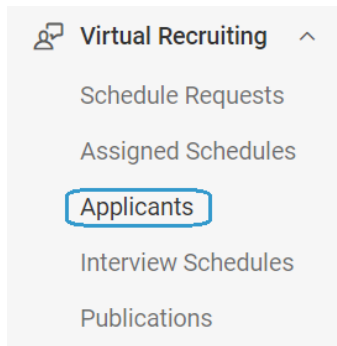


SELSC – INSTRUCTIONS FOR DOWNLOADING APPLICATION PACKETS

- 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](#).*

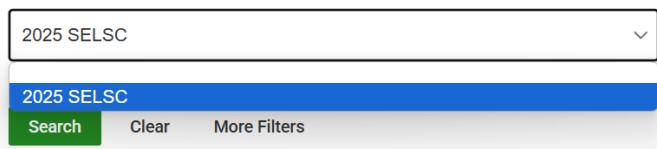
- 2) On your home page dashboard, expand Virtual Recruiting and select Applicants.



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

1) Choose Session and 2) Click Search to Launch Selection Status Utility

Note: applicants will appear after the bidding deadline.

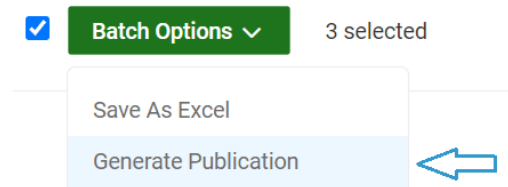


- 4) To create your application packet for download and review, first check the box beside the grayed-out Batch Options utility. It will turn green and auto-select all applicant records.

< Schedule Requests Assigned Schedules Applicants



- 5) Expand the Batch Options menu and select Generate Publication to launch the Publication Request form.

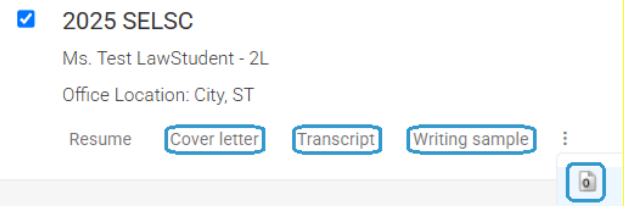


**Please note that the form defaults to batching Resumes ONLY:*

Which document types to include in the packet?

- ☒ Resume ☐ Cover Letter ☐ Unofficial Transcript
☐ Writing Sample ☐ Candidate Statement

- 6) You will need to manually select all additional required document types submitted for a complete packet, as seen on the Applicants tab:



- 7) All applicants must submit a Resume and a Candidate Statement (O – “Other Document”). Even if you did not request cover letters, transcripts, and/or writing samples, please be sure to check Candidate Statement on the Publication Request form.

- 8) Scroll down to the end of the form and Submit.

- 9) You will be directed to the Generate Publication tab as confirmation of your request. Click Done.

- 10) Then you may download your completed packet on the Publications tab. *Note: if your packet is broken up into more than one file (the system defaults to 100 pages per file) you will see multiple, numbered PDF icons for download.*
**It's not naturally apparent that your first set of pages is included behind the “Table of Contents” cover roster!*

- 11) You do have the option of setting a larger number of pages per file, but it may make the PDFs harder to download and/or potentially too large to forward as file attachments, depending on your Outlook email settings (especially if you requested writing samples).

- 12) Once you have created your master application packet, you have the option of generating additional sub-packets segregated by location preferences, document types, class years, etc. You may enter custom titles for each on the Publication Request Form.