




SEMJF
Interview and Alternate
Accept/Decline
Instructions

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



Career Services Management System
powered by symplicity


Help  

Please enter your username and password.

Username
(your email address)

Password

[Forgot Password](#)



2) Once you have logged in, click on the “SEMJF Submission/Interviews” tab at the top of the screen.


The screenshot displays the SEMJF user interface. At the top, a green navigation bar contains five tabs: 'home', 'profile', 'documents', 'SEMJF Submission/Interviews', and 'Information Tables'. The 'SEMJF Submission/Interviews' tab is currently selected. Below the navigation bar, the user is greeted with 'Welcome, Demo 2 Student.' and a search bar is visible. A black arrow points from the 'SEMJF Submission/Interviews' tab down to a 'Welcome to SEMJF' announcement box. This box includes a megaphone icon, the text 'Welcome to SEMJF', a link to the official SEMJF website, and a 'More Announcements' button. To the left of the announcement box is a 'SHOW ME' section with checkboxes for 'Announcements' and 'Notifications', both of which are checked. At the bottom left, there is an RSS feed icon and the text 'Subscribe to our RSS Feed'. On the right side, a 'GETTING STARTED' section lists four items with green checkmarks: 'Account Created', 'Personal Profile', 'Academic Profile', and 'Resume'.

3) If you have been selected by an employer for an **interview slot**, you will see two buttons under the “Invitations” column; the buttons will read “Accept Preselect” and “Decline.”

SEMJF interviews

Participating Employers – Schedule and Application Information | Scheduled Interviews

[edit text](#)

 Bidding period is over. **1 out of 20 bid used**

Use the “Review” button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.



Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair

Employers

▶ **Additional Employer Filters**


Legend:  no multiple interviews  instructions from employer

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [\[all\]](#)

Items 1-20 of 65

SHOW per page Page


[edit text](#)

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview Date ▲	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	 A Fake Employer (Atlanta, GA)		8	Jul 29th	<input type="button" value="Accept Preselect"/> <input type="button" value="Decline"/>	Resume, Transcript	applied

4) If you have been selected by an employer for an **alternate slot**, you will see two buttons under the “Invitations” column; the buttons will read “Accept Alternate” and “Decline.” The number in parentheses indicates your alternate rank (i.e. Alternate #1 is first in line to move into the schedule should there be a cancellation, #2 is the second, etc.).

SEMJF interviews

Participating Employers – Schedule and Application Information
Scheduled Interviews

 Bidding period is over. 1 out of 20 bid used

Use the "Review" button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.

Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair

Employers

▶ **Additional Employer Filters**

Legend: ⚠ no multiple interviews i instructions from employer

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)


Items 1-14 of 14 SHOW per page

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview Dates ▲	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	i A Fake Employer (Atlanta, GA)		8	Jul 29th	<input type="button" value="Accept Alternate (1)"/> <input type="button" value="Decline"/>	Main Resume, Grade Report	applied

5) If you were not selected by an employer for either an interview or alternate slot, you will see the words “not invited” in the “Invitations” column. There is nothing you need to do in the system for these instances.

SEMJF interviews

Participating Employers – Schedule and Application Information | Scheduled Interviews

 Bidding period is over. **1 out of 20 bid used**

Use the "Review" button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.



Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair


Employers ▾

▶ **Additional Employer Filters**

Legend:  no multiple interviews  instructions from employer

0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)

Items 1-20 of 65 SHOW per page Page

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview Date ▲	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	 A Fake Employer (Atlanta, GA)		8	Jul 29th	not invited	Fake Resume , Transcript	applied

6) An important note about accepting and/or declining interview or alternate slots:

You ***must*** either accept or decline the interviews and/or alternates for which you have been selected. If you do not accept them, it will be considered a cancellation; the system will not assign you an interview time, and an alternate will be assigned to the slot.

If you do not want your interview or alternate slot, please be sure to decline it in the system!

IF YOU HAVE RECEIVED MORE THAN 10 INVITATIONS:


You may only accept 10 total (interviews and preselects combined) invitations! Determine which interviews and alternates you are interested in (up to 10), and decline all other invitations.

7) To accept an interview slot, click the "Accept Preselect" button.

SEMJF interviews

Participating Employers – Schedule and Application Information | Scheduled Interviews

[edit text](#)

 Bidding period is over. **1 out of 20 bid used**

Use the "Review" button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.



Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair

Employers

▶ **Additional Employer Filters**


Legend:  no multiple interviews  instructions from employer

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [\[all\]](#)

Items 1-20 of 65

SHOW per page Page


[edit text](#)

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview Date ▲	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	 A Fake Employer (Atlanta, GA)		8	Jul 29th	<input type="button" value="Accept Preselect"/> <input type="button" value="Decline"/>	Resume, Transcript	applied

8) The screen will refresh itself, and the words "preselect accepted" will appear in that employer's row.

SEMJF interviews

Participating Employers - Schedule and Application Information | Scheduled Interviews

 Bidding period is over. **1 out of 20 bid used**

Use the "Review" button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.



Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session: 2011 Southeastern Minority Job Fair

Employers:


▶ **Additional Employer Filters**

Legend:  no multiple interviews  instructions from employer

0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)

Items 1-20 of 65

SHOW per page Page

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview Dates ▲	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	 A Fake Employer (Atlanta, GA)		8	Jul 29th	preselect accepted	Resume, Transcript	applied

9) An important note about accepting alternate slots:

If you receive an alternate invitation, it means that the employer would like to see you should there be cancellations on their schedule. If you accept an alternate position, it is the same as accepting an eventual interview. If a cancellation occurs, and you have accepted the alternate slot, you must take the interview. You will be moved into the time slot of the canceling student.

10) If you want to accept an alternate slot, click the "Accept Alternate" button.

SEMJF interviews

Participating Employers – Schedule and Application Information

Scheduled Interviews



Bidding period is over. **1 out of 20 bid used**

Use the "Review" button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.

Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair

Employers

▶ **Additional Employer Filters**

Legend: no multiple interviews instructions from employer

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)

Items 1–14 of 14

SHOW per page

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview Dates ▲	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	A Fake Employer (Atlanta, GA)		8	Jul 29th	<input type="button" value="Accept Alternate (1)"/> <input type="button" value="Decline"/>	Main Resume, Grade Report	applied

11) Once you've accepted the invitation, the words "alternate accepted" will appear in the "Invitations" column.

SEMJF interviews

Participating Employers - Schedule and Application Information

Scheduled Interviews



Bidding period is over. **1 out of 20 bid used**

Use the "Review" button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.

Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair

Employers

▶ **Additional Employer Filters**

Legend: no multiple interviews instructions from employer

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)

Items 1-20 of 65

SHOW per page Page

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview ▲ Date	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	A Fake Employer (Atlanta, GA)		8	Jul 29th	alternate accepted (2)	Fakest Resume, Grade report	applied

12) If you want to decline an interview or alternate slot, click on the "Decline" button.

SEMJF interviews

Participating Employers – Schedule and Application Information

Scheduled Interviews



Bidding period is over. **1 out of 20 bid used**

Use the "Review" button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.

Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair

Employers

▶ **Additional Employer Filters**

Legend: no multiple interviews instructions from employer

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)

Items 1-14 of 14

SHOW per page

	Employer ▲	Additional Locations Interviewing For	Total Slots	Interview Dates ▲	Invitations	Documents Submitted	Bidding/Application ▲
<input type="button" value="Review"/>	A Fake Employer (Atlanta, GA)		8	Jul 29th	<input type="button" value="Accept Alternate (1)"/> <input type="button" value="Decline"/>	Main Resume, Grade Report	applied

13) Once you confirm that you want to decline the invitation the words “preselect declined” or “alternate declined” will appear in the “Invitations” column.

SEMJF interviews

Participating Employers – Schedule and Application Information

Scheduled Interviews



Bidding period is over. 1 out of 20 bid used

Use the “Review” button to read all important employer information and submit your application materials!

As you are only allowed to have 15 documents at a time in your documents section, upload cover letters as you need them, submit them to an employer, and then delete them from the documents tab. You'll note that, once submitted, the cover letter will still be available for the employer even though it has been removed from your list of available documents.

Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session 2011 Southeastern Minority Job Fair

Employers

▶ **Additional Employer Filters**

Legend: no multiple interviews instructions from employer

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)

Items 1-14 of 14

SHOW per page

	Employer ^	Additional Locations Interviewing For	Total Slots	Interview Dates ^	Invitations	Documents Submitted	Bidding/Application ^
<input type="button" value="Review"/>	A Fake Employer (Atlanta, GA)		8	Jul 29th	alternate declined (1)	Main Resume, Grade Report	applied

If you have any questions about the accept/decline process for SEMJF, contact your school's Career Services Office.