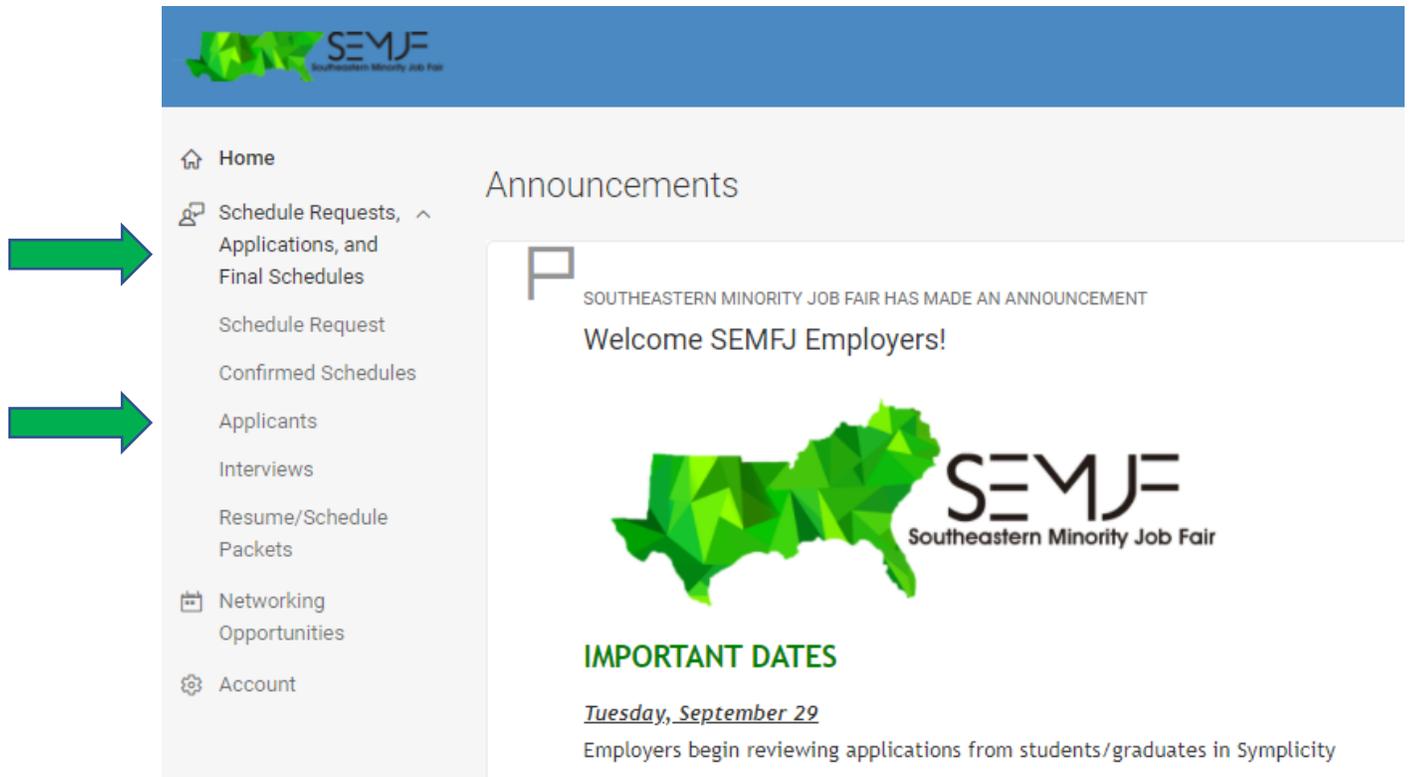
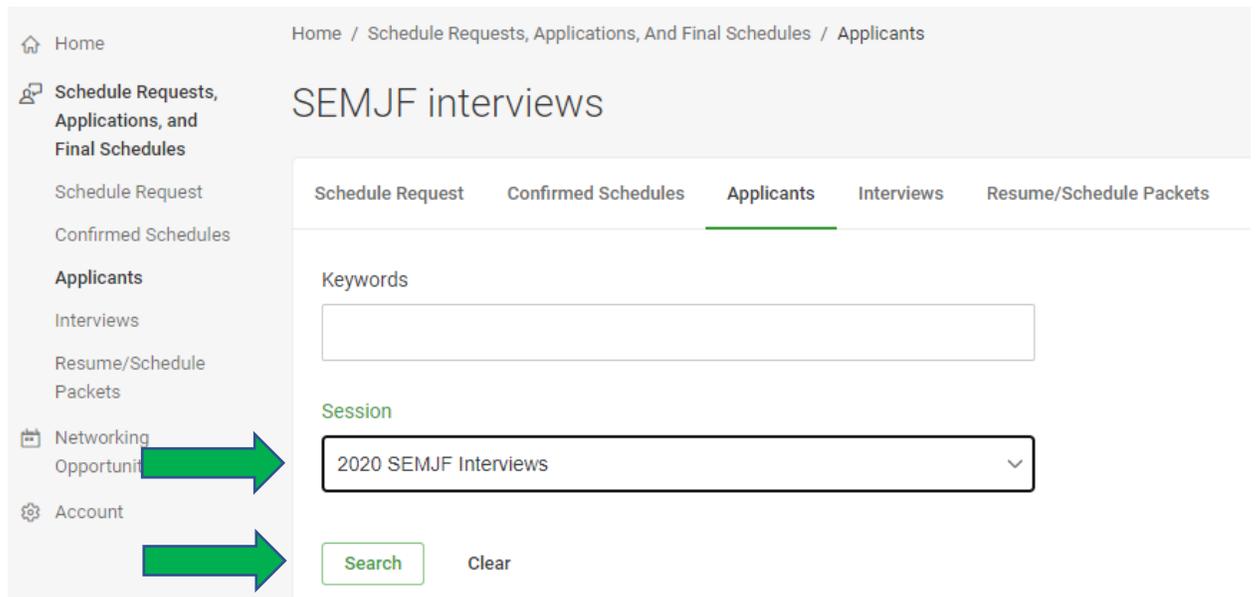


