



uOttawa

Faculté de droit  
Faculty of Law

Section de common law  
Common Law Section

**Centre des carrières et du développement professionnel**  
**Career and Professional Development Centre**

# The Source User Guide

# THE SOURCE BY SYMPPLICITY: USER INSTRUCTIONS

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## WHAT IS THE SOURCE?

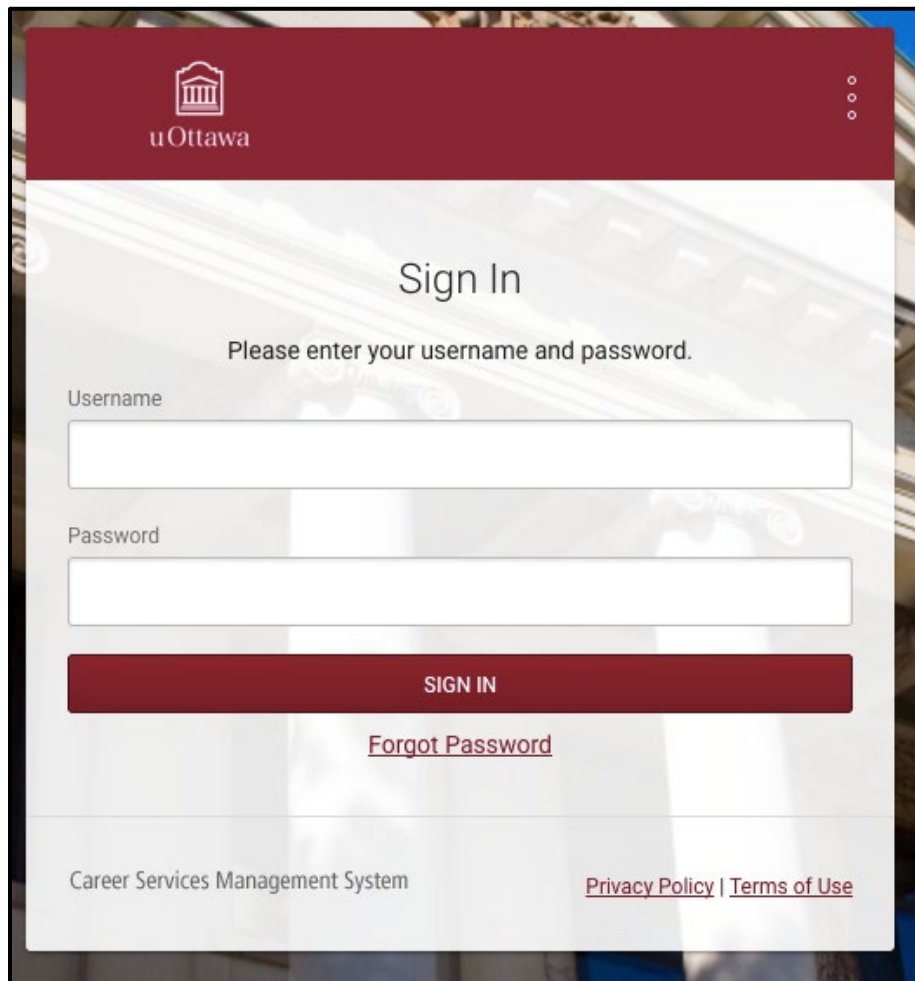
The Source is an online platform used by the Career and Professional Development Centre (CPDC). It contains information about upcoming events and information sessions, resources for planning your career, and job and internship opportunities. Students also use The Source to book appointments and to RSVP to events.

## ACCESSING THE SOURCE

To access the Source: <https://law-ottawa-csm.symplicity.com/students/>

## LOG-IN

To log in, enter the username and password emailed to you. If for any reason, you cannot locate your password. Please use the Forgot Password function, it will generate an email to reset your password. For any issues logging in, please contact our Event Management and Communications Officer by email at [v.quintanar@uottawa.ca](mailto:v.quintanar@uottawa.ca)



The screenshot shows a web interface for logging in. At the top is a dark red header with the uOttawa logo and a hamburger menu icon. The main content area is white with a light gray background image of a building. It features a 'Sign In' heading, a prompt to enter username and password, and two input fields. Below the fields is a red 'SIGN IN' button and a 'Forgot Password' link. The footer contains the text 'Career Services Management System' and links to 'Privacy Policy' and 'Terms of Use'.

uOttawa

### Sign In

Please enter your username and password.

Username

Password

**SIGN IN**

[Forgot Password](#)

