Nebraska Law

University of Nebraska

Career Development Office

R.O.S.C.O.E.

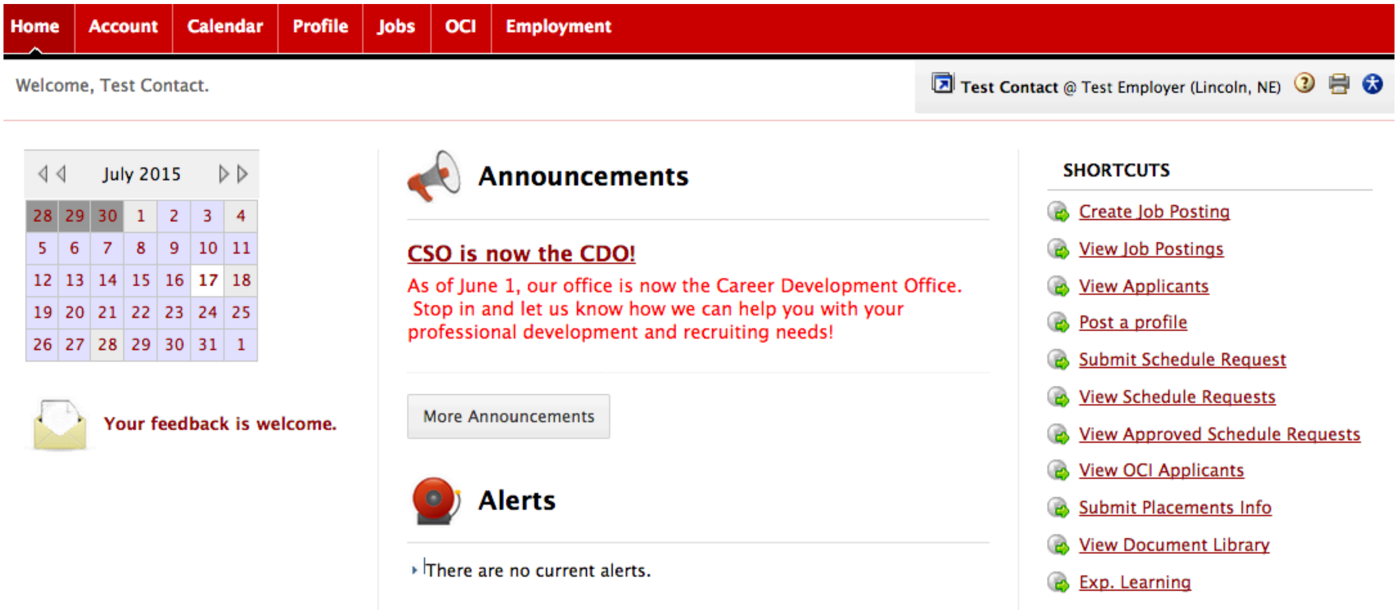
ROSCOE'S ONLINE SYSTEM FOR CAREER OPPORTUNITIES & EDUCATION

Employer Guide

University of Nebraska College of Law students' and alumni online resource to employers and organizations for job listings, events, on-campus interviewing, and career development tools through the Career Development Office. Take advantage of the options described below as well as many others available through ROSCOE.

https://law-unl-csm.symplicity.com/employers/

ROSCOE allows you to create a professional and comprehensive business profile for our students to view, participate in professional networking, post jobs, review and track applicants, and participate in on-campus recruiting.



Registering for a ROSCOE account

I. To register for a ROSCOE account with the Career Development Office (CDO), go to http://law.unl.edu/roscoe, click on **Employers** or **ROSCOE**.

II. Clicking on ether **Register** or **Register and Post Job**.

III. Complete the required information for yourself and your organization, then click **Next.**

IV. A pop-up message will appear, asking you if you'd like to **Post to This School Only** or **Post to Multiple Schools**. If you post to multiple schools, there will be fees charged to you. However, anytime you post just to our school, there are no charges.

V. You'll now be able to enter your job posting for ROSCOE. Please complete as much information as you can. This will be beneficial to both you and the students/alums. After entering all the information, at the end of this webpage, click **Done**.

