

How to Apply to a Symplicity Job Posting

The job application process with a position posted through co-op on Symplicity is a bit different than if you were applying for a regular position at a company. When an employer posts a job on Symplicity, the Co-op Office compiles all the applications and creates a package for the employer to look over. This allows them to review everyone at once, and allows us to keep better track of which students have applied to a position.

When you see a job posting on Symplicity, please **apply directly to that posting** using the following instructions. Please **do not** send your application to the employer directly if you discovered the position on Symplicity. If you are having trouble applying to a Symplicity posting, please contact the Co-op Office.

Contents

Tips and Tricks for Applying	2
Document Format Tips	2
Applying to a Symplicity Posting	3
Uploading Documents	3
Finding a Job Posting	6
Submitting an Application	9
Troubleshooting Uploads.....	12



Tips and Tricks for Applying

- Every Wednesday morning Symplicity undergoes site maintenance. During this time you will be unable to view or apply to positions
- Applications for Symplicity jobs close at 11:59pm (midnight) on the deadline date
- You will be unable to apply for a job if you have no documents uploaded. Please see **Uploading Documents** for instructions

Document Format Tips

When creating the documents you are going to apply with, you should keep a few things in mind:

- Keep your cover letter to 1 page and your resume to 2 pages (or whatever the position asks for)
 - Employers are busy and may not have the time to comb through 4 or more pages of one application. Some don't even print or look at more than the first page of the cover letter document and the first two pages of the resume document
 - Focus on experiences relevant to the position you're applying to and remove positions that you have not held for more than 5 years
 - If you're really stuck for room, try shifting your margins or spacing, but remember to keep the documents readable
 - **Important:** Remove blank pages from your documents. Even if there is nothing on a page, if it is in the document when it is uploaded, it will be transferred to the employer. Often students will have a cover page document that's 2 pages, with the second one blank, and the employers will get to that page and think you have forgotten to attach your resume. Sometimes the employers contact us to ask about it, but sometimes they don't and the application is not considered
- Use appropriate and consistent formatting
 - Your font should be professional and easy to read
 - Style differences should only be used when necessary. You can bring attention to headings and job titles by creating contrast with bold, underline, italics, or colour, but don't overdo it
 - Your font type and size should match from one section to the next. If you have one job title that's underlined and blue, do the same with the rest of them
- Once you have written your documents, convert them to PDF and review them
 - (Find instructions on how to do this in Microsoft Word for [Windows](#) and [Mac](#))
 - Converting to PDF allows the documents to be static and not change in formatting or content at any point in the process. If your document is a PDF, you know that the employer will receive it just as you have submitted it
 - Additionally, Symplicity stores uploaded files as PDF documents, so the system won't spend time trying to convert your file if it's already a PDF
 - **Important:** During the conversion process, some things on your page may shift. Often, the last line of a page will be pushed to the next page. This could be a drastic change if that last line is the only instance of your name on your cover letter but the employer only chooses to print the first page of all cover letters. Therefore it is crucial for you to open the PDF and look through all the pages of it to ensure everything is as you want it before you upload it to Symplicity. It is also good practice to view your document after it has been uploaded to ensure it was loaded properly

If you have problems with formatting your document, or you want to learn more about how to format properly, please contact Leah at the KIN Co-op Office (leah.meanwell@ubc.ca)

Applying to a Symplicity Posting

When you want to apply to a job on Symplicity, you must complete a number of steps, including

