

# Cleveland-Marshall Law Link FAQs

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Thank you for your interest in Cleveland-Marshall Law Link! These FAQs are meant to answer your questions about this valuable resource, how you can join, and what you can expect. If you have questions that are not answered here, please feel free to call or email Heather DiFranco, Director of Career Planning, at 216-687-2540 or [h.d.difranco@csuohio.edu](mailto:h.d.difranco@csuohio.edu).

## What is C-M Law Link?

C-M Law Link is an online database through which alumni and friends of the College of Law can make themselves available to current students and other alumni as a resource for informational networking, career advice, and professional networking.

## Is there a minimum time commitment or other requirement?

No. The only expectation we have is that you will be responsive to inquiries and requests for assistance. When you create your online profile, you will be able to indicate the number of students you are willing to work with in a given period of time. You also will always have the ability to change that preference or to make your profile inactive for a period of time if you are temporarily unable to serve as a resource. The Office of Career Planning will always be available and happy to assist you if you have questions or concerns about your involvement with Law Link.

## How does the mentoring process work?

It's really up to you. Students will reach out to you by email, either directly or via the Law Link database. From there, you can decide with the student whether to correspond via email, speak on the telephone, or meet somewhere to talk in person. Some mentors will invite the student to their offices to shadow them for part of a day; others will come back to the law school building. Your involvement with C-M Law Link is meant to work *with* your professional and personal commitments.

## What if I don't know how to answer a student question?

That's okay! Sometimes there are no direct answers to student questions about their careers. Responses based on your own experiences and observations are generally best. And if you're really unsure, you can always call the Office of Career Planning at 216-687-6871 and a member of our staff will be happy to assist you.

## Do I have to be a Cleveland-Marshall alumnus or alumna to participate?

Absolutely not! While we always value and welcome the assistance of our alumni, we know there are plenty of other people in our community who are eager to assist today's law student and/or recent graduate. We welcome the involvement of anybody wanting to give back and share of their time and talent.

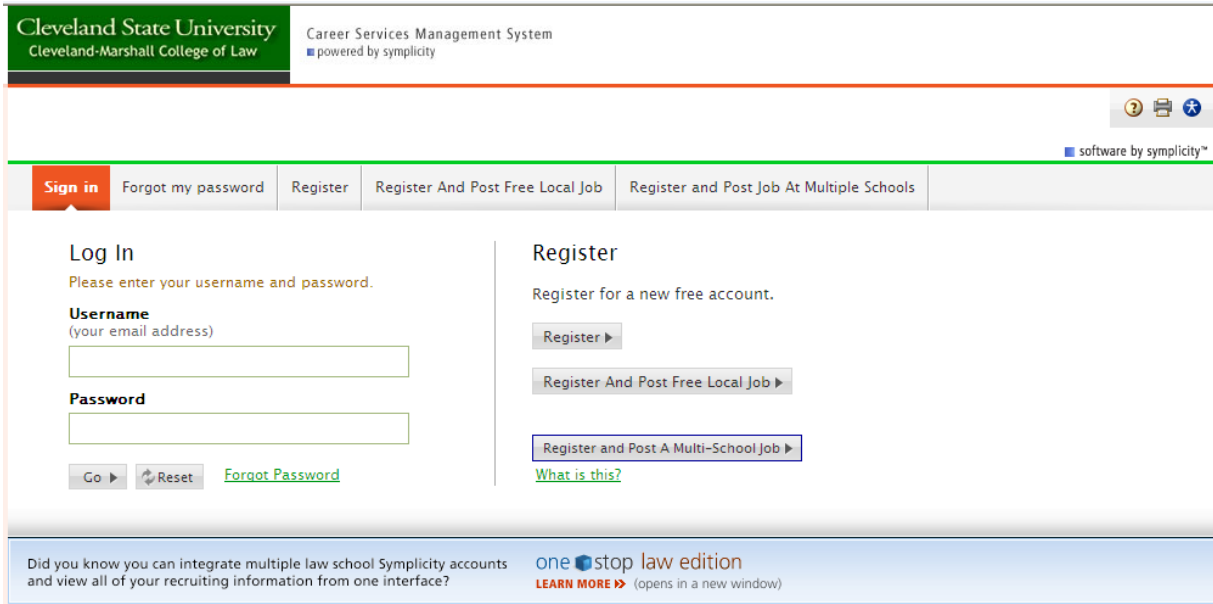
## How do I sign up?

We're excited you want to join Law Link! To sign up, go to <https://law-csuohio-csm.symplicity.com/mentors>. If you have used the Symplicity system before, either a student or employer, please type in the email address you

