



Simplicity Interface: Student Guide

Version 1.1, September 15, 2008

Note: It is highly recommended that you follow along in Simplicity with this guide. The directions, terminology, and such, in this guide, are much easier to understand with a visual aid!

INDEX

I. GETTING STARTED

1. Login
2. Simplicity Home Page

II. NAVIGATING SYMPPLICITY

1. Navigation Standards
2. Navigation Bar
3. Entering Information
4. Checklist

III. SYMPPLICITY'S MODULES

Profile

1. Personal Information
2. Academic Information
3. Privacy
4. Co-op Placements
5. Activity Summary

Documents

1. Adding Documents
2. Document Library
3. Converting to PDF

Jobs & Opportunities

1. Jobs & Opportunities
2. Favorites
3. Advanced Search
4. Search Agents
5. Submitted Online Applications
6. Tracking Jobs

Organizations

1. Organizations
2. Favorite Organizations

Interviews

1. Scheduled Interviews
2. Applied Jobs- Interview Status

Events

1. Information Sessions
2. Workshops

Calendar

1. Today's Events
2. Day View
3. Week View
4. Month View
5. Year View
6. Personal Events

IV. **APPLYING FOR JOBS**

V. **SIGNING UP FOR INTERVIEWS**

GETTING STARTED

1. To log in to Symplicity, visit: www.sfu.ca/wil/symplicity and click on the “Log in” button.

You will find yourself at an SFU Central Authentication System (CAS) screen. Students login with their SFU email id and password and will be redirected to their student account in Symplicity. Alumni must use their SFU alumni email address (e.g. john_smith@alumni.sfu.ca) and password. If you require an account, please visit: http://www2.sfu.ca/alumni/alumni_perks/email_faq.htm

2. The Symplicity home page has several areas designed to get you started:

Announcements (1): Draw your attention to important information and updates, including events, deadlines, technical issues, etc.

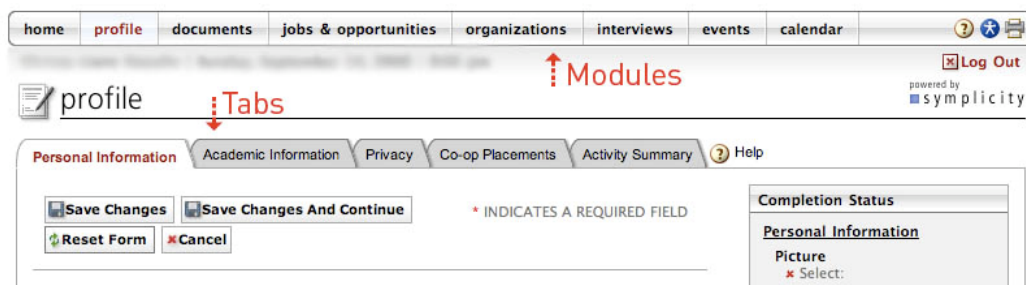
Quick Links (2): Access the most commonly used areas of the system.

Alerts (3): Inform you about upcoming deadlines, pending interviews and other matters related to your personal activities.

Calendar (4): Displays all scheduled Work Integrated Learning events, including Career Services, Co-op Education and Volunteer Services. Clicking on any of the days on the calendar will take you to the Calendar module.

NAVIGATING SYMPPLICITY

Each of the major sections on the navigation bar at the top of the page are called **modules**. **Tabs** (subsections) are located within each module and contain specific pages.



1. Navigation in Symplicity follows “standards” that are easy to familiarize yourself with:

- Each module has its own index page, a starting point for you to go forward to a deeper part of the module, or switch to a different module. These pages normally have a search engine at the top of the page, followed by a well organized list that can be sorted.
- Once you move forward within a module you'll view subsections contained within tabs, which are laid out like file folders. Use the menu buttons and tabs to navigate backwards if you need to return to a previously visited page. **Do not use your browser's Back button, as it may not return you to your previous location.**



- Symplicity employs a method called “breadcrumbing” in each module, keeping track of exactly where you are in a module and returns you directly there if you navigate away, then return.