- Uploading Documents
- Finding a Job Posting
- Submitting an Application

Uploading Documents

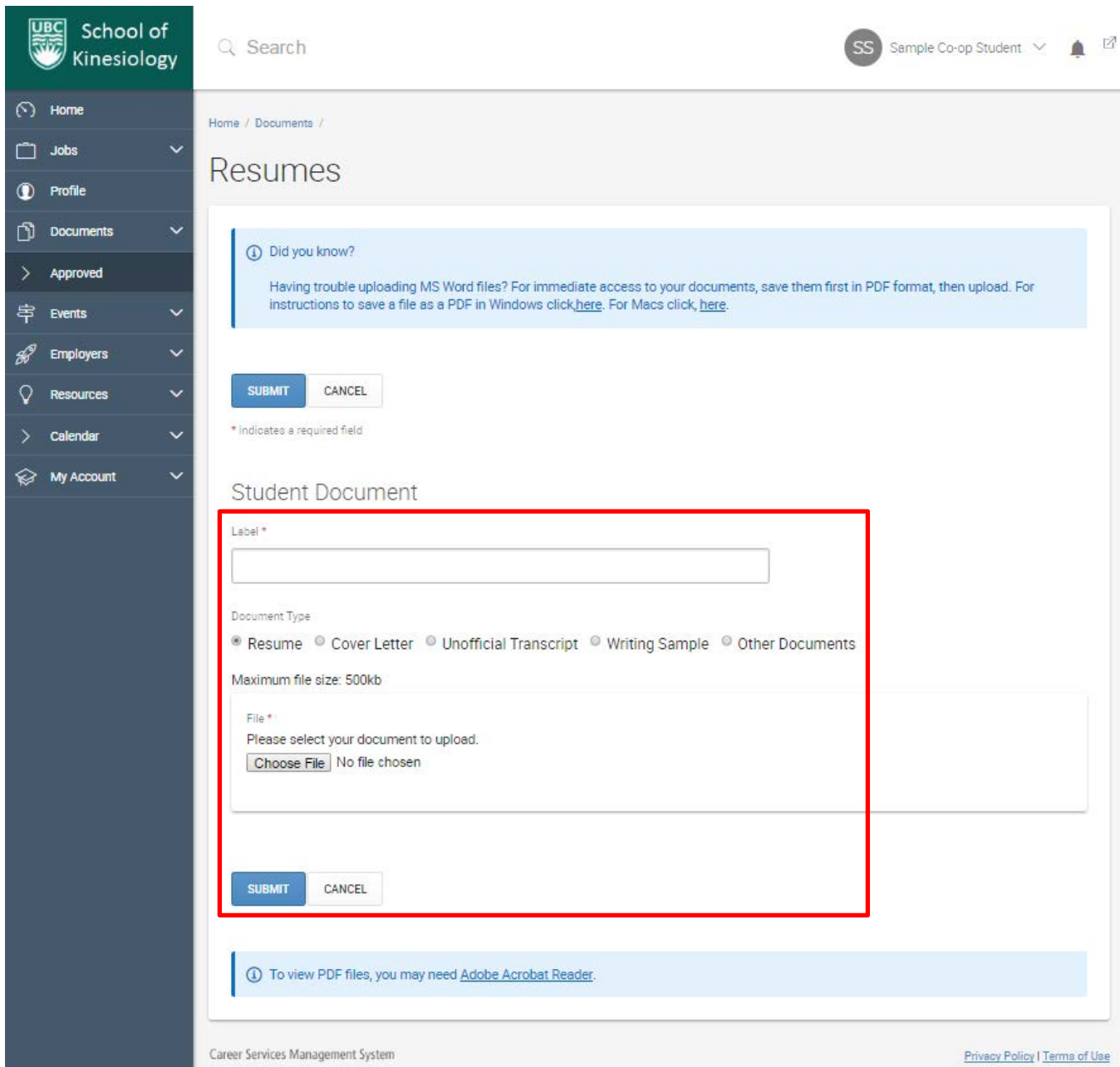
1. Log in to Symplicity (<https://hkin-ubc-csm.symplicity.com/students/index.php/>)
2. Navigate to your documents page by clicking Documents > Approved in the left bar
 - Note: This documents page is titled Resumes, but holds all of the documents you upload for applications

The screenshot shows the user dashboard for 'Sample Co-op Student'. The left sidebar has a menu with 'Approved' highlighted in red. The main content area shows a profile summary with '4 Applications Submitted' and '1 Employers Followed'. There are also sections for 'Career Tools and Advising' and 'Find a Job'.

3. Click Add New

The screenshot shows the 'Resumes' page. The left sidebar has 'Approved' selected. The main content area displays 'No records found.' with an 'ADD NEW' button highlighted in red. A blue banner at the bottom states: 'To view PDF files, you may need Adobe Acrobat Reader.'

4. A page will be brought up that allows you to name the document, specify its type, and upload the file



UBC School of Kinesiology | Search | SS Sample Co-op Student

Home / Documents / Resumes

ⓘ Did you know?
 Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click [here](#). For Macs click [here](#).

SUBMIT CANCEL

* indicates a required field

Student Document

Label *

Document Type

Resume
 Cover Letter
 Unofficial Transcript
 Writing Sample
 Other Documents

Maximum file size: 500kb

File *

Please select your document to upload.

