

**Interview Schedule  
Retrieval Instructions  
for Employers**

# Instructions

1) Log into Symplicity at <https://law-smjf-csm.symplicity.com/employers> (1)

**SEM J F**  
Southeastern Minority Job Fair

Career Services Management System  
powered by symplicity

@ ? Help

## Sign In

**Sign in** | [Forgot my password](#) | [Register](#) | [Register and Post Job At Multiple Schools](#)

### 1 log-in

Please enter your username and password.

Username:  (your email address)

Password:

[Go](#) [Reset](#) [Forgot Password](#)

### register

Register for a new free account.

[Register](#)

[Register and Post A Multi-School Job](#)

[What is this?](#)

2) Click on the “Schedule Requests, Applications, and Final Schedules” tab (1) at the top of the screen, and then click on the “Interviews” tab (2).

home account **Schedule Requests, Applications, and Final Schedules** Information Table Requests

Welcome, Fake Mann. Fake Mann @ A Fake Employer (Atlanta, GA) Help

## SEMJF interviews

Confirmed Schedules Resume/Schedule Packets **Interviews** Applicants Schedule Request

To view Excel files, you may need [Excel Viewer 2003](#).

Session: 2011 Southeastern Minority Job Fair

Keywords:

Search Clear

Mail to Checked save as excel Generate Resume/Applicant Packet Items 1-4 of 4 SHOW 20 per page

Schedule	Office Location	student	Year	Interview Room	Interview Time	documents
<input type="checkbox"/> <a href="#">2011-07-29</a>	Atlanta, GA	Faker Student	2L	Room #110729-67	3:00 pm - 3:20 pm	
<input type="checkbox"/> <a href="#">2011-07-29</a>	Atlanta, GA	Demo 2 Student	2L	Room #110729-67	3:20 pm - 3:40 pm	
<input type="checkbox"/> <a href="#">2011-07-29</a>	Atlanta, GA	Fake Student	3L	Room #110729-67	3:40 pm - 4:00 pm	
<input type="checkbox"/> <a href="#">2011-07-29</a>	Atlanta, GA	Fakest Law Student	2L	Room #110729-67	4:20 pm - 4:40 pm	

3) You will be taken to the “Interviews” tab, where you will see the dates on which each interview is scheduled (1), the names of the students on the schedule (2), the times at which each student will interview (3), and links to each student’s submitted documents (4)

IGNORE THE ROOM NUMBER: the rooms listed here are place holder numbers only. You will receive your actual room number when they sign in at the job fair.

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1

2

3

4

Mail to Checked save as excel Generate Resume/Applicant Packet Items 1-4 of 4 SHOW 20 per page

	Schedule	Office Location	student	Year	Interview Room	Interview Time	documents
<input type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Faker Student	2L	Room #110729-67	3:00 pm - 3:20 pm	
<input type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Demo 2 Student	2L	Room #110729-67	3:20 pm - 3:40 pm	
<input type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Fake Student	3L	Room #110729-67	3:40 pm - 4:00 pm	
<input type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Fakest Law Student	2L	Room #110729-67	4:20 pm - 4:40 pm	

4) To print out a complete schedule (with résumés), click the “+” button (1), which will select all of the student records (a check mark will show up in each student’s row). Then, click “Generate Resume/Applicant Packet” (2).

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Search Clear

Mail to Checked save as excel **Generate Resume/Applicant Packet** Items 1-4 of 4 (4 items selected) SHOW 20 per page

	Schedule	Office Location	student	Year	Interview Room	Interview Time	documents
<input checked="" type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Faker Student	2L	Room #110729-67	3:00 pm - 3:20 pm	
<input checked="" type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Demo 2 Student	2L	Room #110729-67	3:20 pm - 3:40 pm	
<input checked="" type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Fake Student	3L	Room #110729-67	3:40 pm - 4:00 pm	
<input checked="" type="checkbox"/>	<a href="#">2011-07-29</a>	Atlanta, GA	Fakest Law Student	2L	Room #110729-67	4:20 pm - 4:40 pm	

Items 1-4 of 4

5) Enter a name for the file (1). *We suggest that you elect to print résumés with your schedule (2), as students have been instructed to update the résumés that they have on file with new GPAs, journal and/or review information, etc.*

When ready, click “Submit Request” (3).

home account Schedule Requests, Applications, and Final Schedules Information Table Requests

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## SEMJF interviews

Confirmed Schedules Resume/Schedule Packets Interviews Applicants Schedule Request **Generate Book**

### Publication Request

4 entries selected.

Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:

 1

Which document type to include in the packet?

Resume  Cover Letter  Unofficial Transcript 2

To decrease PDF generation time, please select one of the following Table of Contents options:

include in front of publication (without page numbers)  include in back of publication (with page numbers)  separate PDF (with page numbers) 3

To avoid overly large files, publications are split after certain number of pages. You may modify that number here:

Cancel Submit Request

6) You'll receive an email when the packet is ready for you to view. You may log out at this point, and log back in as soon as you have received that email.

The screenshot shows a web application interface with a green header and a white main content area. The header contains navigation links: 'home', 'account', 'Schedule Requests, Applications, and Final Schedules', and 'Information Table Requests'. Below the header, a welcome message reads 'Welcome, Fake Mann.' and a user profile section shows 'Fake Mann @ A Fake Employer (Atlanta, GA)' with icons for help, print, and a star. The main content area features a large green heading 'on-campus interviews' and a horizontal menu with options: 'Confirmed Schedules', 'Resume/Schedule Packets', 'Interviews', 'Applicants', 'Schedule Request', and 'Generate Book'. The 'Generate Book' option is highlighted in green. Below the menu, a message states: 'Your request has been submitted. You will receive notification via email at **resumes@ofishell.com** when the generated book is ready for download.' A 'Done' button is located in the bottom right corner.

home account Schedule Requests, Applications, and Final Schedules Information Table Requests

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## on-campus interviews

Confirmed Schedules Resume/Schedule Packets Interviews Applicants Schedule Request **Generate Book**

Your request has been submitted.

You will receive notification via email at **resumes@ofishell.com** when the generated book is ready for download.

Done

7) Once you have received the email stating that your schedule packet is ready to be viewed, log back into the system and click on the “Schedule Requests, Applications, and Final Schedules” tab (1) at the top of the screen, and then click on the “Resume/Schedule Packets” tab (2).

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## on-campus interviews

**1**

**Confirmed Schedules** Resume/Schedule Packets Interviews Applicants Schedule Request

**2**

**Important information for employers:**

All employers registering for SEMJF interview on Friday and Saturday, July 30 and 31, interviewing a total of 22 students over both days.

Schedules on Friday, July 30 will go from 3:00 p.m. - 6:00 p.m., with one 20-minute break.

Schedules on Saturday, July 31 will go from 9:00 a.m. - 3:00 p.m., with on 20-minute break in the morning, and an hour break for lunch.

**IN ORDER TO REQUEST A SCHEDULE FOR BOTH DAYS, PLEASE BE SURE THAT THE "NUMBER OF DAYS REQUESTED" FIELD IS SHOWING "2":**

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Search Clear

Items 1-1 of 1 SHOW 20 per page

Date	Timespan	Registering Office	Office(s)	Interview Location	# of Rooms
<a href="#">Jul 29th</a>	3:00 pm - 4:00 pm, 4:20 pm - 6:00 pm	Atlanta, GA	Atlanta, GA		1

Items 1-1 of 1


8) Right click on the .pdf icon in the “View/Download” column (1) and save the file to your computer..

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## SEMJF interviews

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 To save a document, right-click the PDF icon and select **Save Target As...** or **Save Link As...** To view PDF files, you may need [Adobe Acrobat Reader](#).

Items 1-1 of 1 SHOW 20 per page

Name	Publication Type	Status	Expiration	View/Download	Options
SEMJF Schedule		complete	Jun 01, 2011		Delete

Items 1-1 of 1