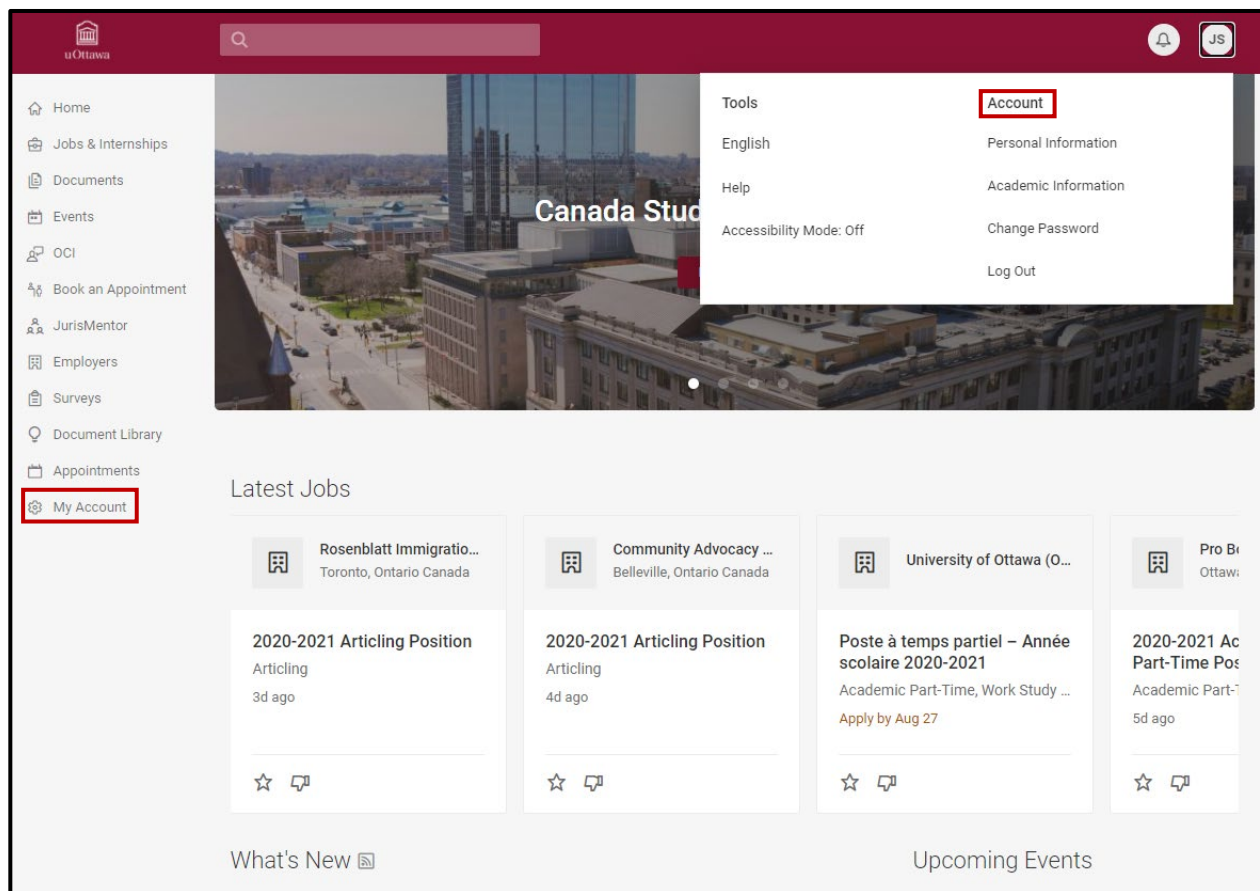
Career Services Management System

[Privacy Policy](#) | [Terms of Use](#)

## REGISTRATION

### Your Initial Registration

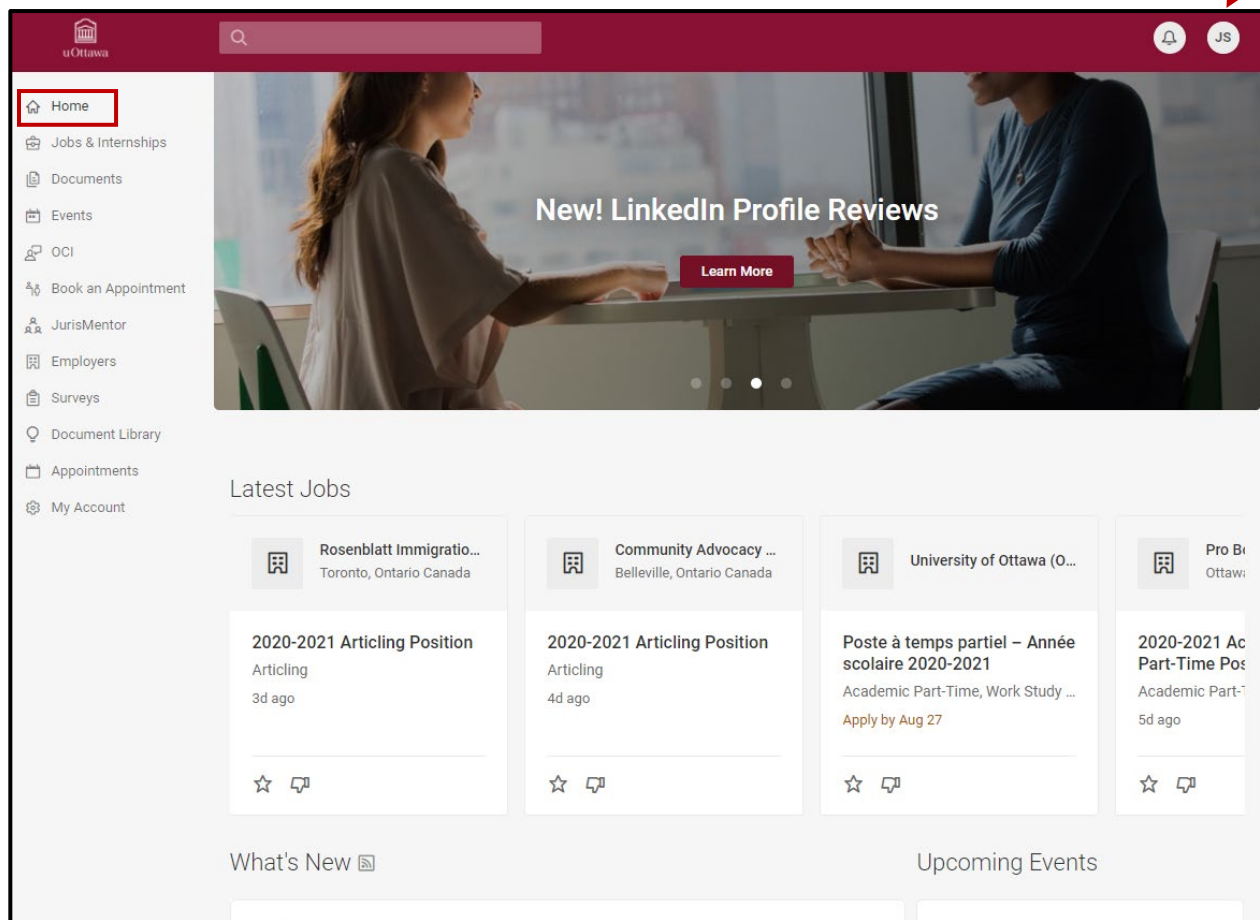
1. Navigate to the account options tab by clicking on your initials on the top right of the screen or on the bottom left of the navigation bar.
2. Enter (or confirm) your student number, full name, and contact address in the required fields.
3. Enter your graduation year and year of school in the required fields in the **Academic** section. You must also include your anticipated month and year of graduation.
4. Save your information by clicking on the **Save** button. You can change or update your information at any time.



# HOME

## Navigating the Homepage

1. View at-a-glance features of The Source (Announcements, Quicklinks, Tools, Alerts etc.) by selecting **Home** at the top of the navigation bar on the left side of the screen.
2. Navigate to other sections by selecting the appropriate tab in the navigation bar.