Choose File No file chosen

SUBMIT CANCEL

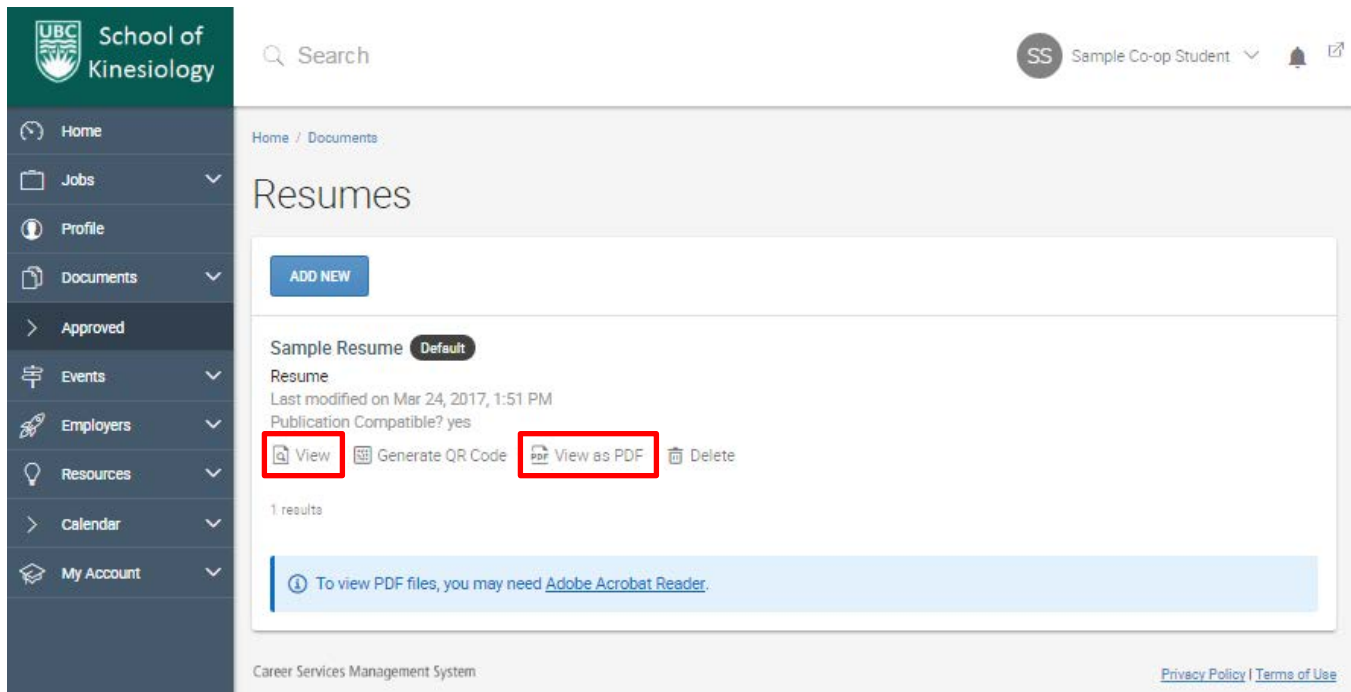
ⓘ To view PDF files, you may need [Adobe Acrobat Reader](#).

Career Services Management System | [Privacy Policy](#) | [Terms of Use](#)

- You should set the Label to something that clearly identifies the file, such as “Total Therapy Cover Letter” or “UBC Camps Resume”, so you don’t accidentally attach the wrong document to your application
- Make sure you choose the correct document type (Resume, Cover Letter, Unofficial Transcript, etc.) as when you are submitting an application, the application will request one or more types of documents, and for each one, you will only be able to choose from a list of that type of document
- Select the document you intend to upload by clicking Choose File, selecting the correct file, and clicking Open
- Click Submit



5. After clicking Submit, you will be taken back to the Resumes page where you will see your newly uploaded document



- Once you upload your document, you should ensure it loads by clicking View as PDF. This should load your PDF in a new browser tab. If the PDF doesn't load, or if that option isn't available, your document was not correctly uploaded and you will need to upload again. Please see **Troubleshooting Uploads** for some possibilities as to why your upload failed
 - If you need to make any changes to the document information (Label, Document Type) once you have uploaded it, you can click on View, which will bring up a page that is almost identical to the page you originally uploaded the document with
6. Repeat this process for all documents you have to upload for your application(s)

Finding a Job Posting

1. Log in to Symplicity (<https://hkin-ubc-csm.symplicity.com/students/index.php/>)
2. Navigate to the job postings page by clicking Jobs > Job Postings

The screenshot shows the user profile page for 'Sample Co-op Student' in the Symplicity system. The user is logged in as 'Sample Co-op Student' (SS). The profile shows '4 Applications Submitted' and '1 Employers Followed'. The email address is 'simone.longpre@ubc.ca'. The profile completion status is '16% Complete'. The left sidebar has a menu with 'Job Postings' highlighted in a red box. The main content area includes a 'News Feed' with no announcements and a 'Find a Job' section with options to browse job/volunteer postings and view applied-for jobs.