2. The top of the page features a navigation bar containing links to the following modules: home, profile, documents, jobs & opportunities, organizations, interviews, events, and calendar. **Before you are allowed to use most parts of the system, you will be directed to the personal and academic profile pages, and you will have to fill out all the mandatory fields. Fields with a red asterisk (*) are mandatory, and must be completed in order to save your information. It is highly recommended that you visit the Profile module first, as there fields containing personal information that you need to fill out to ensure a successful experience.**

3. Checklists, located in grey boxes on the right of your browser, appear in every tab that requires your input. This keeps track of the fields you have completed with a green checkmark or a red 'x', if you have not filled it in.

SYMPPLICITY'S MODULES

This next section explains what you will find in each module:

Profile

1. **Personal Information:** In this section you can **identify** your interests. Please fill in the information as accurately and thoroughly as possible. **Remember to save your changes.**

You can upload a picture of yourself to Symplicity. The picture must be 150 pixels by 150 pixels and be of a professional and appropriate nature since Coordinators and Program Assistants will have access to your profile.

Co-op students only: When you are asked to set your work term or “release” yourself in Symplicity it refers to the bottom of the **Personal Information** page. Under Co-operative Education (To be filled out by Registered Co-op students only), here you can check off if you will be seeking a placement for the following term. Please note that if you are interested in a 4 and 8-month term you will need to check *both* the 4 and 8-month box.

Co-operative Education (To be filled out by Registered Co-op students only)

This is not an application form. In order to join Co-operative Education, please visit www.sfu.ca/coop

Select your preferred next working semester and duration.

- Intended Next Working Term:
- 2009 Spring: 4-month
 - 2009 Spring: 8-month
 - 2009 Spring: 12-month
 - 2009 Spring: Unspecified

2. **Academic Information:** This section contains information relating to your studies. Several fields are already propagated with information from SFU’s Student Information Management System (SIMS), however, be sure to update any outdated or incorrect information. Be sure to identify a major and, if applicable, a minor, concentration/option/stream, or a certificate. **Remember to save your changes.**
Note: Make sure to click the “Symplicity Usage Agreement” link above the “I have Read and Agreed...” field. You need to check this field’s checkbox in order to continue to other parts of the system, but doing so means you agree to the terms and conditions outlined in the agreement. Please read these terms!
3. **Privacy:** The privacy tab allows you to choose whether or not you would like your resumes included in resume books (collections of student resumes that can be constructed to forward to organizations for review). **Note: Resume Books will not be used until further notice.**
4. **Co-op Placements:** This tab will only appear for students that have been accepted into SFU’s Co-op program (www.sfu.ca/coop). It documents current and

completed Co-op placements. To view placement details, click the 'Edit' button next to the name of the placement (the job title).

5. **Activity Summary:** Documents your online activities in Symplicity, (default is set to a range of 1 day, which can be modified). This section can also be searched for specific activities. This tab is helpful for reviewing workshops you have registered for or completed, the number of applications you have submitted, etc. Click the date of the activity to view its details, and click 'Done' on the activity info page to return to the list.

Documents

This module is used to organize and upload student documents such as resumes, cover letters, transcripts etc. It also contains the Document Library, a vital reference tool for students to view available career resource material.

1. Adding documents

Click the **"Add New"** button, found near the bottom of the screen. Give the file a label, which will be its name in the system, choose a type of file (resume, cover letter, unofficial transcript) and upload the file using the **"Choose File"** button. It is recommended that you label your documents according to the job. For example label a cover letter for a Business job at Company X as **"Bus-Company X"**.

Symplicity will not upload a document larger than 200kb. To make your documents a smaller file size you can convert them to PDF. For help converting to PDF, see page 7 of this document under Converting to PDF.

It is recommended that you convert your documents (SIS, resume, cover letter, etc.) *before* you upload them to Symplicity. Symplicity will convert your non-PDF documents into PDF, but this can take up to one hour to complete.

SIS Forms: You are responsible for creating and uploading your own Student Information Summary (SIS) Form. A generic Co-op template file is available in the "Documents Library" in Symplicity. Science & Environment students please use the SIS template labeled "Science & Environment SIS Form". DO NOT change any of the style, font size, or formatting preferences in the document. Fill in your personal employment information using the pre-set fields and upload the

document into your **“Documents”** section. Please be sure to tag the file as SIS in the document section.