# PROFILE

## Building a personal profile

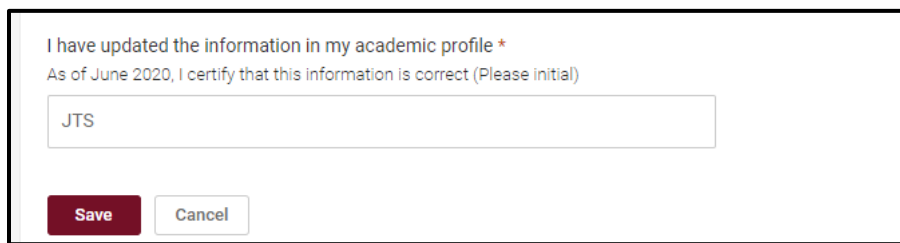
1. Build a personal profile (contact information, change password, etc.) by selecting your **initials** in the top navigation bar.
2. Select the **Personal Information** tab to update your name and other contact information.

The screenshot shows the 'My Account' page with the 'Personal' tab selected. The left sidebar contains a list of navigation items: Home, Jobs & Internships, Documents, Events, OCI, Book an Appointment, JurisMentor, Employers, Surveys, Document Library, Appointments, My Account (with sub-items Personal and Academic), and Academic. The main content area is titled 'My Account' and has tabs for Personal, Academic, Emails & Notifications, P2P Mentoring Network, and Password. The 'Personal' tab is active, showing a 'Save' button, a 'Cancel' button, and a note '\* indicates a required field'. Below this is the 'Student Information' section with a 'Picture' field (with a 'Choose Image' button) and a 'Student ID' field (containing '987654321'). On the right, a 'Completion Status' section lists 'Personal Information' items: Picture (radio button), Full name (checked), First Name (checked), Birthdate (radio button), MI (checked), Last Name (checked), Phone Number (checked), and Current Address (checked).

3. Select the **Academic** tab to update your year of study, program, and year of graduation.

The screenshot shows the 'My Account' page with the 'Academic' tab selected. The left sidebar is the same as in the previous screenshot. The main content area is titled 'My Account' and has tabs for Personal, Academic, Emails & Notifications, P2P Mentoring Network, and Password. The 'Academic' tab is active, showing a 'Save' button, a 'Cancel' button, and a note '\* indicates a required field'. Below this is the 'Academic Information' section with a 'Program \*' dropdown menu (showing 'J.D. (français)') and a 'Language of program \*' field (containing 'English'). On the right, a 'Completion Status' section lists 'Academic Information' items: Program (checked), Year of study (checked), Graduation date (checked), I have updated the information in my academic profile (checked), Career Interests (checked), Job Types (checked), and Job Functions (checked).

\* **Please make sure your profile is up to date.** The CPDC uses the profile information to limit the volume of email students receive and to contact you in the event of an urgent message requiring your attention.



I have updated the information in my academic profile \*

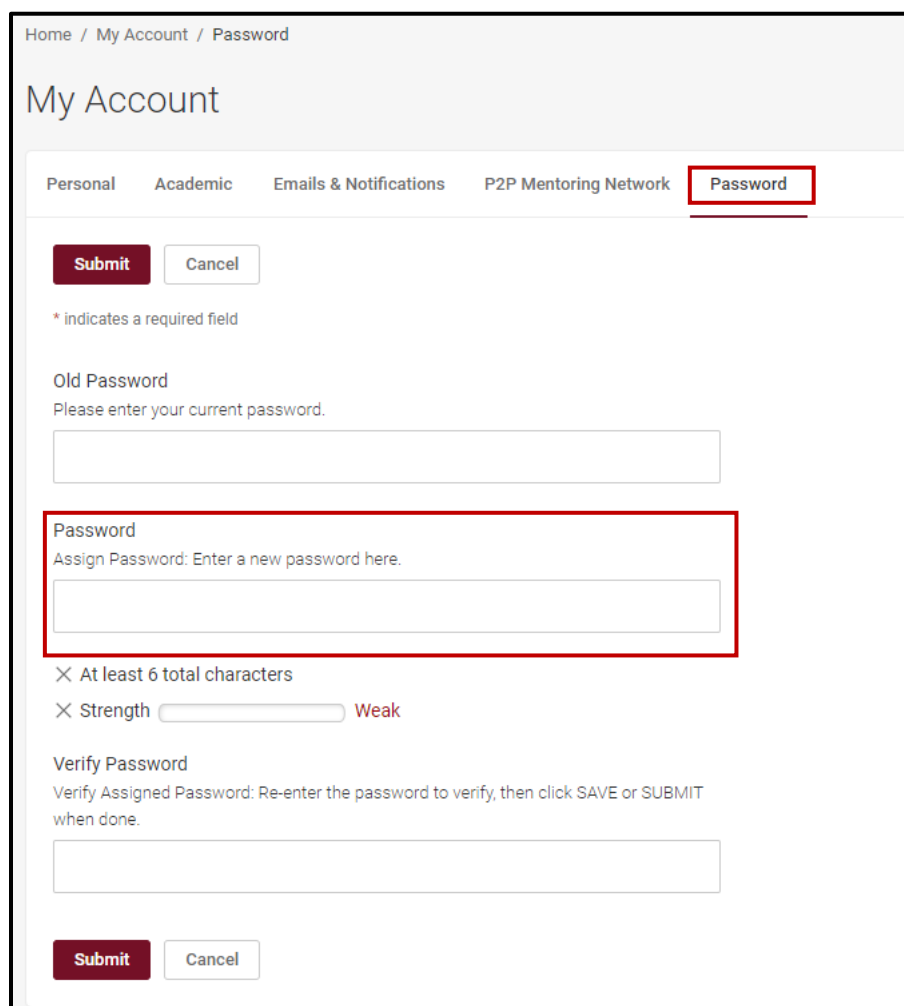
As of June 2020, I certify that this information is correct (Please initial)

JTS

Save Cancel

## Change password

1. Update system access by selecting the **Password** tab to change your password.



Home / My Account / Password

### My Account

Personal Academic Emails & Notifications P2P Mentoring Network **Password**

Submit Cancel

\* indicates a required field

Old Password  
Please enter your current password.

Password  
Assign Password: Enter a new password here.