3. Narrow the criteria for postings that you see by selecting the Co-op - KIN Vancouver Campus (30hrs/wk or more) tab

The screenshot shows the 'Job Postings' page in the Symplicity system. The user is logged in as 'Sample Co-op Student' (SS). The page has a breadcrumb trail 'Home / Jobs'. The main heading is 'Job Postings'. Below the heading are tabs for 'JOBS', 'RECOMMENDED JOBS', 'MY FAVORITES', 'APPLICATIONS', and 'EXPIRED JOBS'. Under the 'JOBS' tab, there are two filter options: 'ALL POSITION TYPES' and 'CO-OP - KIN VANCOUVER CAMPUS (30 HRS/WK OR MORE)', with the latter highlighted in a red box. Below the filters is a search bar with the text 'Find jobs by job title, company, location and more' and a 'SEARCH' button. There are also links for 'Advanced Search' and 'Saved Searches'.

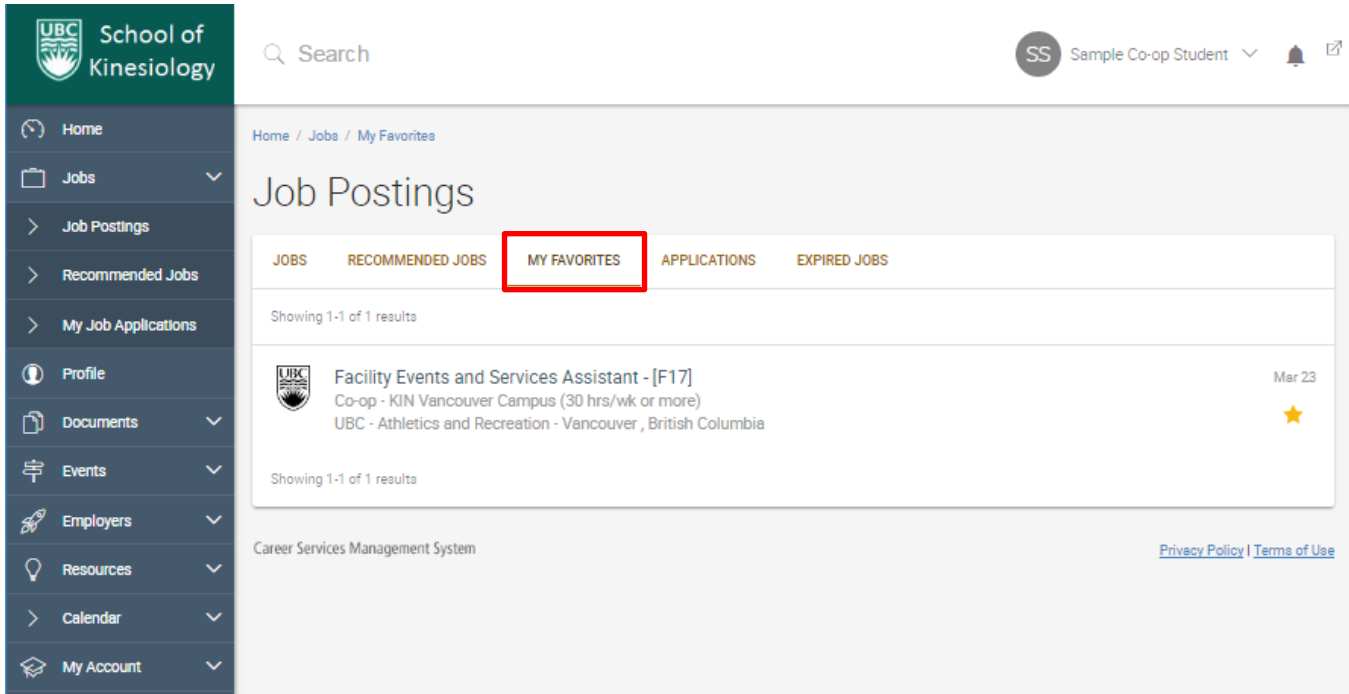


- Review an available job posting by clicking its title. This will provide you with information about the job such as Description, Qualifications, Location, Posting Date, Expiration Date, Duration, and Salary in the centre section of the screen. The right section of the screen provides you with Important Dates (Posted On and Applications Accepted Until) as well as the Contact Information (who you should address your cover letter to) for this position

