

## SELSC – (2) INSTRUCTIONS FOR SUBMITTING APPLICATION DOCUMENTS

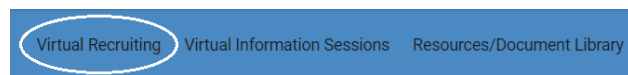
- 1) Log into your SELSC/Symlicity account [here](#).
- 2) Use the Forgot Password utility on the login screen if you need to reset your password.
- 3) On your home page dashboard, you may access the Virtual Recruiting module by
  - (a) clicking this tile:
- 6) Prepare the required documents and upload 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.



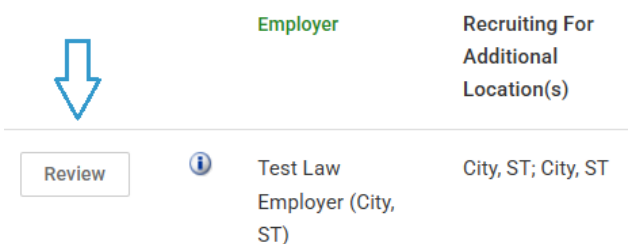
### Virtual Recruiting Options

Review interview and resume collect opportunities; submit applications; view invitation status for virtual interviews

or (b) selecting Virtual Recruiting from the blue navigation bar across the top of your screen:



- 4) On the Employers & Application Details tab in the Virtual Recruiting 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) interview or resume collect
  - (b) detailed position description
  - (c) required and/or preferred hiring criteria
  - (d) recruiting for multiple geographic locations
  - (e) required application documents
  - (f) application notes and specific instructions



### Application Details

Employer: Test Law Employer

Application:

1

Resume:

Resume\*

Cover

Letter:

Cover Letter - Test Law Employ

Unofficial

Transcript:

Transcript

Writing

Sample:

Writing Sample

Candidate

Statement:

☒ Candidate Statement

Preferred Location(s)

City, ST (as applicable)

Apply

Application Period in progress. 1 out of 20 application used

- 8) Remember, the maximum number of Interview applications you may submit is 20. To assist you with keeping track, the system requires that you assign a number to each application. This is not a preference rank, employers do NOT see this number. Packets are organized alphabetically for employer download and review.
- 9) Resume Collect Only applications do NOT count toward the Interview application limit. You must still assign those applications a number during the application process, but the system will adjust accordingly:

Application Period in progress. 2 out of 21 application used (1 additional application granted for Resume Collect Only)

\*Be advised that these employers might contact their applicants prior to the event, since they will not be proceeding with virtual interviews in Flo Recruit. This is not a policy violation, and you are free to respond. However, you may NOT initiate communications with Interview employers until the event has concluded.