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."

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.

3. 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.
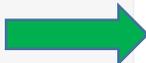

SELECTING ALTERNATES

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

1. Go back to the "Applicants" screen and be sure you <u>UNSELECT</u> the checked boxes of the candidates you wish to interview <u>BEFORE</u> you begin checking the boxes next to your alternates.

2. 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."

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	Invited Students

☐ Batch Options ⌄

Preselects: 1 / 7
Alternates: 0 / 15

☐ **2020 - Session for Instructional Purposes**

Larry The Lawyer - 2L

preselect ⌄