Touro College
Jacob D. Fuchsberg Law Center
Career Services Office
QUICK START GUIDE FOR JACOB

Jacob is Touro Law Center's new comprehensive web-based system, powered by software from Symplicity, through which you can view job postings, announcements, quicklinks, alerts, and your own calendar right from your own home page. Once you log in, you will see all the tabs at the top of the screen that you can use to navigate through all of the features Jacob provides. You may look for jobs, upload your resume and other documents, review and modify your profile, search for employers, view scheduled interviews (for employers interviewing on-campus), and RSVP for programs and events. Your calendar will also show upcoming programs and counseling appointments you have scheduled. The best way to access Jacob is through the CSO blog (http://tourolawcso.blogspot.com), where you will find a link to Jacob under *Job Search Links* along the right hand column. You may also access Jacob directly (https://law-touro-csm.symplicity.com/students), and you will find a link to Jacob as a quicklink on the main screen when you log in to the wireless network on campus. We recommend that you bookmark both the blog and Jacob for easy reference.

To get things started with Jacob, here are a few things to do:

PROFILE

Personal Information: Enter and review your personal information.

Academic Information: Enter and review your graduation date and set-up three geographical preferences for your job search.

Employment: Keep track of all of your employers while you are in law school. You may enter the dates of your employment as well as information about your employer.

Password Preference: You may change your password.

Activity Summary: Keep track of your job searches, job applications, all documents you have uploaded to the system, and RCVPs for programs and events.

DOCUMENTS

Upload your resume, cover letters, and other documents (writing samples and unofficial transcripts). **You should have a CSO counselor review all resumes and cover letters you upload to the system.** You may designate one of your resumes as your "default resume." You documents will be available online both in the original form which you uploaded them (e.g., Word), and also as a pdf (which the system automatically creates).

JOBS

Jobs and Resume Collection: Search for jobs and print jobs.

Advanced Search: Use keywords for employers, specific practice areas, position types (e.g., part-time, 2L, post-graduate). You can enable a search agent by saving an "advanced search."

Search Agents: You may search for jobs based upon criteria you set and a search agent will email you the results automatically. You may set the Search Agent to email you jobs on a regular basis.