At least 6 total characters

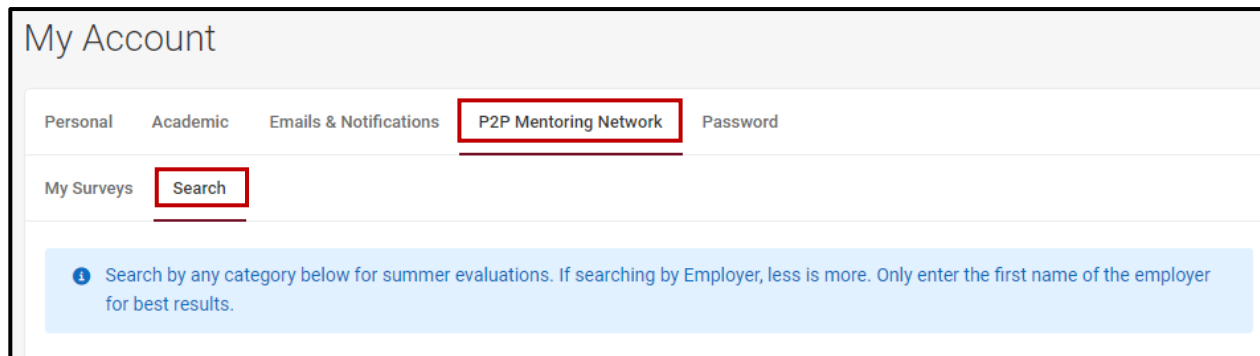
Strength Weak

Verify Password  
Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done.

Submit Cancel

## Peer to Peer (P2P) Mentoring Network

1. To access the P2P mentoring network, which provides student feedback on experience with internship supervisors, click on the **P2P Mentoring Network** heading in the **My Account** section.
2. Click on the **Search** tab and filter your search based on location, employer, and position type. You do not need to enter anything in the search bars.



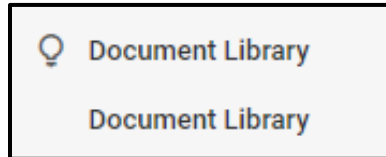
The screenshot shows the 'My Account' page with a navigation bar containing 'Personal', 'Academic', 'Emails & Notifications', 'P2P Mentoring Network', and 'Password'. The 'P2P Mentoring Network' tab is selected and highlighted with a red box. Below this, there is a 'My Surveys' section with a 'Search' button also highlighted with a red box. A light blue information box at the bottom of the page contains the following text: 'Search by any category below for summer evaluations. If searching by Employer, less is more. Only enter the first name of the employer for best results.'



# DOCUMENTS AND CAREER RESOURCES

## Document Library

1. View documents by selecting **Document Library** in the navigation bar.



2. Search directly for the document you are looking for (e.g.: “Resume Guide” or “Planning your Strategy”) by entering the full title, part of the title or key words contained within the title.

3. View the document by selecting the document name in the results section below the search bar.


### Document Library

Document Library

Category ▾ Tags ▾

1-20 of 381 results


Published on ▾ Show 20 ▾



#### Prepare for Calgary 2L Summer Recruitment Information Session - Recording

Valeria Quintanar on Aug 07, 2020


Recording - August 7, 2020



#### Team Talk: Articling Interview Preparation 2 - Recording

Valeria Quintanar on Aug 06, 2020

Recording - August 6, 2020

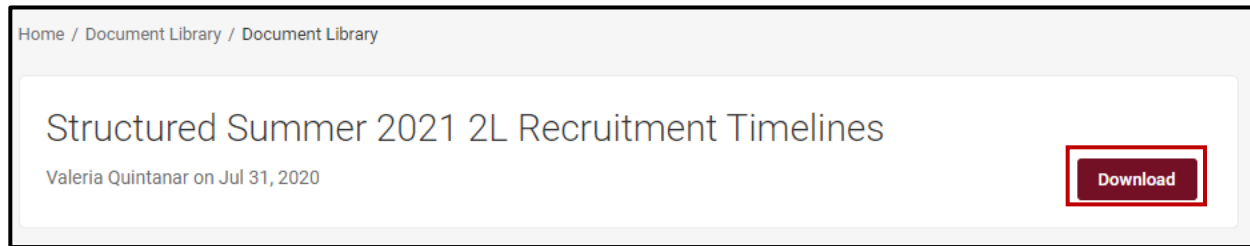


#### Structured Summer 2021 2L Recruitment Timelines

Valeria Quintanar on Jul 31, 2020

Published on July 31, 2020

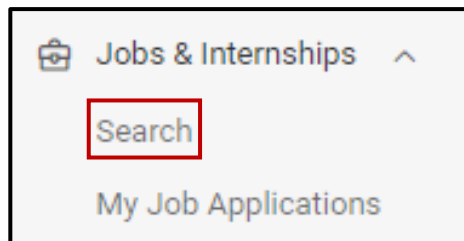
4. When viewing the document, the icons at the top can be used to print or download the document.