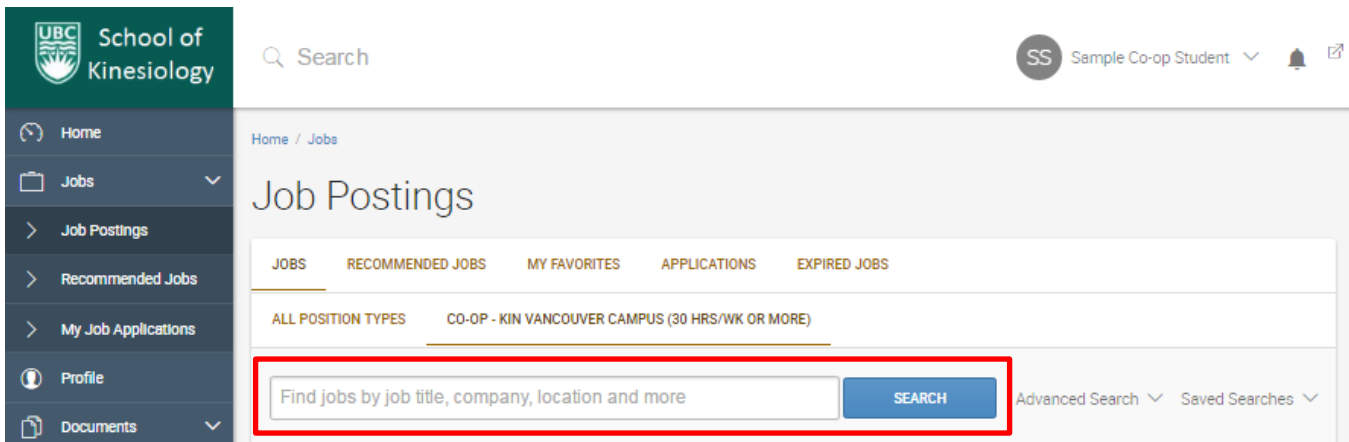
The screenshot shows the user interface of the UBC Kinesiology Co-op Program website. On the left is a dark navigation sidebar with options like Home, Jobs, Job Postings, Recommended Jobs, My Job Applications, Profile, Documents, Events, Employers, Resources, Calendar, and My Account. The main content area is titled 'Job Postings' and features a job listing for 'Facility Events and Services Assistant - [F17]'. The listing includes the UBC logo, job title, location (Co-op - KIN Vancouver Campus), and a '+ FOLLOW' button. Below the title, it specifies 'Position Type: Co-op - KIN Vancouver Campus (30 hrs/wk or more)'. The description section starts with an 'IMPORTANT NOTE: THIS POSTING IS FOR A FALL 2017 POSITION' and a 'POSITION SUMMARY' paragraph. To the right of the main content is a sidebar with a red border containing 'Important Dates' (Posted On: Mar 23, 2017; Applications Accepted Until: Apr 16, 2017), 'Screening Criteria' (Applicant Type: Kinesiology Co-op), and 'Contact Information' (Employer: UBC - Athletics and Recreation; Name: Taira Jolie). An 'APPLY' button is visible at the top right of the job listing area.



5. You can save postings you would like to look at again later by clicking the star next to the title on the individual posting page or the Job Postings page
 - You can then find these postings under the My Favorites tab on the Job Postings page



6. You can also search for a job posting using the search bar on the Job Postings page. This will look for the keywords you enter within Position Titles, Company Names, and Position Descriptions





