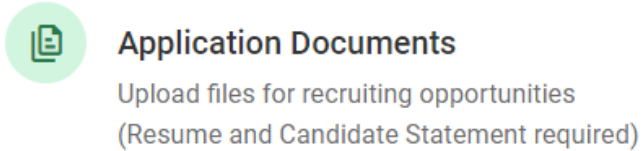
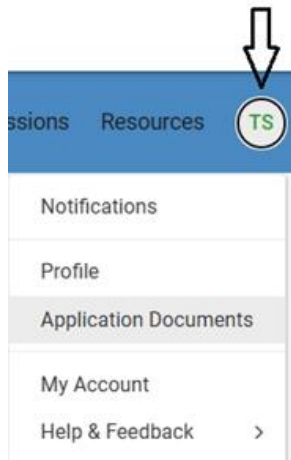


SELSC – (1) INSTRUCTIONS FOR UPLOADING APPLICATION DOCUMENTS

- 1) Log into your SELSC/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.

Document Type

☒ Resume

☐ Cover Letter

☐ Unofficial Transcript

☐ Writing Sample

☐ Candidate Statement

- 5) Take care to assign the correct radio button to each upload under Document Type, to avoid files showing up in the wrong picklist.

Application Details

Employer: Test Employer

Application: 1

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 Candidate Statements are required for all applications. Refer to the SELSC website for guidance on preparing your document: <https://selscon.org/the-candidate-statement>.
- 9) Cover letters, Transcripts, and/or Writing Samples may be required by some employers. *Be sure to check each schedule for specific directives from employers under Application Notes. *Attention to detail matters!*
 - a) Employers may specify what information they want to read in your cover letter – tailor those letters accordingly. Be sure to address your letter to the recipient provided for you in the schedule (name and title). This may not necessarily be the primary recruiting contact who posted the schedule.
 - b) Employers that request writing samples may post specific requirements (restricted number of pages, raw/unedited by others, etc.).
 - c) During the application process, employers may require that you post the office(s) for which you want to be considered in the Preferred Location(s) text box under Application Details. *Don't overlook this!*
- 10) Undergrad transcripts may be requested by Patent Law/IP firms. Interviewees with those employers will be prompted to upload scanned college transcripts in Flo Recruit pre-interview. *Obtain them early!*