## **JOBS**

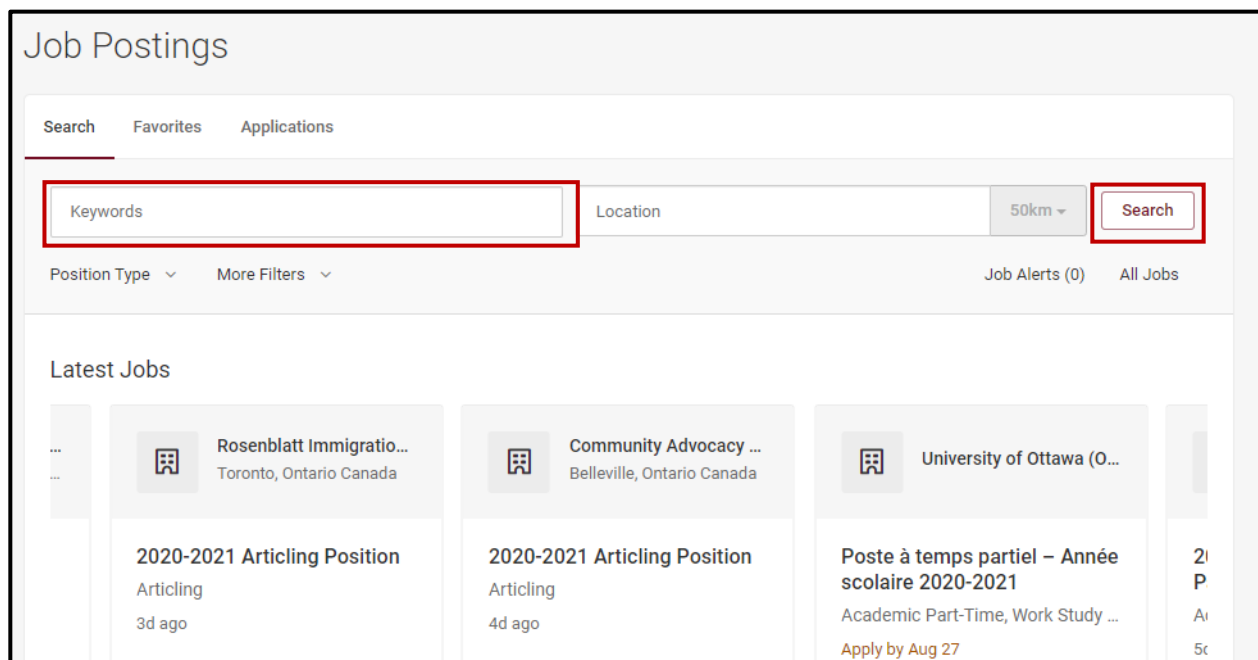
### Job Postings

1. View job postings by selecting **Jobs and Internships** and clicking **Search** in the left navigation bar.

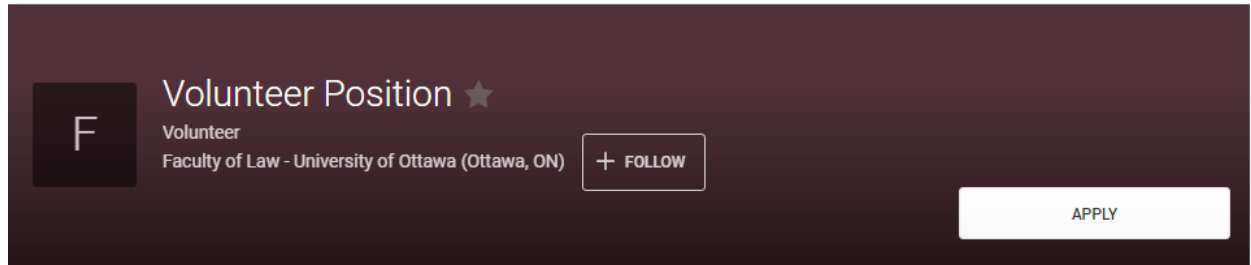


2. Find a specific job by inputting key words such as “articling”, “summer”, “research”, or a position number into the Keyword Search box and selecting **Search**.

3. Review the position details by selecting the job title.



\*\*\* Note that you **cannot** apply for a job through The Source. You must apply in the manner specified by each individual employer. The **How to Apply** section of each job posting describes the application method for each job. Clicking the **Apply** button found at the top of the posting will lead you to this section.



## Advanced job search

1. Refine the job list by selecting the **More Filters** function.
2. Select Locations, Position Types, etc. to run a combination search for the jobs list.
3. Run the search by clicking the **Apply** button at the bottom of the page.

**\* Please remember that you are responsible for conducting your own job search.** While the search agents and job alert are great features, you should check the postings regularly.

Position Type ▾ **More Filters ▾** Job Alerts (0)

**Exclude**

- ☐ Exclude Nationwide Jobs
- ☐ Blind Posting
- ☐ Exclude Jobs I've Applied For

**Posted Date**

- ☒ Any time
- ☐ Past month
- ☐ Past week
- ☐ Past 24 hours

**Apply By**

- ☒ Any time
- ☐ Next 24 hours
- ☐ Next week
- ☐ Next month

**Practice Areas**

🔍

- ☐ Aboriginal
- ☐ Academic
- ☐ Administrative
- ☐ Agricole
- ☐ Alternative Career
- ☐ Agriculture & Farming
- ☐ Animals

**Geographic Preference**

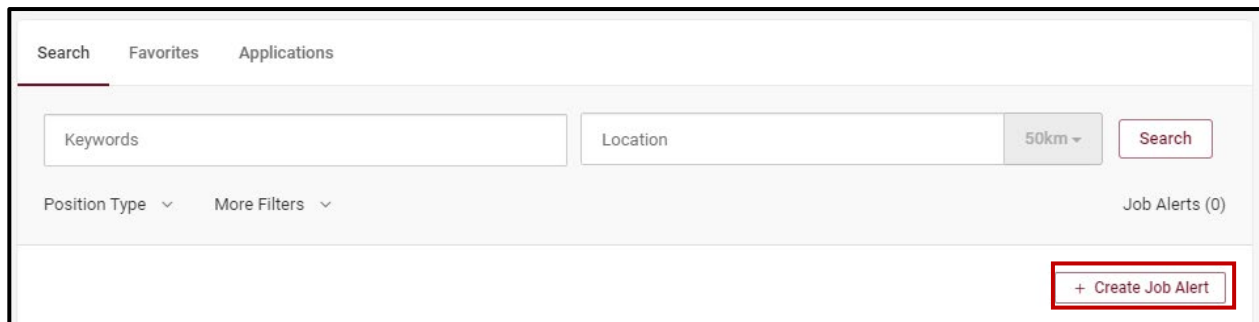
🔍

- ☐ Multiple locations (other)
- ☐ Ontario-Ottawa
- ☐ Ontario-Toronto
- ☐ Alberta-Calgary
- ☐ Alberta-Edmonton
- ☐ Alberta-Ailleurs en AB/Elsewhere in AB
- ☐ Colombie-Britannique/British Columbia-

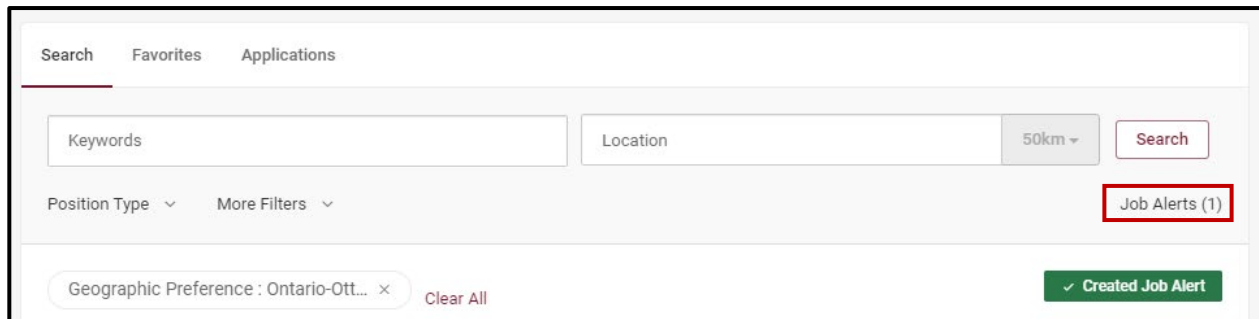
Clear Cancel **Apply**

## How to create job alerts

1. Using **More Filters** in your advanced search allows you to create a job alert based on the criteria you selected.
2. Once you've applied your filters, click on Create Job Alert. That will turn the button green and you will see a number appear next to Job Alerts right above.



