

## Q & A for Students

### Profiles

#### How do I view and edit my academic information?

To view and edit academic information, click on the 'Academic Information' tab, complete the information and click on the 'save changes' button or click 'next' to save the information and move on to the 'Privacy' tab.

Make sure to have completed their profile, fill in all required information marked by red asterisks.

### Job Search

#### How do I obtain more information about a job?

Click on the appropriate link in the 'Title' column to view information regarding the position.

#### I tried to search for a job and my search came up blank, why?

If your initial search does not produce a desired result, try altering your search criteria. Click on Program>Only selected programs>Search. New jobs are added each day, so the results of your search could be different in a matter of hours!

#### I found a job I am interested in, but it says I am not qualified to apply - why?

Some employers may choose to screen applicants based on specific quantitative criteria such as program or graduation date. If you do not meet the qualifications the employer is looking for, you will not be able to apply. As well, if you are a WIL student and your profile has not been approved, you will not be able to apply to any WIL postings.

#### Can I save a Job so I can find it easily at a later time?

Yes, click the 'Add Favorite' link in the Options column and the job will be saved to the Favorites tab

#### How do I check my application status?

You must wait for the employer to contact you.

#### If I withdraw an application, will the Employer be notified?

No, employers are not notified if an application is withdrawn. If the application materials were emailed, the employer will receive a new copy of the application materials.

#### Why would I want to create a job search agent?

Job search agents will alert you when there are new jobs posted to the system that meet specific criteria that you have set. You can have updates sent to you as often as every day, week, etc. To set up a search agent, click on the Job Postings>Saved Searches.

#### How do I start a new search?

Under the 'Advanced Search' tab, click the 'Clear' button. The previous search will be expunged from the system and the 'Search Results' tab will disappear. If you want to wipe away your entries, click the 'Reset' button.

### Uploading Resumes

#### What is the purpose of uploading and storing my resume and cover letter?

Uploading and storing a resume and cover letter allows you to apply for positions by submitting your documents directly to employers. When submitting documents, it is useful to combine resume and cover letter in PDF form.

#### Can I store multiple resumes?

You may store as many resumes as the system will allow by clicking the 'Add New' button and uploading a new resume file. You will receive an on-screen message once you have reached the maximum and will have to delete one resume to upload another.

**How can I view my resumes?**

To view a resume, click on the resume icon in the 'View' column. Acrobat reader will automatically open and display your resume in PDF format.

**Can I modify a document once it has been uploaded and converted?**

No, you must upload a new copy of the document. You may delete the older version by clicking the [delete] button in the Options column.

**Why is there an error message that the document exceeds the size limit?**

Student documents are limited to a maximum file size of 500K in PDF form. We recommend either editing larger files to remove unneeded graphics and/or background images, or perhaps compressing/zippping to reduce their size. Rescanning at a low resolution might also help.

**Once a student has submitted an application to a posting in Symplicity, is there a way to add a Transcript document after the fact? Do they have to withdraw the application and then reapply with all required documents?**

The student would have to withdraw their application by clicking on MY JOB APPLICATIONS. Your application for your posting will show as well as a WITHDRAW option. Click button and reapply with all of the documents. There isn't a way to edit the application to add/remove documents once you have applied.