VI. The CDO will verify your information, generally within 24 hours, and then you'll receive an email as to if your account has been approved.

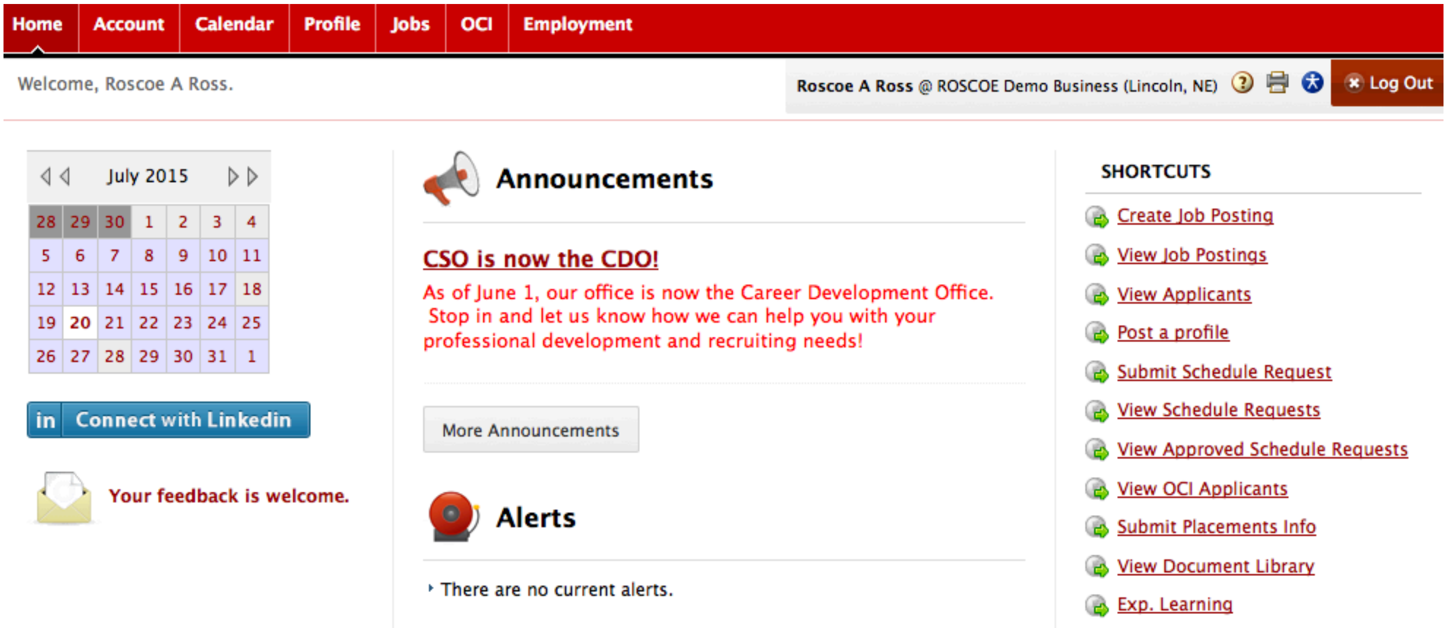
Logging into your ROSCOE account

I. At **https://law-unl-csm.symplicity.com/employers/** , type your username (email address) and password in the "Username" and "Password" fields and click **Go**.

II. If you forget your password, click on **Forgot Password** and you will be prompted to submit your username (email address) and click **Go**. If your username matches a username in ROSCOE, you will be sent an email with a new password (password is reset to the version sent to you in the email).

III. Once your account has been approved, go into the **Account** and **Profile** tabs and update any other information that you'd like to include (such as your Facebook URL, Twitter URL, practice areas, etc., key statistics, company culture, logo, photos, videos, etc.).

The Homepage



I. View at-a-glance features of ROSCOE (Announcements, Shortcuts, Calendar, Alerts, etc.) by clicking on the **Home** link in the top toolbar.
II. Employer contacts can review Career Development Office (CDO) messages from the **Announcements** section.
III. Shortcuts are listed vertically on the right side of the webpage. These will get you into the tabs.
IV. View important dates by clicking on highlighted days in the Calendar.
V. View system alerts, when available, by clicking on the underlined link.