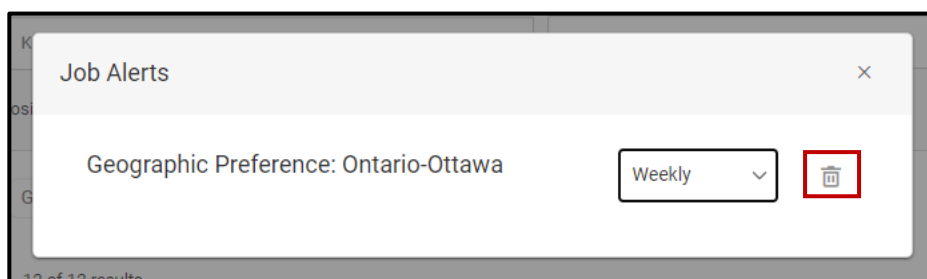
This screenshot shows the top section of a job search interface. It includes tabs for 'Search', 'Favorites', and 'Applications'. Below the tabs are input fields for 'Keywords' and 'Location', a '50km' radius selector, and a 'Search' button. There are also dropdown menus for 'Position Type' and 'More Filters'. On the right side, it says 'Job Alerts (0)'. A red box highlights a button labeled '+ Create Job Alert' in the bottom right corner.



This screenshot shows the same job search interface after a job alert has been created. The '+ Create Job Alert' button is now a green button labeled '✓ Created Job Alert'. Above it, the text 'Job Alerts (1)' is displayed in a red box. Below the search filters, there is a tag for 'Geographic Preference : Ontario-Ott...' with a close button, and a 'Clear All' link.

The Source will run your search for you, either daily, weekly or monthly according to your preference, and send you the results by email.

You can delete the job alert by clicking on the little garbage bin.

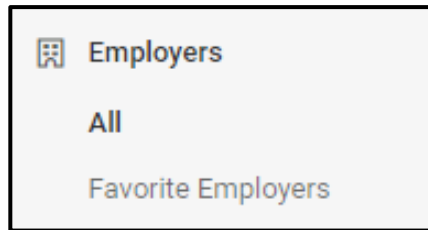


This screenshot shows a 'Job Alerts' pop-up window. It displays the alert name 'Geographic Preference: Ontario-Ottawa' and a frequency dropdown set to 'Weekly'. A red box highlights a trash can icon, which is used to delete the alert. The window has a close button in the top right corner.

# EMPLOYERS

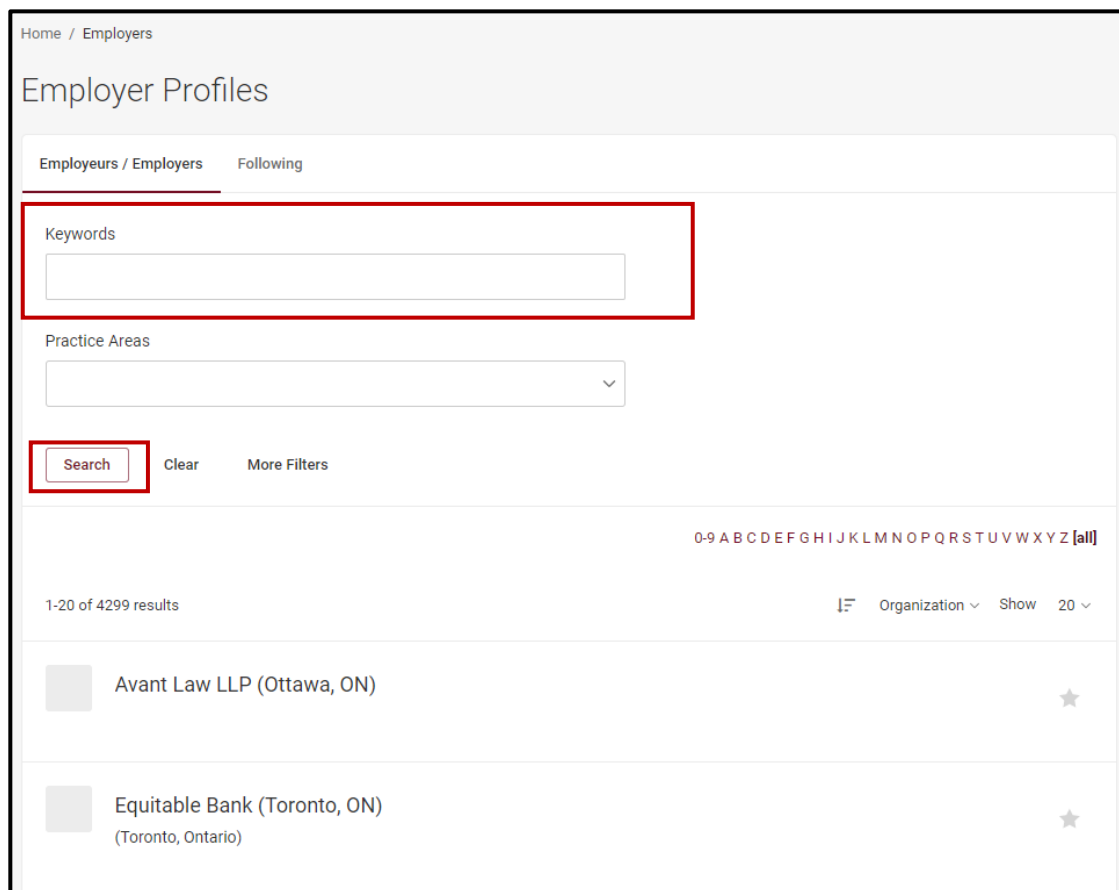
## Researching Employers

1. View information about employers by selecting **Employers** on the left navigation bar. Note that in this context, 'All' means all employers who have posted a position (i.e. paid job, volunteer position or internship) for our students in the past. It is not a complete list of all potential legal employers!



