

**Interview Schedule
Retrieval Instructions
for Employers**

Instructions

- 1) Log into Symplicity at <https://law-smjf-csm.symplicity.com/employers> (1)

SEM J F
Southeastern Minority Job Fair

Career Services Management System
powered by symplicity

@ ? Help

Sign In

Sign in | [Forgot my password](#) | [Register](#) | [Register and Post Job At Multiple Schools](#)

1 log-in

Please enter your username and password.

Username: (your email address)

Password:

[Go](#) [Reset](#) [Forgot Password](#)

register

Register for a new free account.

[Register](#)

[Register and Post A Multi-School Job](#)

[What is this?](#)

2) Click on the “Schedule Requests, Applications, and Final Schedules” tab (1) at the top of the screen, and then click on the “Interviews” tab (2).

Welcome, Fake Mann.

Schedule Requests, Applications, and Final Schedules Information Table Requests

SEMJF interviews

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

To view Excel files, you may need [Excel Viewer 2003](#).

Session: Southeastern Minority Job Fair

Keywords:

Search Clear

Mail to Checked save as excel Generate Resume/Applicant Packet Items 1-4 of 4 SHOW 20 per page

	Schedule	Office Location	student	Year	Interview Room	Interview Time	documents
<input type="checkbox"/>	2011-07-29	Atlanta, GA	Faker Student	2L	Room #110729-67	3:00 pm - 3:20 pm	
<input type="checkbox"/>	2011-07-29	Atlanta, GA	Demo 2 Student	2L	Room #110729-67	3:20 pm - 3:40 pm	
<input type="checkbox"/>	2011-07-29	Atlanta, GA	Fake Student	3L	Room #110729-67	3:40 pm - 4:00 pm	
<input type="checkbox"/>	2011-07-29	Atlanta, GA	Fakest Law Student	2L	Room #110729-67	4:20 pm - 4:40 pm	

3) You will be taken to the “Interviews” tab, where you will see the dates on which each interview is scheduled (1), the names of the students on the schedule (2), the times at which each student will interview (3), and links to each student’s submitted documents (4)

IGNORE THE ROOM NUMBER: the rooms listed here are place holder numbers only. You will receive your actual room number when they sign in at the job fair.

home account Schedule Requests, Applications, and Final Schedules Information Table Requests

Welcome, Fake Mann. Fake Mann @ A Fake Employer (Atlanta, GA) Help

SEMJF interviews

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4) To print out a complete schedule (with résumés), click the “+” button (1), which will select all of the student records (a check mark will show up in each student’s row). Then, click “Generate Resume/Applicant Packet” (2).

home account **Schedule Requests, Applications, and Final Schedules** Information Table Requests

Welcome, Fake Mann. Fake Mann @ A Fake Employer (Atlanta, GA) Help

SEMJF interviews

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

To view Excel files, you may need [Excel Viewer 2003](#).

Session: Southeastern Minority Job Fair

Keywords:

1 ↓

2 ↓

Mail to Checked save as excel **Generate Resume/Applicant Packet** Items 1-4 of 4 (4 items selected) SHOW 20 per page

<input type="checkbox"/>	Schedule ▲	Office Location ▲	student ▲	Year ▲	Interview Room ▲	Interview Time ▲	documents
<input checked="" type="checkbox"/>	2011-07-29	Atlanta, GA	Faker Student	2L	Room #110729-67	3:00 pm - 3:20 pm	
<input checked="" type="checkbox"/>	2011-07-29	Atlanta, GA	Demo 2 Student	2L	Room #110729-67	3:20 pm - 3:40 pm	
<input checked="" type="checkbox"/>	2011-07-29	Atlanta, GA	Fake Student	3L	Room #110729-67	3:40 pm - 4:00 pm	
<input checked="" type="checkbox"/>	2011-07-29	Atlanta, GA	Fakest Law Student	2L	Room #110729-67	4:20 pm - 4:40 pm	

Items 1-4 of 4

5) Enter a name for the file (1). **We suggest that you elect to print résumés with your schedule (2), as students have been instructed to update the résumés that they have on file with new GPAs, journal and/or review information, etc.**

When ready, click “Submit Request” (3).

home account Schedule Requests, Applications, and Final Schedules Information Table Requests

Welcome, Fake Mann. Fake Mann @ A Fake Employer (Atlanta, GA) Help

SEMJF interviews

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

Publication Request

4 entries selected.

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

Enter an optional name for this publication:

Which document types to include in the packet?

Resume Cover Letter Unofficial Transcript

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 (with 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:

Cancel Submit Request

6) You'll receive an email when the packet is ready for you to view. You may log out at this point, and log back in as soon as you have received that email.

The screenshot shows a web application interface with a green header and a white main content area. The header contains navigation links: 'home', 'account', 'Schedule Requests, Applications, and Final Schedules', and 'Information Table Requests'. Below the header, a welcome message 'Welcome, Fake Mann.' is displayed on the left, and a user profile 'Fake Mann @ A Fake Employer (Atlanta, GA)' with a help icon and a printer icon is on the right. The main content area features a large heading 'on-campus interviews' and a horizontal menu with options: 'Confirmed Schedules', 'Resume/Schedule Packets', 'Interviews', 'Applicants', 'Schedule Request', and 'Generate Book'. The 'Generate Book' option is highlighted in green. Below the menu, a message states: 'Your request has been submitted. You will receive notification via email at **resumes@ofishell.com** when the generated book is ready for download.' A 'Done' button is located in the bottom right corner.

home account Schedule Requests, Applications, and Final Schedules Information Table Requests

Welcome, Fake Mann. Fake Mann @ A Fake Employer (Atlanta, GA) ? Help

on-campus interviews

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

Your request has been submitted.

You will receive notification via email at **resumes@ofishell.com** when the generated book is ready for download.

Done

7) Once you have received the email stating that your schedule packet is ready to be viewed, log back into the system and click on the “Schedule Requests, Applications, and Final Schedules” tab (1) at the top of the screen, and then click on the “Resume/Schedule Packets” tab (2).

home account **Schedule Requests, Applications, and Final Schedules** Information Table Requests

Welcome, Fake Mann. Fake Mann @ A Fake Employer (Atlanta, GA) Help

on-campus interviews

1

Confirmed Schedules Resume/Schedule Packets Interviews Applicants Schedule Request

2

Important information for employers:

IN ORDER TO REQUEST A SCHEDULE FOR BOTH DAYS, PLEASE BE SURE THAT THE "NUMBER OF DAYS REQUESTED" FIELD IS SHOWING "2":

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Search Clear

Items 1-1 of 1 SHOW 20 per page

Date	Timespan	Registering Office	Office(s)	Interview Location	# of Rooms
Jul 29th	3:00 pm - 4:00 pm, 4:20 pm - 6:00 pm	Atlanta, GA	Atlanta, GA		1

Items 1-1 of 1

8) Right click on the .pdf icon in the “View/Download” column (1) and save the file to your computer..

home account **Schedule Requests, Applications, and Final Schedules** Information Table Requests

Welcome, Fake Mann. Fake Mann @ A Fake Employer (Atlanta, GA) Help

SEMJF interviews

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

 To save a document, right-click the PDF icon and select **Save Target As...** or **Save Link As...** To view PDF files, you may need [Adobe Acrobat Reader](#).

Items 1-1 of 1 SHOW 20 per page

Name	Publication Type	Status	Expiration	View/Download	Options
SEMJF Schedule		complete	Jun 01, 2011		Delete

Items 1-1 of 1