SEMJJ – INSTRUCTIONS FOR VIEWING APPLICATION MATERIALS

1. Log in to your SEMJJ Symplicity account at <https://law-smjf-csm.symplicity.com/employers/>. In the left column, click “Schedule Requests, Applications and Final Schedules,” then click “Applicants.”



2. In the SESSION drop-down box, select “2020 SEMJJ Interviews” and click the “Search” button.



3. Click the CHECKBOX next to “Batch Options” to select all applicants.

 **Batch Options** ▾

2020 - Session for Instructional Purposes
Larry The Lawyer - 2L
Office Location: nationwide

Resume

4. Checkmarks will now appear next to each applicant’s name, and the Batch Options button will turn green. Click the “Batch Options” button and select “Generate Applicant Packet.”

 **Batch Options** ▾ 1 selected

2020 - Session for Instructional Purposes

Resume



- Mail to Checked
- Save As Excel
- Generate Applicant Packet

5. Enter a name for your publication – we recommend including your firm name. Select the applicable document types; be sure to include the Diversity Statement. Click “Submit Request.”

Publication Request

1 entries selected.

 Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:

 Resume Packet - Name of Employer

CC this packet, use comma to separate email addresses:

Which document types to include in the packet?

-  Resume Cover Letter Unofficial Transcript
 Diversity Statement

To decrease PDF generation time, please select one of the following Table of Contents options:

- Include in front of publication (without page numbers)
 Include in back of publication (without page numbers)
 Separate PDF (with page numbers)

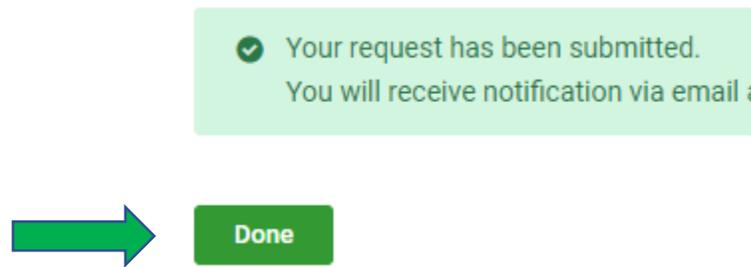
To avoid overly large files publications are split after certain number of pages. You may modify that number here:

100

 **Submit Request**

Cancel

- When you see this message, click “Done,” and you will receive an email letting you know the packet is being generated.



- When you receive the email, click “Resume/Schedule Packets” in the left column, then click “Table of Contents” to view the packet.