2. To search for a specific employer, input details (such as the name of a law firm, organization or location) into the keyword search field on the top, and then click **Search**. Consider broadening or narrowing your search depending on the number of results that your search yields.

3. View an employer profile and any positions available by selecting the employer name.

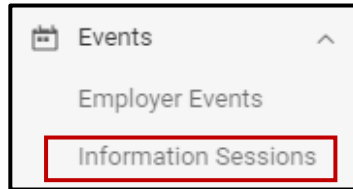
A screenshot of a web application titled 'Employer Profiles'. At the top, there's a breadcrumb 'Home / Employers'. Below it, a sub-header 'Employers / Employers' is followed by a 'Following' link. A search section contains a 'Keywords' input field (highlighted with a red box), a 'Practice Areas' dropdown menu, and a 'Search' button (also highlighted with a red box) next to 'Clear' and 'More Filters' links. Below the search section, there's a pagination bar showing '1-20 of 4299 results' and a list of filters including 'Organization' and 'Show 20'. The main content area displays a list of employers, each with a small square icon, the employer name, location, and a star icon for favoriting. The first two entries are 'Avant Law LLP (Ottawa, ON)' and 'Equitable Bank (Toronto, ON) (Toronto, Ontario)'.

# EVENTS

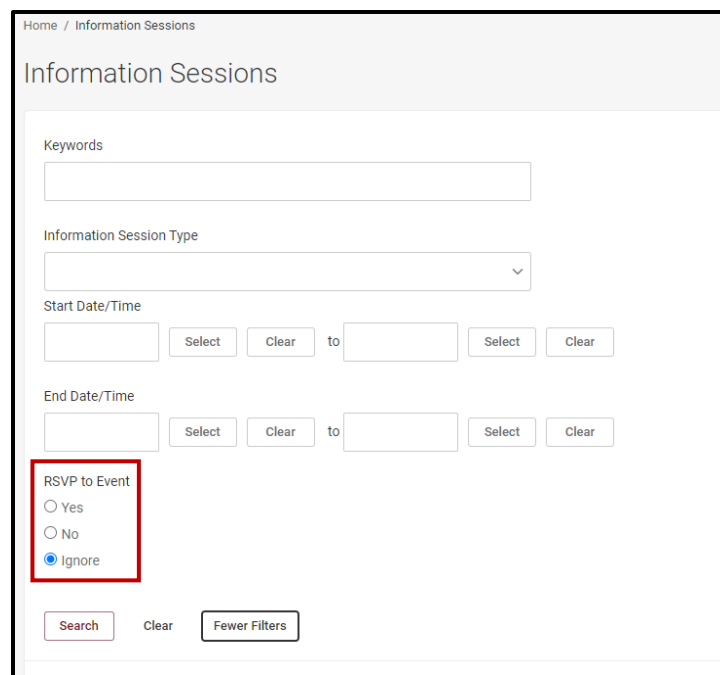
The CPDC, in partnership with The Faculty of Law of the University of Ottawa and employers from coast to coast, offers numerous of events and information sessions for law students. They are a great way to network, get informed and get involved.

## Information Sessions

1. View upcoming information sessions by selecting **Events** in the left navigation bar and then selecting the Information Sessions tab.

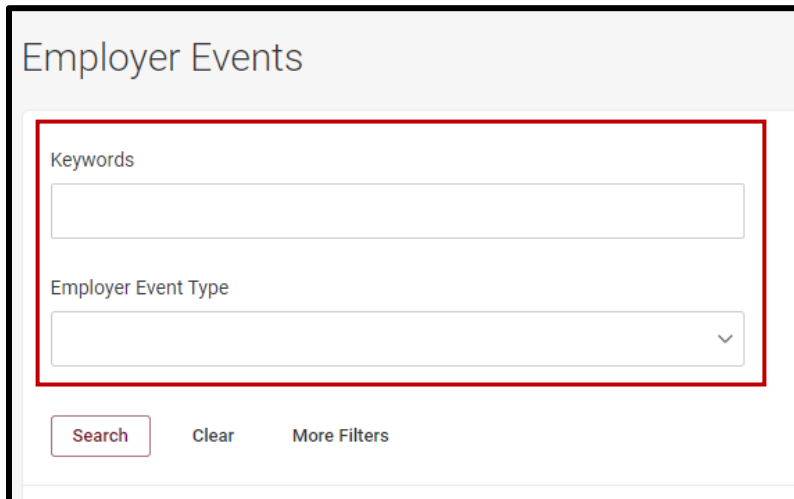


2. View event details and **RSVP** for the event by selecting the desired information session name link.

A screenshot of a web application's 'Information Sessions' filter page. The page has a header 'Home / Information Sessions' and a title 'Information Sessions'. Below the title, there are several filter sections: 'Keywords' with a text input field; 'Information Session Type' with a dropdown menu; 'Start Date/Time' and 'End Date/Time' each with two date pickers and 'Select' and 'Clear' buttons; and 'RSVP to Event' with three radio buttons: 'Yes', 'No', and 'Ignore'. The 'RSVP to Event' section is highlighted with a red rectangular border. At the bottom, there are 'Search', 'Clear', and 'Fewer Filters' buttons.

## Employer Events

1. Employer Events are most often open houses and networking opportunities hosted by employers. This section can be a useful tool as you research different employers. These events frequently occur during the summer months, but some opportunities arise during the academic year.
2. Search in the **Keywords** field for specific events, search according to the **Employer Event Type** (Presentation, Q & A, Open House, Evening Social) or **Sort by** time or employer.

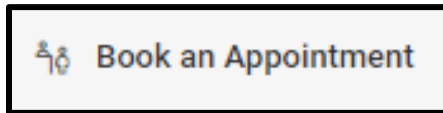
A screenshot of a web interface titled "Employer Events". It features a search form with two main input fields: "Keywords" and "Employer Event Type". The "Keywords" field is a text input, and the "Employer Event Type" field is a dropdown menu. Below these fields are three buttons: "Search", "Clear", and "More Filters". A red rectangular box highlights the "Keywords" and "Employer Event Type" fields.