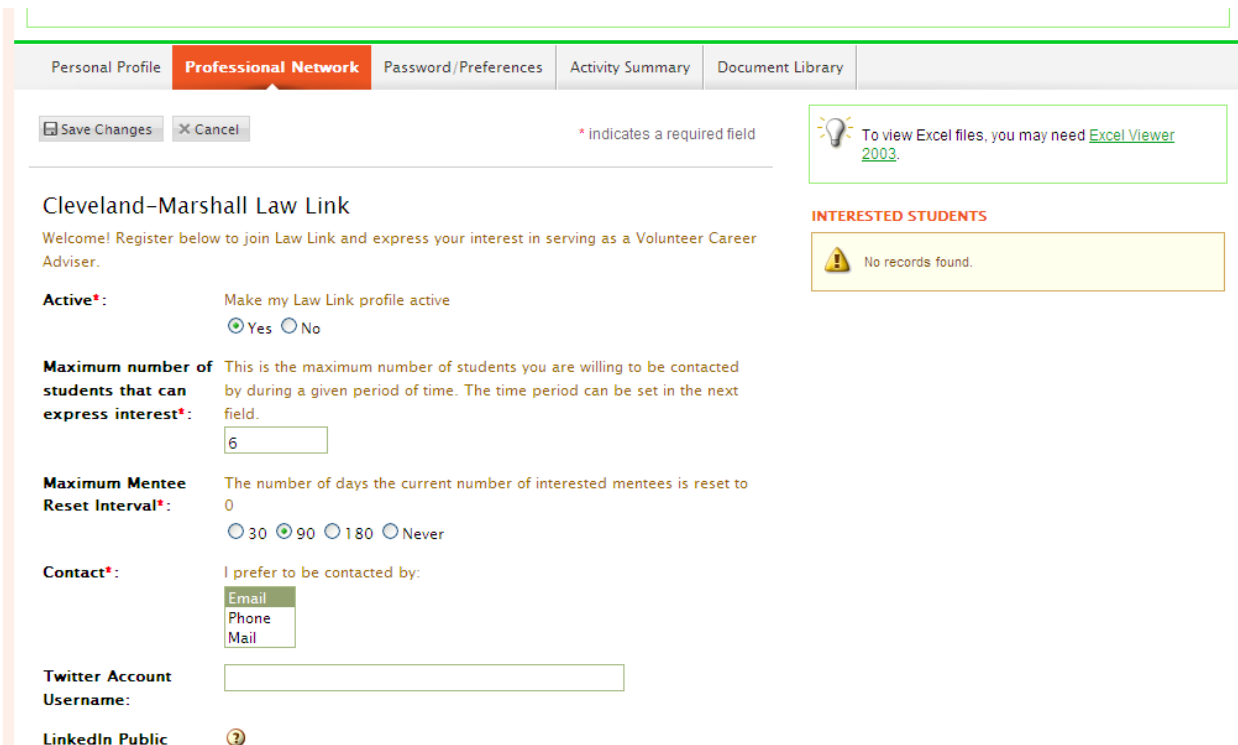
would have used to access the system. If you have never used Symplicity before, please type in the email address you would like to have affiliated with your account.

### I already have a Symplicity account.

If you have an account already in Symplicity, either as a student or employer, the system will prompt you to log in to your account. Please click the “Forgot Password” link if you do not remember your password.



When you log in with your email address and password, you will be taken directly to the Law Link profile page:



The fields with a red asterisk are required; all others are voluntary. Please be sure to click “Yes” in the very first field, Active, in order to have your profile viewable and searchable in the database. When you have completed your profile, please click on the “Save Changes” button at the bottom of the screen to submit your profile to the database.

### I do not have a Symplicity account.

If you do not have a pre-existing Symplicity account, when you enter your email address on the main screen and click Submit, you will be taken directly to a combined registration & Law Link profile form. You will be asked to complete some basic profile information first:

Sign in   Forgot my password   **Register**   Register And Post Free Local Job   Register and Post Job At Multiple Schools

## Law Link Registration

Submit   Cancel   \* indicates a required field

### Company Information

Please provide as much information as possible

**Organization Name\***:

**Employer Type\***:

**Office Location\***:  City, State

**Description:** Enter a brief description of your organization.

**Website:** (If applicable)

### Services Requested

Please select which services you wish to register for below.

**Services\***:  On-campus Interviews (OCI)  Job Postings  Resume Book  Profile  Profile Viewable Contact  Information Sessions  Professional Network  Experiential

Then you will be asked to complete your full profile for the C-M Law Link database:

## Contact Information

Please provide as much information as possible

**Salutation:** (mr., ms., mrs., etc)

**Full Name\*:** (first mi last)

**Title:**

**Division:**

**Email\*:**

**Phone:** (###) ###-####

**Cell Phone:** (###) ###-####

**Fax:** (###) ###-####

**Professional Network Profile:** **Cleveland-Marshall Law Link**

Welcome! Register below to join Law Link and express your interest in serving as a Volunteer Career Adviser.

**Active\***  
Make my Law Link profile active  
 Yes  No

**Maximum number of students that can express interest\***  
This is the maximum number of students you are willing to be contacted by during a given period of time. The time period can be set in the next field.

The fields with a red asterisk are required; all others are voluntary. Please be sure to click “Yes” in the field titled “Active” in order to have your profile viewable and searchable in the database. When you have completed your profile, please click on the “Submit” button at the bottom of the screen to submit your profile to the database.

### **What Happens Next?**

Your profile will enter our searchable database available to students. If a student is interested in reaching out to you, they will express interest through the database system. You will receive an email from Symplicity letting you know of the student’s interest. You will then be able to respond to the student either directly or by logging in to Symplicity.

After initial contact is made, it is entirely up to you how to proceed. You should feel free to correspond by email, telephone, or in-person meetings.

**Thank you for supporting the professional development of our next generation of lawyers!!**