Co-op Transcripts: Students are responsible for uploading their most recent Co-op Transcripts. 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 Transcripts can then be uploaded into Symplicity.

2. Document Library

The Document Library is a library of useful reference documents, manuals, forms etc. uploaded by staff. This is where you can download the generic Co-op and Science & Environment SIS form.

3. Converting to PDF

This conversion guide is also available online at:

http://www.sfu.ca/wil/pdf/Creating_a_PDF.pdf

Note: Remember to always save your document in Word format (.doc) to preserve the original formatting of the document

During peak times, your documents submitted for PDF document conversion may take up to one hour. You may bypass the PDF conversion process and apply to jobs by directly uploading a PDF version of the document. Below are different ways to create a PDF document in various operating systems and programs.

MAC:

- Open your Microsoft Word document
- Choose File > Print (⌘-P) from the top menu
- Click on the PDF ▼ box in the bottom left-hand corner of the dialog box
- In the drop-down menu click on Save as PDF
- Specify a filename and location for the PDF file
- Click Save

WINDOWS WITH ADOBE ACROBAT (available on most school computers):

For more detailed instructions visit:

<http://kb.adobe.com/selfservice/viewContent.do?externalId=330729>

- Open your Microsoft Word document
- Choose File > Print (Ctrl-P) from the top menu
- Choose Adobe PDF from the Printer Name pop-up menu
- Click OK, and specify a filename and location for the PDF file
- Click Save
- If the computer you are working on uses Acrobat 9 you will need to save with an older format of Acrobat, selecting it from the drop-down menu in the dialog box since Symplicity is not compatible with Acrobat 9 at this time

WINDOWS WITHOUT ADOBE ACROBAT:

In order to save a PDF in Word you will need to download a free PDF maker.

Examples of available ones are:

- CutePDF (<http://www.cutepdf.com/Products/CutePDF/writer.asp>)
- Primo PDF (http://www.primopdf.com/primopdf_free_idx.htm).

Follow the instructions on the websites to create a PDF using the software.

ADOBE INDESIGN CS – CS3 (WINDOWS AND MAC):

- Open your Adobe InDesign file
- Choose File > Export (Ctrl/⌘-E) from the top menu
- Specify a filename and location for the PDF file
- Under Format make sure that Adobe PDF is selected
- Click Save
- Select [High Quality Print] under Adobe PDF Preset (top of dialog box)
- Click Export

Jobs & Opportunities

This is where all postings of part time, full time, permanent or seasonal jobs, volunteer opportunities and Co-op jobs are found. There are numerous tabs here designed to aid your job searching needs:

1. Jobs & Opportunities

The first tab lists all active jobs and opportunities. By default, it will show only positions that are accepting applications. To view positions that are in the

interview signup phase, review the *“Show Me”* drop-down menu.

Note: The “Interviews I Qualify For” option actually does not show you interviews you have been invited for/can sign up for. It bases the search on whether you meet the job’s screening criteria, so you will likely see many interviews for jobs that you did not apply to.

To tell between jobs that are taking applications or holding interviews, you must check the “Type” column, which distinguishes them with a single letter. The letter ‘J’ means that the job is open for applications (Job Listing) and the letter ‘P’ means the position is holding interviews (Pre-select, meaning only selected students are eligible to sign up for an interview.)

The search engine at the top of the page has common search categories, including a keyword search. Entries can be sorted by each category in ascending (up arrow) or descending (down arrow) order.

Co-op students will not be able to view Co-op positions unless they are seeking for next term and have been released by a Coordinator.

2. Favorites

The *“Options”* button in the last column of the job listing section (see ‘jobs & opportunities’ tab) contains a button called *“Add to Favorites”* attached to each listing. By selecting this button, the corresponding job is tagged as one of your *“Favorites”*, and filed here, under the Favorites tab. It is essentially a way to identify positions that you are interested in and to store them under one easily accessible tab. Please note that once a job is inactive in the system (meaning that it is past the deadline date) it will no longer be listed under Jobs & Opportunities and in your Favorites tab.

3. Advanced Search

Several sections within Symplicity have Advanced Searches that list all searchable fields and provides additional options to narrow your search results. To execute your search, hit *“Submit”* (the results will appear under a new tab called *“Search Results”*), or *“Clear”* to clear all the selections.