Account

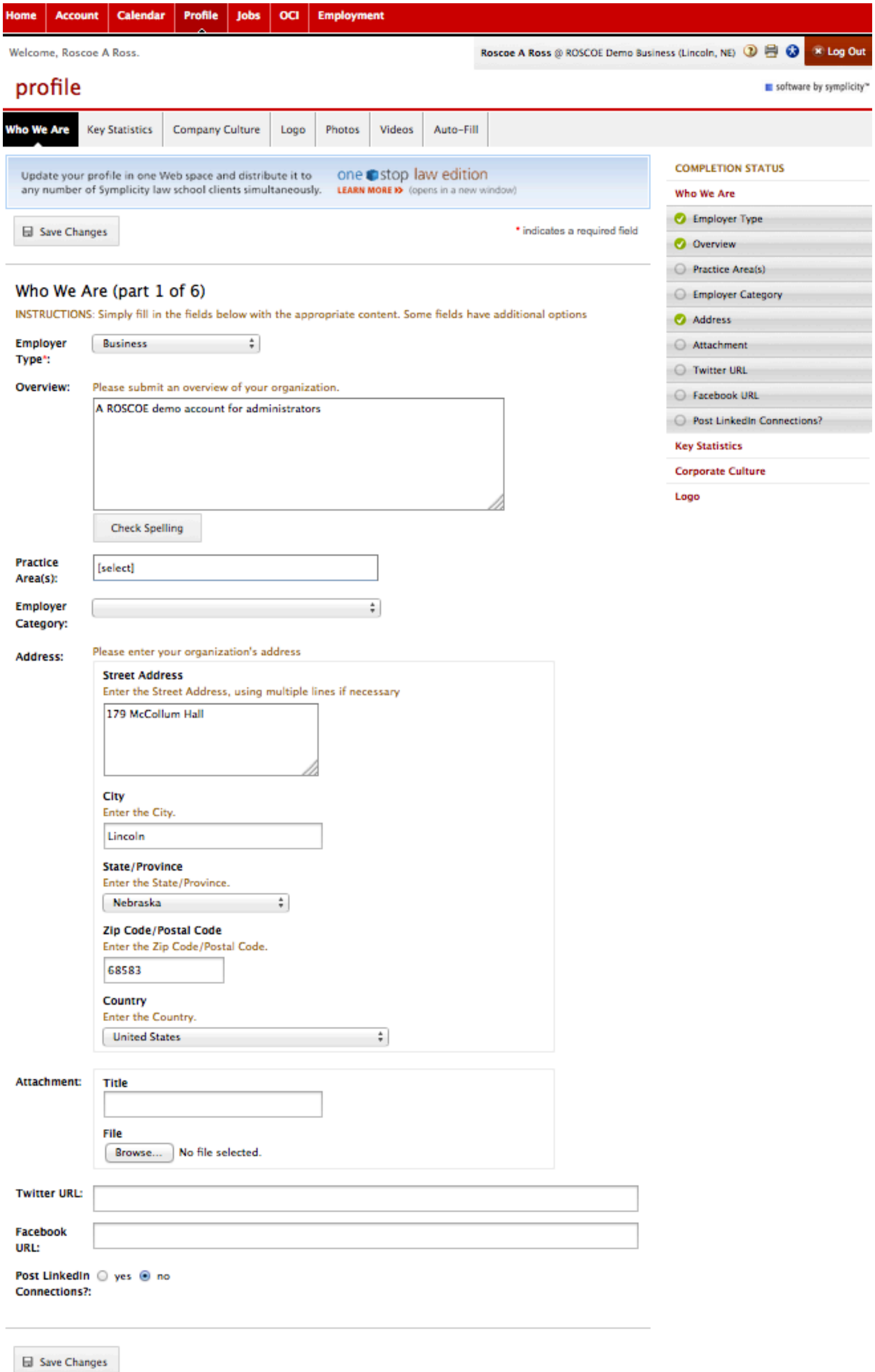
The account section is where you maintain your personal profile, passwords/preferences, and view your activity summary.

