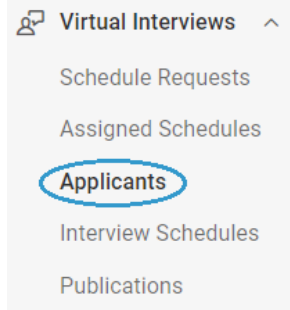
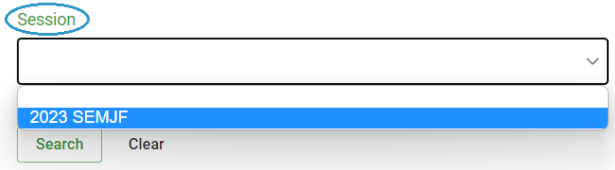


SEMJF – INSTRUCTIONS FOR SELECTING INTERVIEW CANDIDATES

- 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.

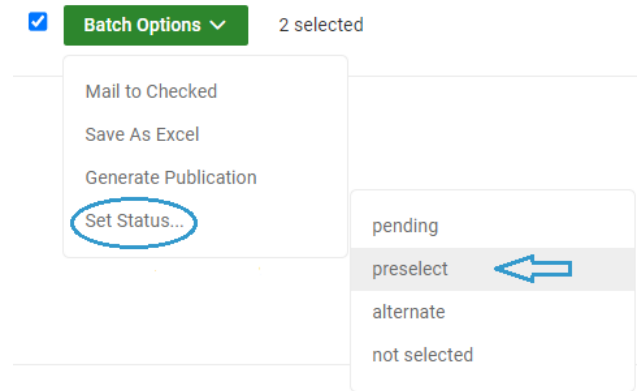


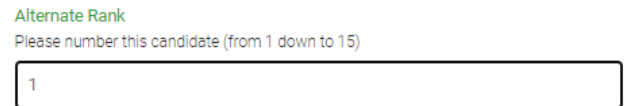
- 4) On the Applicants tab, expand the Session menu, select 2023 SEMJF, and run the Search. Your applicant list will appear directly below.



- 5) Each applicant record displays a pending menu with three interview options:
 - (a) preselect
 - (b) alternate
 - (c) not selected
- 6) To conveniently update interview status across multiple records, first scroll through the list and check the box next to each applicant you wish to interview (or use the Keywords search tool to locate each applicant record by name).
- 7) You may select a maximum of 17 applicants for one full day's schedule (10am to 6pm EDT).

- 8) When you have chosen all your candidates, scroll back to the top. Expand the Batch Options menu, select Set Status, then preselect.



- 9) Uncheck selected records before proceeding!
- 10) Repeat the batch process for those you do not wish to interview and click not selected.
- 11) You may select a maximum of 15 alternates. These records are not batch-updated because you will need to rank each one individually. *Open slots in your schedule will be filled with top-ranked alternates per your preference.
- 12) Check the box next to a candidate's name, expand the pending menu, and update status to alternate.
- 13) This will launch an Interview Status screen where you will enter a number in the Alternate Rank text field and Submit.
A screenshot of the 'Alternate Rank' field. The text 'Alternate Rank' is in green. Below it is the instruction 'Please number this candidate (from 1 down to 15)'. The input field contains the number '1'.
- 14) You will be returned to the Applicants tab where you can select your next alternate. The Invited Applicants box tracks your numbers.