4. Search Agents

Under the Advanced Search tab, the first option is called *“Search Agents”*, which prompts you to save your selected search preferences under a name. Upon doing

so, the name is stored under this Search Agents tab, allowing you to run the same search again. Any number of Search Agents can be stored, with any combination of selections. This can be thought of as saving a “preferred search”, if you search for the same criteria often.

5. Submitted Online Applications

This tab lists all the positions you have applied for online, through Symplicity, allowing you to jump directly to the position information, to the organization’s profile, to view your submitted documents, and to **withdraw your application**, if required.

6. Tracking Jobs

When you have applied online to a job, that job will appear under the “Submitted Online Applications”, tab within the Jobs & Opportunities module with the date you applied and a list of the documents you applied with. When the position moves into the interview phase you will see the job listed under the “Applied Jobs- Interview Status” tab within the Interview module. If you are invited to the interview the status will say *“Invited”* and you will be able to schedule your interview. If you are not invited to interview the status will say *“Not Invited”* and if no decision has been made then the status will say *“Pending”*. Once the interview’s schedule expires, the Status will then say *“Signup ended”*.

Note: For any job for which you e-mail the application package directly to the employer, it is up to you to keep track of your applications, as Symplicity cannot track this.

Organizations

The organizations tab shows all organizations listed in Symplicity, and highlights your selected *“Favorite Organizations”*:

1. Organizations

All the organizations in Symplicity are listed, with several search and sort options. The list can be sorted by organization name, either ascending or descending alphabetically, or also by Industry. The **“Add to Favorites”** on the right side of each listing will add the corresponding organization to your Favorites list (under the Favorites tab in this module).

2. Favorite Organizations

Log of all organizations selected as your **“Favorite Organizations”**.

Interviews

This module keeps track of all your requested and scheduled interviews, in two tabs. Once you have applied to a position that requires candidates to be interviewed it is important to keep an eye on this module so you can keep track of your interview dates and respond to requests as soon as possible.

1. Scheduled Interviews

After signing up for an interview time slot, the interview must be approved, and once it is, it is listed here for you to quickly reference.

2. Applied Jobs- Interview Status

Once a job moves to the interview phase, if you are on the applicant list, you will see an entry here. The ‘Status’ column will say ‘Pending’ at first, until the decision to invite you or not comes, at which point it will be ‘Invited’ or ‘Not Invited’. It will change to “Signup ended” once the interview schedule expires. If you have been selected to be interviewed for a position, the requests will be listed here, and you will be able to select a timeslot. The interview will remain listed here for your reference, until it is approved. Once approved, it is moved to Scheduled Interviews. If you are not short-listed for the interview, the “request” will remain with the ‘Not Invited’ or ‘Signup ended’ status, so you keep a record of all interviews you were not short-listed for, as well.

Events

All events held by Career Services, Co-op and Volunteer Services, are listed under the two tabs in the Event module: Information Sessions and Workshops. The event details are accessible here, as well as registration, provided you are eligible.

1. Information Sessions

An information session is an event held in association with an employer, which can fall into several categories (Information Session Type). Click the Information Session Start Date to see the event details, and then click the **“RSVP”** button to register for the event (Note: the RSVP button will only appear if you are eligible to attend the event). You will then see the event timeslot appear on your calendar. You can search for information sessions by Information Session Type, Start Date,

End Date and Organization.

2. Workshops

Workshops are events organized to provide students with more skills and information related to their job search; these include Co-op workshops and Bridging Online (BOL). You can search for workshops by Start Date and End Date. To register for a workshop, simply select the RSVP button that appears next to the workshop title on the listing. Click on the workshop name to view its details.

