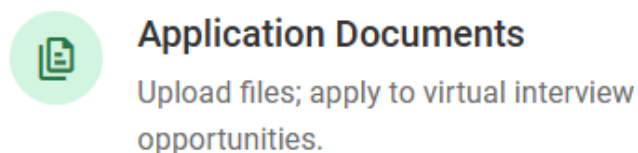
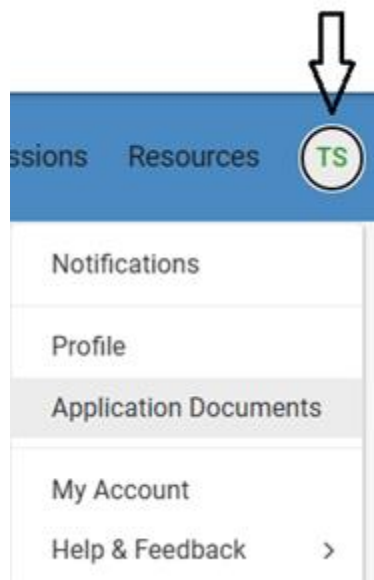


SEMJF – INSTRUCTIONS FOR UPLOADING APPLICATION DOCUMENTS

- 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, you may access the Application Documents module by
(a) clicking this tile:



or (b) clicking your account avatar in the upper right corner and selecting Application Documents from the popup menu:



- 4) Click “Add New” and follow the prompts.
- 5) Take care to assign the correct radio button to each file under Document Type, to avoid errors like this in the Application utility:

Application Details

Scheduled: Jul 14th
Office: Test Employer (City, ST)

Application: No Application

Resume: Resume*
Resume*
Cover Letter - Test Employer

Cover Letter: none found

- 6) Be sure to give multiple cover letters distinct labels during the upload process, so you can correctly identify them in the Application utility. *Employers do not see these labels.
- 7) You are encouraged to save your documents as PDF files before uploading into Symplicity. *Be sure to preview them to ensure the Save As went smoothly. Standard fonts and bullets are best practice to avoid conversion errors.

- 8) Resumes and Diversity Statements are required for each application. Refer to the SEMJF website for guidance on preparing your document: <https://semjf.org/diversity-statements>.
- 9) Cover Letters are required by some employers. Check each interview schedule for an Application Note if the employer specified what they would like to see in your cover letter. Cover Letter Recipient information has also been provided for you. *This may not be the primary contact listed in the schedule.
- 10) Scanned transcripts are not permitted, due to Symplicity file size limitations in the Application Documents module. You must self-prepare an Unofficial Grade Report by using the template provided on the SEMJF website: <https://semjf.org/using-symplicity-1>.
- 11) Writing Samples are not collected during the initial application process. All interviewees will be required to upload writing samples in Flo Recruit (virtual interview platform) pre-interview. *Plan ahead!*
- 12) Undergraduate transcripts may be requested by IP/Patent Law firms. Interviewees with those employers will be required to upload scanned college transcripts in Flo Recruit pre-interview. *Obtain them early!*