



## Symplicity Quick Tips [Co-op] for Navigating the System

### 1. Logging IN:

Visit [www.sfu.ca/wil/symplicity](http://www.sfu.ca/wil/symplicity) and click the LOG IN button to log into Symplicity. Use your SFU computing ID and password to log in.

### 2. Update Your PROFILE:

Visit the "Profile" tab and complete the information fields presented. Any field with an asterisk (\*) is mandatory. Be sure to indicate your Co-op "Seeking" status by updating the "Next Working Term" checklist at the very bottom of the Profile - Personal Information section. Be sure to "Save Changes".

### 3. Navigation:

Use the buttons along the blue bar at the top of your browser to navigate through the various sections. To return to a previous page, do NOT use your browser's "Back" button, but instead use the internal buttons and back arrow within the system.

### 4. Upload Your RESUME:

You'll need at least one copy of your resume to be uploaded to your "Documents" module to allow you to apply for positions. This can be updated as you apply to specific jobs.

Note: Symplicity handles all uploaded documents in PDF format. Any other type of documents uploaded to Symplicity will require the system to first convert the document to PDF. In order to avoid any lengthy delays, save your documents as a PDF file prior to uploading. For more information on how to convert your document to a PDF file check out one of these Google links [here](#).

### 5. Create and Upload Your SIS FORM:

Go to the "Document Library" located in the "Document" section along the blue bar at the top and download the appropriate Student Information Summary (SIS) form. Fill in all the appropriate fields but DO NOT change any of the style, font size, or formatting preferences in the document. Simply fill in your personal employment information using the pre-set fields and upload the document into your "Documents" module. **Please be sure to tag the file as "SIS" in the documents module.**

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### 6. Upload Your TRANSCRIPT:

Upload a PDF copy of your most recent SFU Co-op Transcript.

To do this: Login to your gosfu account at <https://go.sfu.ca/>. Select "Self Service" from the menu. Select "Academic Record", then "Transcripts" then "View Unofficial Transcript." From "Report Type" select "Co-op Transcript." Click "go". Once the file opens, click on "PDF Printable Format" in the top right corner. Finally, click on "Save As" and download a copy to your hard drive. This saved version of your Co-op Transcript can then be uploaded into your document section in Symplicity. **Please be sure to tag the file as "Transcript" in the documents module.**

### 7. Browse Co-op JOBS:

Visit the "Jobs & Opportunities" section at the top to search for available Co-op jobs. Use the options in the "Position Type" field to search for "Full Time Co-op" or "International Co-op" positions. You may also use the "Advanced Search" tab to narrow your search results. Learn more about each position by clicking on the position title. On the right side of your screen you'll see the "Application Status", which indicates if you're able to apply to the position.

\*\* Note Co-op jobs are not filtered by the major so please do not use the "Majors" drop-down to filter your job search.

### 8. Apply for Co-op JOBS:

Once you have been released by a Coordinator to apply for Co-op positions, you will see drop down boxes for resume (for all active positions), cover letter, transcript and/or writing sample (only if the position asks for these). Select the uploaded documents you wish to submit then click the "Submit" button. Your application will be submitted and is pending approval by a Co-op Coordinator.

\*\* Note, when uploading your SIS, select writing sample as the document.

### 9. Sign Up for INTERVIEWS:

When you are selected for an interview with an organization, an "Alert" will appear on your Home page asking you to sign-up on an interview schedule. Click on the alert to be taken to the schedule sign-up page, where you can select an available time slot.

Use the "Interviews" module to see a list of "Scheduled Interviews" (ones you have already signed up for) and "Interview Requests" (positions for which you have been short-listed for an interview).