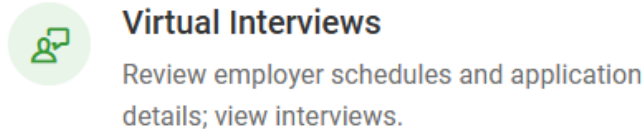
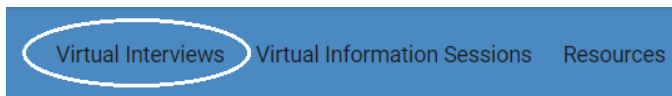


SEMJF – INSTRUCTIONS FOR SUBMITTING INTERVIEW APPLICATIONS

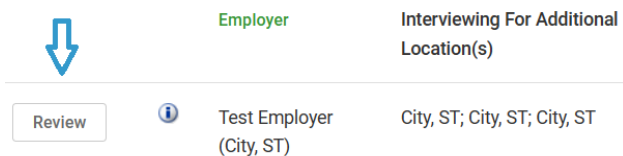
- 1) Log into your Symplicity account [here](#).
- 2) Use the Forgot Password utility on the login screen if you need to reset your password.
- 3) On your home page dashboard, you may access the Virtual Interviews module by
 - (a) clicking this tile:



or (b) selecting Virtual Interviews from the blue navigation bar in the top right corner:



- 4) On the Employers & Application Details tab in the Virtual Interviews module, scroll down to see the complete list of opportunities for which you are eligible to apply by Class Year.
- 5) Click the Review button to open each schedule:
 - (a) detailed position description
 - (b) required and/or preferred hiring criteria
 - (c) recruiting for multiple geographic locations
 - (d) required application documents
 - (e) application notes and specific instructions



- 6) Prepare the required documents and upload them to your Application Documents module (see Uploading Application Documents guide).
- 7) Then reopen each employer schedule and submit your application via the Application Details utility to the right of Schedule Details.

Application Details

Office: Test Employer (City, ST)

Application: 1

Resume: Resume*

Cover Letter: Cover Letter - Test Employer

Unofficial Transcript: Unofficial Grade Report

Diversity Statement: Diversity Statement

Preferred Location(s)

Apply

Application Period in progress. 2 out of 20 application used

Employers & Application Details Interviews

8) Remember, the maximum number of applications you may submit is 20. To assist you with keeping track, the system requires that you assign a number to each application (see above). This is NOT a preference rank, employers do not see this number. Their packets are organized alphabetically for download and review.

Virtual Information Sessions: June 2 - 18

Virtual Interview Opportunities Available for Review: June 2

Application Period Opens: June 12

Application Period Closes: June 19 (11:58 pm EDT)

**Late submissions will not be accepted.*