Build a Personal Profile

I. Build a personal profile (contact information, change password, etc.) by clicking on the **Account** tab.
II. Click on the **Personal Profile** tab within **Account** to update email address and other contact information. It is imperative to keep your email address current as this is the address that will be used for important system messages that are sent out from ROSCOE.
III. Update system access by clicking on the **Password/Preferences** tab to update your password.
IV. View your ROSCOE activity by clicking on the **Activity Summary** tab.
V. View documents and resources from the CDO in the **Document Library** tab.

Profile

We recommend that you create a comprehensive profile for your firm/organization for students to view and research about your company.



Phone: 402.472.5130
FAX: 402.472.6795
Nebraska Law Career Development Office
PO Box 830902, Lincoln, NE 68583-0902
lawcareer@unl.edu

Build an Employer Profile

I. Create comprehensive online profiles describing the organization by clicking on the **Profile** tab.

II. **Part 1 – Who We Are**: Input general information about the organization such as an overview, practice areas, Facebook and Twitter URLs, etc.

III. **Part 2 – Key Statistics**: Include employer statistics such as website address, employer size, locations, etc.

IV. **Part 3 – Company Culture**: Input information such as working environment, dress code, diversity, and training.

V. **Part 4 – Logo**: Include a logo as part of the organization's print and online profile by clicking the Logo tab, clicking the Browse button and uploading a file.

VI. **Part 5 – Photos**: Add photos via Flickr or Picasa links.

VII. **Part 6 – Videos**: Add Youtube videos regarding your organization.

VIII. **Part 7 – Auto-Fill**: If you have registered and created a profile on other Symplicity powered systems, you may copy your profile data into ROSCOE.

Jobs

The Job Postings section displays active local Postings, and Publications. Students may submit resumes (along with other requested documents) to your job postings, and contacts can review and manage student applicants.

Job Postings Overview Screen

I. View job postings by clicking on the **Jobs** tab.
II. This will display a list of jobs that are currently active.
III. Create a new local job by clicking on the **Add New** button.
IV. Review/manage student applicants by clicking on **Student Resumes** tab within the **Jobs** tab.
V. **Archived Jobs** tab allows you to view jobs previously posted.
VI. **Publication Request** will allow you to review application packets generated during the job review/management process.

Create Job Postings

I. Create a New Job Posting by clicking on the **Add New** button, inputting a position title, description, required documents, and posting and deadline dates. Then click **Submit**.
II. Select **Copy Existing** and then browse if you would like to copy a previous posting. These previous postings will either be listed as current listings or archived. If archived, click on **Show Archived**.
III. **Save and Finish Later** button will save a partially finished job posting to be completed later.
IV. **Resume Receipt – You have three options for how you'd like applicants to apply. 1) Email**: Application materials will be emailed to you directly via ROSCOE as they are submitted. A text box with the contact's email address may be edited. **2) Accumulate Online**: Application materials will be saved in ROSCOE and a grouping of the applications will be produced. The contact will need to log back into ROSCOE once the listing has expired to see this collection. **3) Other (enter below)**: This is a great option for when you'd like applicants to apply directly from your website, would rather receive the application materials via mail, or have other information that needs to be included in on the application directions. This is also used when you'd like the applicants to specify something in the email subject line.
V. You have the opportunity to add attachments to the job posting. Towards the end of the form, just click on **Add Item** for the Attachment(s) field and then add your documents/forms.

OCI (On-Campus Interview)

OCI enables employers to manage the on-campus interview process. Employer contacts may request interview schedules, post jobs, select interview candidates, and create resume packets for an interview schedule.

