SELSC – (3) INSTRUCTIONS FOR VIEWING INVITATION STATUS AND INTERVIEWS

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 Virtual Interviews module by
   (a) clicking this tile:

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:
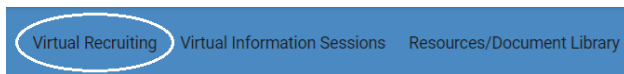
4) On the Employers & Application Details tab, scroll down to the Employers menu, expand More Filters, and select "With Bids."
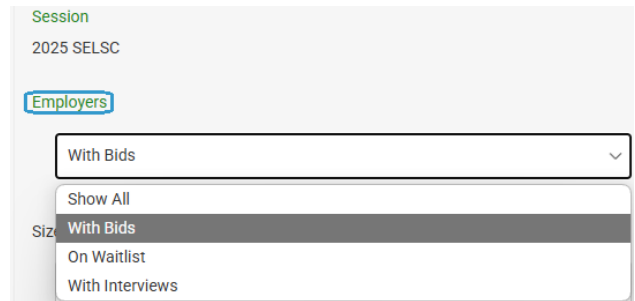
5) Then scroll down to the filtered list of employer schedules to view the invitation status of each application you submitted:
   (a) preselect
   (b) alternate
   (c) not selected
   (d) blank (resume collect only)

Employer	Recruiting For Additional Location(s)	Interview Dates	Invitations	Documents	Applications
Test Law Employer (City, ST)	City, ST; City, ST	Scheduled for Jun 12th	**preselect**	Resume, Cover Letter - Test Law Employer, Transcript, Writing Sample, Candidate Statement	1
Test Gov't Employer (City, ST)	N/A	Jun 13th	pending	Resume, Candidate Statement	2
Test Legal Employer (City, ST)	City, ST; City, ST; City, ST	Jun 12th	**alternate**	Resume, Transcript, Candidate Statement	3
Test RC Employer (City, ST)	City, ST; City, ST	N/A (Resume Collection)		Resume, Cover Letter - Test RC Employer, Transcript, Writing Sample, Candidate Statement	4
Test Employer (City, ST)	N/A	Jun 13th	not selected	Resume, Cover Letter - Test Employer, Transcript, Candidate Statement	5

6) If you were awarded more than the combined maximum of 10 interview/alternate offers, you will be contacted by your career office for assistance with determining which offers must be declined. Reductions will be forwarded by your career office to the Operations Manager, who will update your invitation status to either "preselect declined" or "alternate declined."

7) Note: If you see "pending," this means the employer schedule has not been finalized yet and you will need to check back for updates. Schedule adjustments will take place between June 7 and June 8, after which your final invitation status will be available for viewing on the screen above.

8) If you are an alternate, you will also need to check back for updates during the schedule adjustment window. Available alternates may be moved into open interview slots and will see their invitation status updated to "alternate accepted" on the screen above.

Test Legal Employer (City, ST)	City, ST; City, ST; City, ST	Scheduled for Jun 12th	**alternate accepted**	Resume, Transcript, Candidate Statement	3

9) To view your list of interviews by date and time, click on the Interviews tab in the Virtual Recruiting module.

10) Remember, all times are posted in Eastern Daylight Time! Please adjust your calendar accordingly if you are in a different time zone.
For assistance, see Interactive Time Zone Map.

11) Click on the hyperlinked interview date above each entry for additional schedule details, including the interviewer panel for your research and preparation.
If you see TBD, we are still working with the recruiter to secure the name(s) of the interviewer(s) for you.
Please check back for updates.

12) You may disregard the Symplicity-generated interview room numbers in schedule details. When the final interview rosters are imported into Flo Recruit (virtual interview platform), virtual rooms will be assigned there.

13) Interviewees will receive login links from Flo Recruit 24 hours prior to each day's event. Please add Flo Recruit to your safe sender list: selscon@floevents.email.

14) At initial login, candidates selected for interviews with Patent Law/IP firms will be prompted to upload their college transcripts before proceeding. Employers will download the files from their Flo Recruit dashboard for review.

15) For Flo Recruit user guides and interview resources click here.

16) Following each day's interviews, an Excel spreadsheet will be uploaded to the Symplicity Document Library for your thank-you acknowledgements. Only email addresses for recruiters/primary schedule managers will be furnished; they will handle all incoming messages and forward to their interviewer panels.

Virtual Recruiting   Virtual Information Sessions   Resources/Document Library