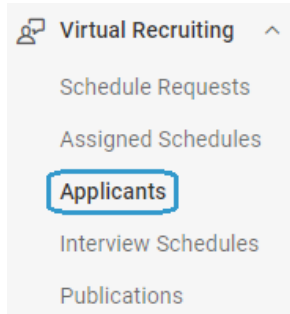


SELSC – (2) INSTRUCTIONS FOR POSTING INVITATION STATUS OF EACH APPLICANT

- 1) Log into your SELSC/Symplicity account [here](#). Use the Forgot Password utility on the login screen if you need to reset your password. **Symplicity Recruit centralized account holders must reset passwords [here](#).*
- 2) We recommend using Chrome for this process; we have been advised that the “set status” function may not appear in Edge.
- 3) On your home page dashboard, expand Virtual Recruiting and select Applicants.



- 4) On the Applicants tab, expand the Session menu, select 2025 SELSC, and run the Search. Your applicant list will appear directly beneath.

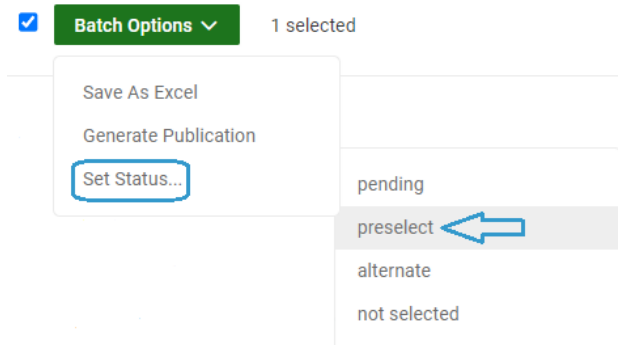
Complete list of applicants will appear after the bidding deadline.

- 1) To post invitation status, make sure 2026 SELSC is selected below and click Search.
- 2) Enable Batch Options to activate status menu.

A screenshot of a dropdown menu for selecting a session. The current selection is '2026 SELSC'. Below the dropdown are 'Search' and 'Clear' buttons.

- 5) Each applicant record displays a pending menu with three invitation options:
 - (a) preselect
 - (b) alternate
 - (c) not selected
- 6) To conveniently update invitation 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. **We will make every effort to fill open slots in your interview roster with your top preferences.*
- 12) Check the box next to a candidate’s name, expand the pending menu, and update invitation 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.

Alternate Rank
Please number this candidate (from 1 down to 15)
- 14) You will be returned to the Applicants tab where you can select your next alternate. The Invited Applicants box tracks your numbers (see below).

