as a Word document. Disregard all lines that appear on document as they will not show when uploaded into Symplicity
6. Upload the saved Word transcript to your documents section in Symplicity.