Hello Field Instructors and Welcome to Symplicity!

Symplicity is a database system that allows schools to coordinate with employers in order to facilitate faculty, student, employer, and contact interaction for a range of services. It can be used to post job openings, act as a search engine for students to browse potential employers, and allow agencies and organizations to have their information reach students for both career and internship positions and even make Job Offers.

For our purposes, Symplicity will act as the hub of our Masters Program’s Field Placement process. You, as Field Contacts, are responsible for managing and updating your Agency’s profile and making Placement Postings on its behalf. Up-to-date and comprehensive information in both the Employer Profile and Position Postings ensure your organization receives qualified, interested applicants and helps our Field Faculty coordinate placements that benefit both student and Agency.

To facilitate the transfer to Symplicity, we have uploaded the profile information you have posted on IPT or given us in the past. Please check the information in both your Agency’s Profile and your own Profile to ensure your Agency is represented by accurate and current information.

On this Cheatsheet, we will provide a brief overview of how to:

**Update your Contact Profile**

**Update your Employer Profile**

**Create a Field Placement Position Posting**

As always, if you have any difficulty navigating the process or have questions about the new system, do not hesitate to contact us at swfield@berkeley.edu. We will do our best to offer technical support through this process. We thank you for your past participation in our program and hope for your continued support in expanding and enriching the education of our students.

Thanks for your Patience and Participation!

The Field Team
Updating Your Contact Profile

Once you have logged in your Homepage should look like the image below.

The row of Tabs at the top of the page will allow you to navigate the site and use the features necessary to creating and posting a Field Placement.

Selecting the Tab “Account” will bring you to your Contact Profile, which contains your contact information. The Tab “Profile” will bring you to your Agency’s Profile. Information you add to your Contact Profile can be hidden from students and other users if you choose to do so, whereas Employer Information is generally viewable by all users.

Selecting the Account tab will bring you to the page below.
Further down the page, you can view and edit your contact information, as seen below. Simply input or edit any information you wish to update and hit submit.

At the bottom of the page, you will find options that allow you to limit what information other users will see or prevent your email address from receiving messages from system users. Hitting submit will save and affect your changes, but you can always return to this page and make additional changes as you see fit.
Updating Your Employer Profile

The **Profile** tab will bring you to your Employer Profile Page. This information entered on this page acts as the face of your Agency or Organization. Unlike your Contact Profile, students browsing the system or viewing a specific Job Post you have made will be directed to this information in order to learn about your Agency.

![Profile Page Image]

The bar on the left side of the screen is a Profile progress measure, which tells you what information you have filled out and what fields remain empty. For Field Placements, the information that will prove most valuable to interested students is the Overview section but any additional information can be helpful if you choose to add it.

You will notice for this example agency and your agency’s profile, the **Industry** Selection should be set to **Field Education**. This selection prevents your agency from appearing to Non-Field Education users searching for conventional job postings. It also acts as a shortcut for our students.

You may also notice the prefix “[FIELD]” next to your agency’s name. This is another measure to prevent confusion between the two user groups of our system.

In some cases, your organization may already be in our database as a conventional employer. The separate Employer Profile, denoted by [FIELD], allows agencies to utilize both Field Placement Postings and Job Placements while ensuring applicants are drawn from the correct pools.

**Note:** If you or your agency wish to be, or already are, represented in the system as both a Field Placement Location and a conventional Employer, please contact us to ensure your needs are met and your account’s functionality is not affected.
Creating and Posting a Field Placement

Once your Contact Profile and Employer Profile are updated, you are able to create and post a Field Placement. From your homepage, you should see a column of shortcuts on the right hand side of your screen. These shortcuts are helpful for quickly accessing the features you will be using the most, namely Create Job Posting, View Job Postings, and View Applicants.

Selecting Create Job Posting, will bring you to a page where a posting can be made. It should look like the image below. This page serves as the form for both Field Placement Postings and conventional Job Postings. Selecting Field Education as the Position Type will direct you to the Field Education specific form, which you can see on the next page.
Once you have selected the position Type Field Education, you should be looking at a form like the one below. This form not only has fields specific to Field Placements and the placement process, but it also ensures the system classifies the Position Posting so that only current students can view and apply to the post.

Fill as many of the fields as possible. The more information you provide, the more our students and faculty will be able to reference to coordinate placements that benefit our students and your agencies. When you have finished, you can select Submit at the bottom or top of the page to finalize the posting. You can also hit Save and Finish Later, to store what you have entered thus far as a draft for later submission.
Once you have finished your posting, you can submit the form. It will not appear to students until a manager from our team approves it. Even once it has been approved you can make changes, but any changes made require manager approval before they will appear to students.
Viewing Your Postings and the Placement Process

Once your post has been submitted you can view it, and any previous postings, from the shortcuts on your homepage, as seen below. Once students begin applying to your post you will be able to view their application, and any docu-

Selecting View Job Posting will bring you to a the page seen below, where you can monitor whether it has been ap-
proved as well as applicants and student views.
I hope this guide has been helpful. If you have any questions or concerns, or experience difficulty with any of the actions I have described, we are available for support at swfield@berkeley.edu or you can contact Symplicity Staff using the Help Button, found on the upper right part of any Symplicity page to the right of your name as seen in the image below.

We will be posting further support and resources in the next few weeks. Thank you again for your ongoing participation in our program and we hope this process has been as quick and painless as possible for you and your agency.