

SEMJF – Instructions for Making Interview Selections

After you have reviewed the application packets and are **READY TO MAKE INTERVIEW SELECTIONS**, log in to Symplicity and follow these instructions.

1. In the left column, click “Schedule Requests, Applications, and Final Schedules,” then select “Applicants.” In the Session dropdown, select “2020 SEMJF Interviews” and click “Search.”

The screenshot shows the 'SEMJF interviews' page. On the left is a navigation menu with items: 'Schedule Requests, Applications, and Final Schedules', 'Schedule Request', 'Confirmed Schedules', 'Applicants', 'Interviews', 'Resume/Schedule Packets', 'Networking Opportunities', and 'Account'. Green arrows point to 'Schedule Requests, Applications, and Final Schedules', 'Applicants', and the 'Search' button. The main content area has tabs for 'Schedule Request', 'Confirmed Schedules', and 'Applicants'. Below the tabs is a 'Keywords' search box, a 'Session' dropdown menu set to '2020 SEMJF Interviews', and 'Search' and 'Clear' buttons.

2. Click the empty checkbox next to EACH APPLICANT that you would like to INTERVIEW; you may also enter the name of each student you would like to select (one at a time) in the "Keywords" box and click “Search.” NOTE: Each student’s status will show as PENDING at this point.

The screenshot shows the 'SEMJF interviews' page with the 'Applicants' tab selected. The navigation menu on the left has green arrows pointing to 'Applicants', 'Resume/Schedule Packets', and 'Networking Opportunities'. The main content area shows a list of applicants. At the top, there is a 'Batch Options' button and '1 selected' text. The first applicant is '2020 - Session for Instructional Purposes' by 'Larry The Lawyer - 2L'. A checkbox is checked next to the applicant name. Below the name is a dropdown menu showing 'pending' and 'Office Location: nationwide'.

- Next, check the box next to “Batch Options” and select “preslect” in the drop-down box. You have now made your selections for the students/graduates you wish to interview.

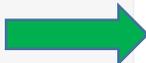
Schedule Request Schedule Request Confirmed Schedules Applicants Interviews R

Confirmed Schedules

Applicants  **Batch Options** ▾ 1 selected

Interviews

Resume/Schedule Packets

Networking Opportunities 

Account

2020 - Session for Instructional Purposes

Larry The Lawyer - 2L

preslect ▾

Office Location: nationwide

SELECTING ALTERNATES

All employers should make alternate selections; SEMJF Symplicity will allow you to select up to 15 people.

- Go back to the “Applicants” screen and be sure you UNSELECT the checked boxes of the candidates you wish to interview BEFORE you begin checking the boxes next to your alternates.
- We recommend that you select alternates individually because you will need to rank each one. Put a check next to the name of a student/graduate, then select “alternate” in the drop-down box. From here, you will be taken to the screen below where you will assign a rank to each alternate. Click “Submit.”

OCI Pre-Select

Employer (Location)

Fake Employer - Instructional Purposes (nationwide)

Invitation

alternate

Interview Date *

Interview Room

Rank

interviewing preference

  **Submit**

Cancel

3. You will be taken back to the “Applicants” screen, where you will see that the “Invited Students” box will note the number of students that you have preselected out of the total number of students that you are allowed to select (based on the full day time span). After you have selected the maximum number of interview candidates, you will only be able to mark further students as alternates. The web site does all of this in real time, so after you have made your selections, you can close your web browser, and you are finished (no additional submit button necessary)!

Schedule Request Confirmed Schedules **Applicants** Interviews Resume/Schedule Packets

Batch Options ▾

2020 - Session for Instructional Purposes
Larry The Lawyer - 2L
preselect ▾

Invited Students
Preselects: 1 / 7
Alternates: 0 / 15