Requesting a Schedule

I. Click the **OCI** tab, then **Request Schedule** tab to submit a schedule request to interview on campus or to collect resumes.
II. **Select Session**: Select the OCI session you desire to conduct interviews.
III. **Mode**: Resume Collect or Interviews. With **Resume Collect**, we just collect the application materials for you and then send you a packet after the closing date. **Interviews** is for employers that would like to perform on-campus interviews.
IV. **Preferred Dates**: Check the date you'd like to perform the on-campus interview.
V. **Alternative Dates**: Check the dates that you're open to should your preferred dates be full.
VI. **Scheduling Notes**: Enter any notes regarding the days/dates you require.
VII. **Interview Length**: Check 15, 20, 30, 45 or 60-minute interview slots.
VIII. **Rooms**: Number of rooms you're requesting (Typically only one interview room is needed. However, more rooms are available if needed.)
IX. **Time Span**: Times that the interviews will be performed (Morning, Afternoon, or Full Day).
X. **Position Description**: Enter the position title and description.
XI. **Class Years to Interviews**: 1L, 2L, 3L, Graduate/Alumni, LLM Student, and/or MLS Students (Hold the CONTROL key to select multiple classes.)
XII. **Additional Document Types**: Check the documents you want to include in the application documents besides the resume (cover letter, unofficial transcript, writing sample, other documents)
XIII. **Additional Requests**: Please enter who you'd like the students/alum to address any application documents to. Also any other items you might request, such as, if you have to have the interviews completed by a certain time, etc. If you specified "Other Documents", note in this field what other documents should be submitted.
XIV. **Hiring Criteria**: Include hiring preferences, such as class rank, experience, honors, etc.
XV. Then click **Submit** to complete the schedule request.
XVI. Click the **Confirmed Schedules** tab to review any approved schedules.
XVII. The CDO staff will process your OCI request and make sure that your requested date/time is available. You will receive an email confirming your interview schedule.

The CDO has certain trigger dates for schedules and interview requests by both the employers and the students/alumni (including due date for OCI requests from employers, bid due dates from students, employer pre-select dates, and student pre-select date). See these documents that are listed in the ROSCOE Document Library that explain when these dates are for certain sessions (such as Fall 2015 OCI Sessions, etc.)

After the contact/employer receive their application packets, they will look through all the applicants to determine which applicants they would like to interview.

Inviting Students to Interview

I. At your earliest convenience (preferably within two days), call or email the CDO to let us know the students that you'd like to interview. We will also need to know, based on the number of interviews, when the employer/contact would like to hold their interviews (start at 10am, lunch at 12:30pm, etc.) The CDO will then adjust the employer's interview schedule to their preferred times. Then the CDO will contact all the students that applied for your schedule to either invite them or let them know that they weren't selected to interview. They will then be able to schedule a time that works best for them.

II. After all the selected students have scheduled their interview times, the CDO will forward the OCI packet to the employer which also includes your schedule, interviewees resumes, driving/parking instructions, lunch options, disclosures, etc.

XVIII. Please contact the CDO if you have any questions. We look forward to seeing you on-campus!

OCI: Interviews tab

I. View a list of interviews by clicking the **Interviews** tab.

II. Select students that you would like to email, save to an excel spreadsheet, or generate a resume packet by putting a check in the box by their name.

III. View documents uploaded by the student by clicking on the document icon.

IV. View interview details by clicking on the date of the interview.

V. When viewing the interview details, you can see the date, time, and place of the interview.

VI. The student information such as name, email, documents and academic information are listed on the right side.

VII. The position information and screening criteria can be viewed in the interview details.

Employment/Placement

The employment feature enables contacts to report placements/employment and provide the school with an evaluation of the student's work performance.

Manage Placements

I. View Employment Evaluations from the **Employment** tab.
II. Submit/Edit evaluations/details of the student's time/performance.
III. Add a new placement by clicking on the **Add New** button.

Calendar

The calendar allows the contact to view any information sessions and any important dates a staff member has made available to contacts, as well as allowing the contact to enter personal events.

Important Dates and Personal Events

I. View upcoming, important dates by clicking on the **Calendar** tab on the top navigation bar.
II. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
III. Click on a link in the Event column to view event details.
IV. Create, review, and/or update events that do not automatically appear on the calendar by clicking on the **Non-System Events** tab or by clicking a time slot on the calendar.