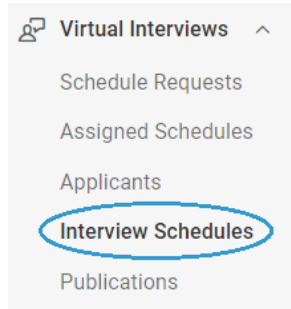
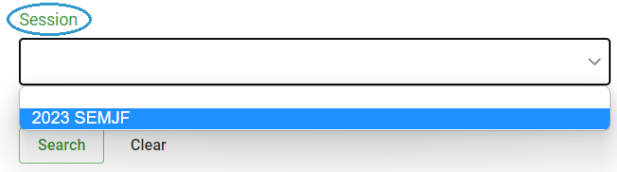


SEMJF – INSTRUCTIONS FOR DOWNLOADING VIRTUAL INTERVIEW PACKETS

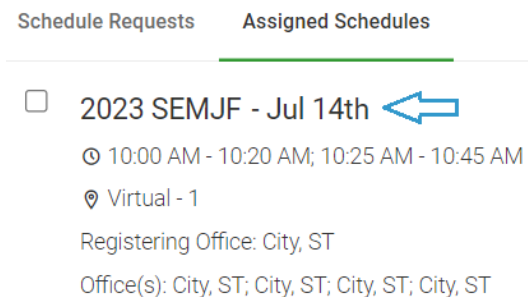
- 1) Log into your Symplicity account [here](#).
- 2) Use the Forgot Password utility on the login screen if you need to reset your password.
- 3) On your home page dashboard, expand Virtual Interviews and select Interview Schedules.



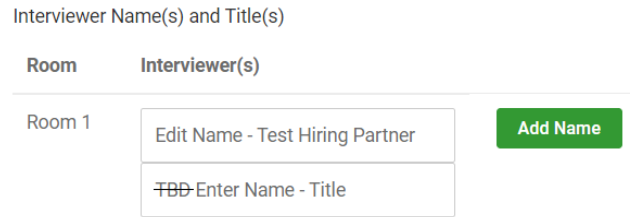
- 4) On the Interview Schedules tab, expand the Session menu, select 2023 SEMJF, and run the Search. Your scheduled interviewee list will appear directly below.



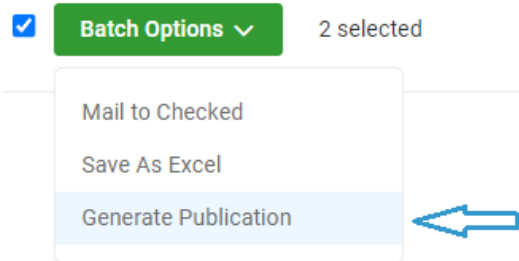
- 5) Each interviewee record displays the following:
 - (a) interview date
 - (b) assigned interview timeslot
 - (c) previously submitted application materials
 - (d) Symplicity room number (please disregard)
- 6) When the final schedules are imported into Flo Recruit (virtual interview platform), virtual rooms will be assigned.
- 7) Your Interview Panel names are also listed. To make revisions, select the Assigned Schedules tab and click on the schedule to view details.



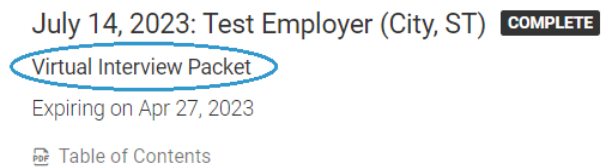
- 8) Scroll down to edit, remove, or add interviewer names and titles (please use dashes). Scroll to the end of the form and Submit.



- 9) To download your schedule packet from the Interview Schedules tab, first check the box beside the grayed-out Batch Options utility. It will turn green and auto-select all interviewee records.
- 10) Expand the Batch Options menu and select Generate Publication to launch the Publication Request form.



- 11) It is not necessary to assign an optional title. Your publication will generate as follows:



- 12) If you only want your interview roster, please note that you must deselect Resume. Scroll down to the end of the form and Submit.
- 13) You will be directed to the Generate Publication tab as confirmation of your request. Click Done.
- 14) Then you may download your completed virtual interview packet on the Publications tab.
- 15) When the final schedules are imported into Flo Recruit, employers will receive virtual links. For interview resources and user guides click [here](#).