SEMJF – INSTRUCTIONS FOR DOWNLOADING APPLICATION PACKETS
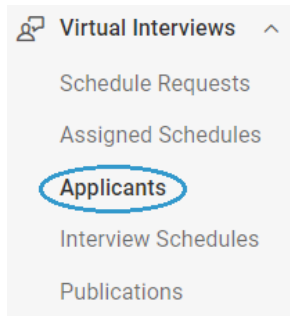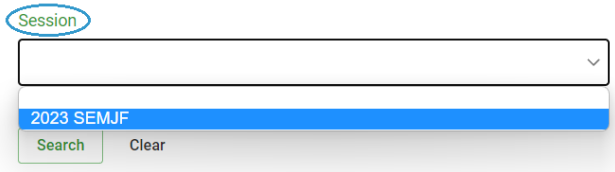
1) Log into your Symplicity account here.

2) Use the Forgot Password utility on the login screen if you need to reset your password.

3) On your home page dashboard, expand Virtual Interviews and select Applicants.

4) On the Applicants tab, expand the Session menu, select 2023 SEMJF, and run the Search. Your applicant list will appear directly below.


5) To create your application packet for download and review, first check the box beside the grayed-out Batch Options utility. It will turn green and auto-select all applicant records.
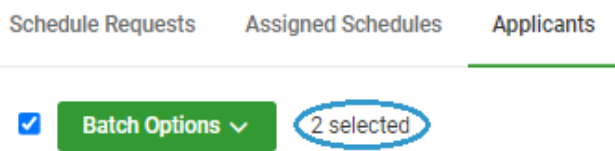

6) Expand the Batch Options menu and select Generate Publication to launch the Publication Request form.
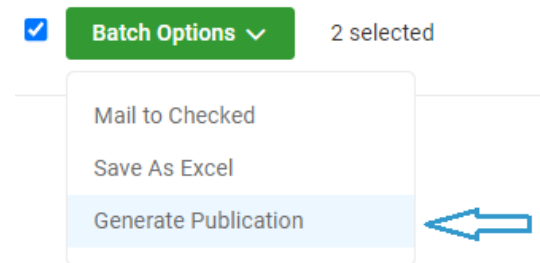
7) Please note that the form defaults to batching Resumes only. You will need to manually select all additional document types submitted, as seen on the Applicants tab:
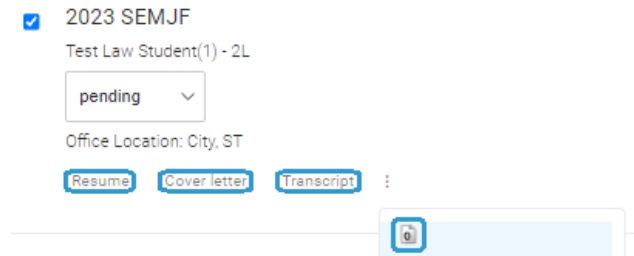
8) All applicants are required to submit a Resume and a Diversity Statement. Even if you did not request a cover letter and/or transcript, be sure to check Diversity Statement on the form:
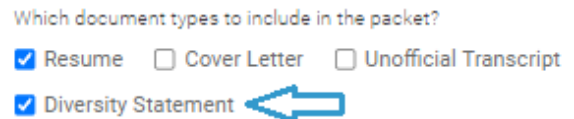
9) Scroll down to the end of the form and Submit.

10) You will be directed to the Generate Publication tab as confirmation of your request. Click Done.

11) Then you may download your completed packet on the Publications tab. *Note: if your packet is broken up into more than one section (defaults to 100 pages) you will see multiple, numbered PDF icons for download. *The first set of pages is included with the Table of Contents.*

12) While optional, you may create custom titles for application packet(s) in the Publication Request Form.