Calendar

The Symplicity calendar is extremely useful for date/appointment/event tracking and reminding oneself of upcoming arrangements. There are six tabs in the Calendar module, each used to display different events or different views:

1. **Today:** This viewing perspective simply lists out all the current day's events. Clicking an event will take you to the event's details, in the Events tab.
2. **Day View:** The full day's timeslots appear (7:00am-8:00pm), with search options (Info Session Types, View, Interviews, Resume Submission Deadlines), alternate views (calendar icons at the top right, which switch to the other tabs), the ability to shuffle through individual days by clicking the top arrows, the ability to jump to other months (mini-calendars on the right side) and Today's Events at the very bottom.
3. **Week View:** The Week View uses the same basic functionality as Day View. The calendar itself shows all seven days of the week in line with the 7:00am-8:00pm time slots, and shows all events for the week. At the bottom of the page, the week's events are listed.
4. **Month View:** The month appears with event titles listed in brief, including the time that the event starts. To view more information about event on a given day, select the date (number), which will switch over to the Day View, where the event can be clicked on. You can also use This Month's Events, at the bottom of the page, and find the event you want to see, and click on it.
5. You can see the events in Day, Week, and Month view in list form by scrolling down the page when you have the corresponding tab open.

6. **Year View:** Days with events on them are highlighted on gray, with a darker gray diamond on them. Click the day, and you are brought to that individual day on the Day View tab. The search engine in this tab is identical to the previous ones.
7. **Personal Events:** Symplicity's Calendar can be used to record personal events, as well as campus/organization events. To add a personal event, click the "Add New" button, and you will be prompted to fill out some fields. You can give the event a title, description, date, start time, end time, location, period of recurrence (ex: weekly), number of recurrences, and the choice of whether or not to automatically send you e-mail reminders of the event. Once you save this event, it only appears on your calendar.

APPLYING FOR POSITIONS

All students are able to see positions posted in 'Jobs & Opportunities', however, they are not necessarily able to apply:

Students have access to all part time, full time, permanent or seasonal job postings and volunteer opportunities, however, students only have access to **Co-op jobs** if they have been **accepted** into the Co-op program and have completed the necessary requirements to be **released** to seek for the specified term. To apply to the Co-op Program, please visit www.sfu.ca/coop and click on the **"Apply Now"** button to complete the application form.

- Go to the Jobs & Opportunities tab.
- To search for a position, you have many options. If you are seeking a particular type of position, for example, a full-time Co-op position, you can search for a Position Type. You can also search by Industry, look for specific keywords, or search for positions that have specified a desired Major (using the Major field). If you are looking for a specific employer, using Keyword or sorting the listing by Organization Name (by clicking the heading by that name) should allow you to find a particular organization quickly.
- Click on the name of a position you are interested in to see its details. For Career employment and Volunteer opportunities, you will usually only have to

e-mail your application package directly to the organization, rather than apply through Symplicity. For Co-op jobs, you apply through the application section, on the right side of the page. If you do not qualify for the job, it will indicate the reasons. **Please note in order to apply online for a job you must have a resume uploaded.**

- If you are eligible to apply, you will see drop down boxes for resume (for all positions), as well as SIS form, cover letter, transcript or writing sample (only if the position asks for these). There will also be boxes displaying the date the position was posted and the deadline date for applications. **(All positions close at 12:00 midnight PST the deadline day)** You simply need to select which uploaded documents you wish to submit and the order the documents will appear in your completed package.

Some positions may ask for more than one cover letter or additional documents. You can upload more documents by using the “Add More” button. Once all this is finalized click the “Submit” button, and a Coordinator will submit your application after review.

If you want to “unapply” for a job you can do so by clicking on the “Submitted Online Applications” tab under Jobs & Opportunities. The applications you have submitted will be listed and you can click “Withdraw Application” in the options box. Please note you can only do this *before* the deadline date and you can reapply to the same job, but only *before* the deadline date.

SIGNING UP FOR INTERVIEWS (Only available to Co-op students)

Signing up for an interview is the next step in the process, if your application goes through and an organization selects you to be interviewed. When a position is in the interviewing phase, the students from the organization’s short-list are made eligible to 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 signup page, where you can select an available timeslot.
- Please note that when you apply to a job, *even if you are not selected for an*

interview, the interview details will appear under the “Applied Jobs- Interview Status” tab. This way you will be able to track the status of a job and it will say if you are “Invited”, “Not Invited” or “Pending”.

- Once signed up for an interview, your calendar will show the date and time of the interview. The location of the interview will be included in its details.
- You can also use the Interviews module to see a list of Scheduled Interviews (ones you have already signed up for) and Applied Jobs- Interview Status (positions for which you are on the applicants list, and your Status for the interview is displayed.)