3. Select the **name of the event** to have more information.
4. Click on **RSVP** once you found the event that you are looking for. For some events, it is necessary to RSVP directly to the employer rather than through The Source. Please follow RSVP instructions carefully.



# SCHEDULING AN APPOINTMENT

1. Click on the Appointments tab.



2. Click on the **Request New Appointment** button in red.

Home / Appointments / Counseling Appt

## Appointments

**Important:** Please note that appointments will be conducted remotely until further notice through Zoom or by phone. You can continue to book appointments through The Source. ×

**IMPORTANT!** If you need to cancel or reschedule an appointment, a minimum of 24 hours advance notice is required. This will allow other students to book an appointment in your timeslot.

**RESUME AND COVER LETTER REVIEWS**

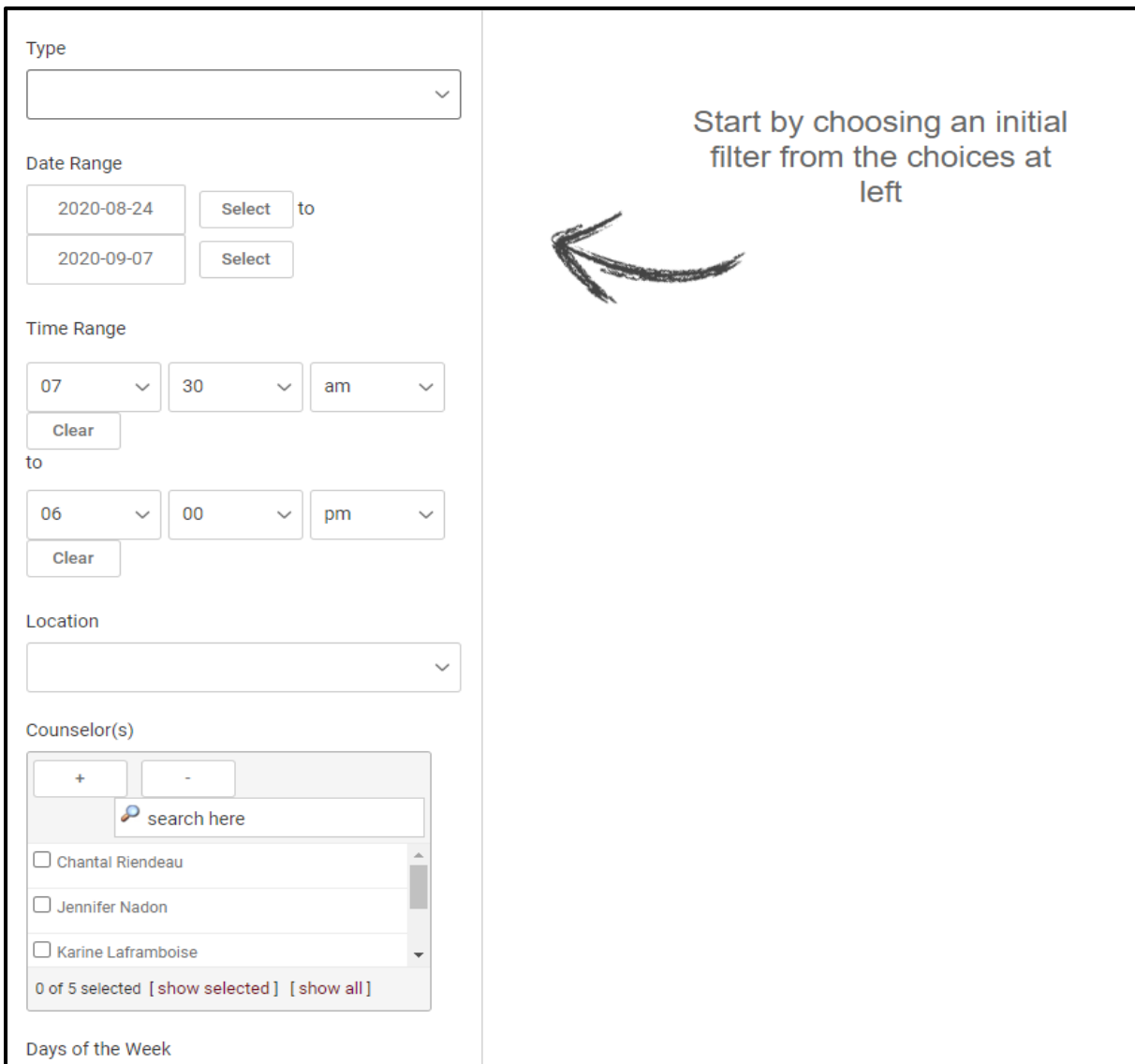
For resume and cover letter reviews, please send your documents at least 1 working day in advance of your scheduled appointment time to the Resume and Cover Letter Specialist email address at [uOttawaLaw.CareerServices@uottawa.ca](mailto:uOttawaLaw.CareerServices@uottawa.ca).

**Request New Appointment**

Requested Appointments

Approved Appointments

3. Start by choosing an initial filter from the choices on the left. The filters are: **Type of appointment** (resume/cover letter review, mock interview, etc.), **Date Range**, **Time Range**, **Counselor(s)**, and **Days of the Week**.



The screenshot shows a search interface with a left sidebar containing filters and a main area on the right. The filters on the left are:

- Type**: A dropdown menu.
- Date Range**: Two date pickers (2020-08-24 and 2020-09-07) with 'Select' buttons and a 'to' label.
- Time Range**: Two time pickers (07:30 am and 06:00 pm) with 'Clear' buttons and a 'to' label.
- Location**: A dropdown menu.
- Counselor(s)**: A search box with a magnifying glass icon and the text 'search here'. Below it is a list of three counselors: Chantal Riendeau, Jennifer Nadon, and Karine Laframboise, each with an unchecked checkbox. At the bottom of the list, it says '0 of 5 selected [show selected] [show all]'.
- Days of the Week**: A section header.

On the right side of the interface, there is a large arrow pointing left towards the 'Type' filter, with the text: 'Start by choosing an initial filter from the choices at left'.

4. Once your search is narrowed, click on **Check Availability**.
5. If the message **No appointment found** appears, try using different filters.
6. If a list of appointments appears, **select the one** you would like to attend.
7. Click **Submit request**.
8. You will receive a confirmation email which contains the link for attending your virtual appointment by email one (1) day prior to your selected confirmed appointment.