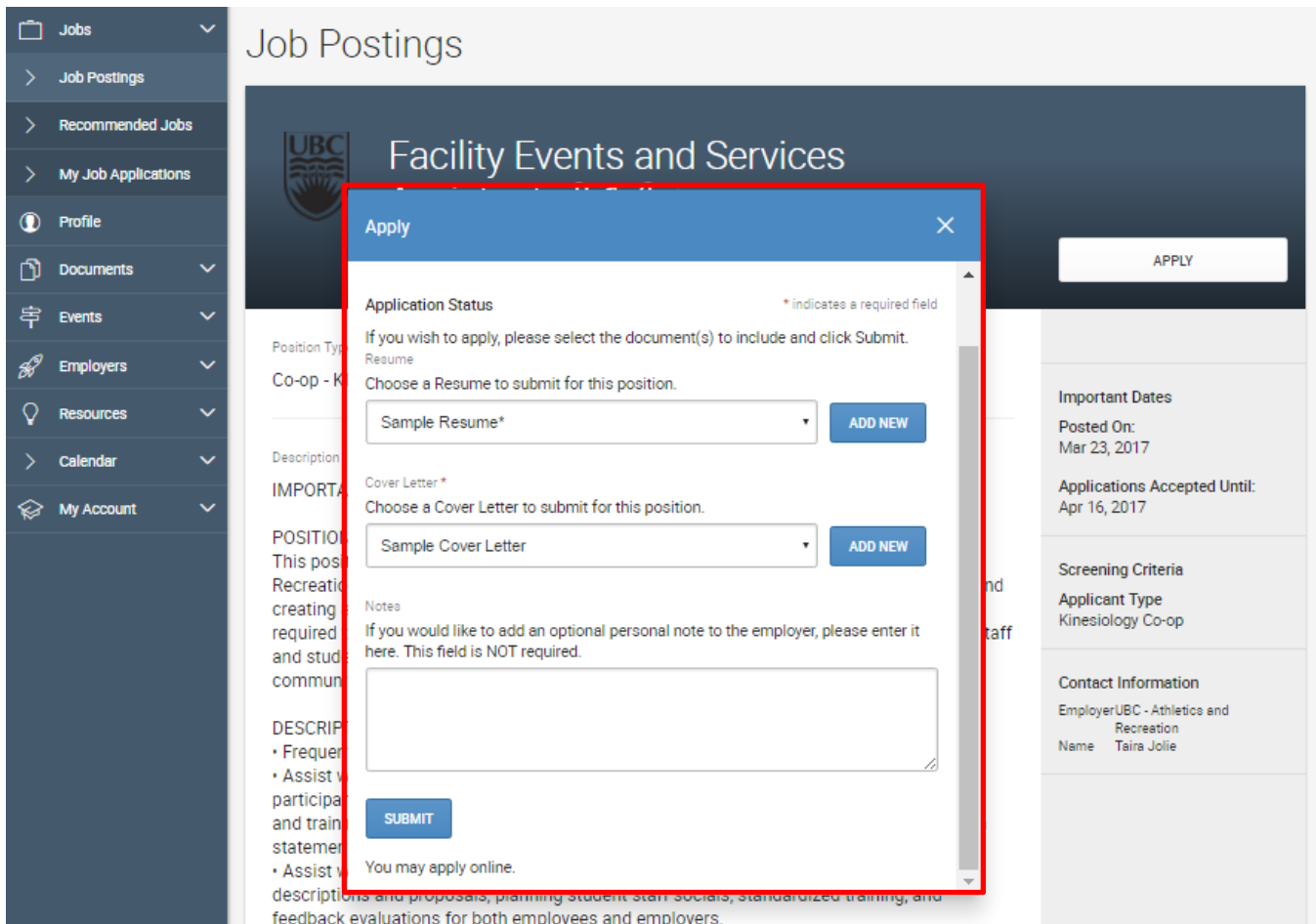
Submitting an Application

1. Log in to Symplicity (<https://hkin-ubc-csm.symplicity.com/students/index.php/>)
2. Upload your documents
 - See **Uploading Documents** for details on uploading
3. Find the job you wish to apply for
 - See **Finding a Job Posting** for details on viewing jobs
4. Once on the page for the particular position you wish to apply for, click Apply

The screenshot shows the Symplicity interface for a job posting. On the left is a dark sidebar with navigation options: Home, Jobs, Job Postings, Recommended Jobs, My Job Applications, Profile, Documents, Events, Employers, Resources, Calendar, and My Account. The main content area has a search bar and a user profile 'SS Sample Co-op Student'. The job title is 'Facility Events and Services Assistant - [F17]' with a star icon. Below the title, it says 'Co-op - KIN Vancouver Campus (30 hrs/wk or more)' and 'UBC - Athletics and Recreation - Vancouver, Canada'. There is a '+ FOLLOW' button and a red-bordered 'APPLY' button. The 'Description' section starts with 'IMPORTANT NOTE: THIS POSTING IS FOR A FALL 2017 POSITION'. On the right, 'Important Dates' are listed: 'Posted On: Mar 23, 2017' and 'Applications Accepted Until: Apr 16, 2017'.

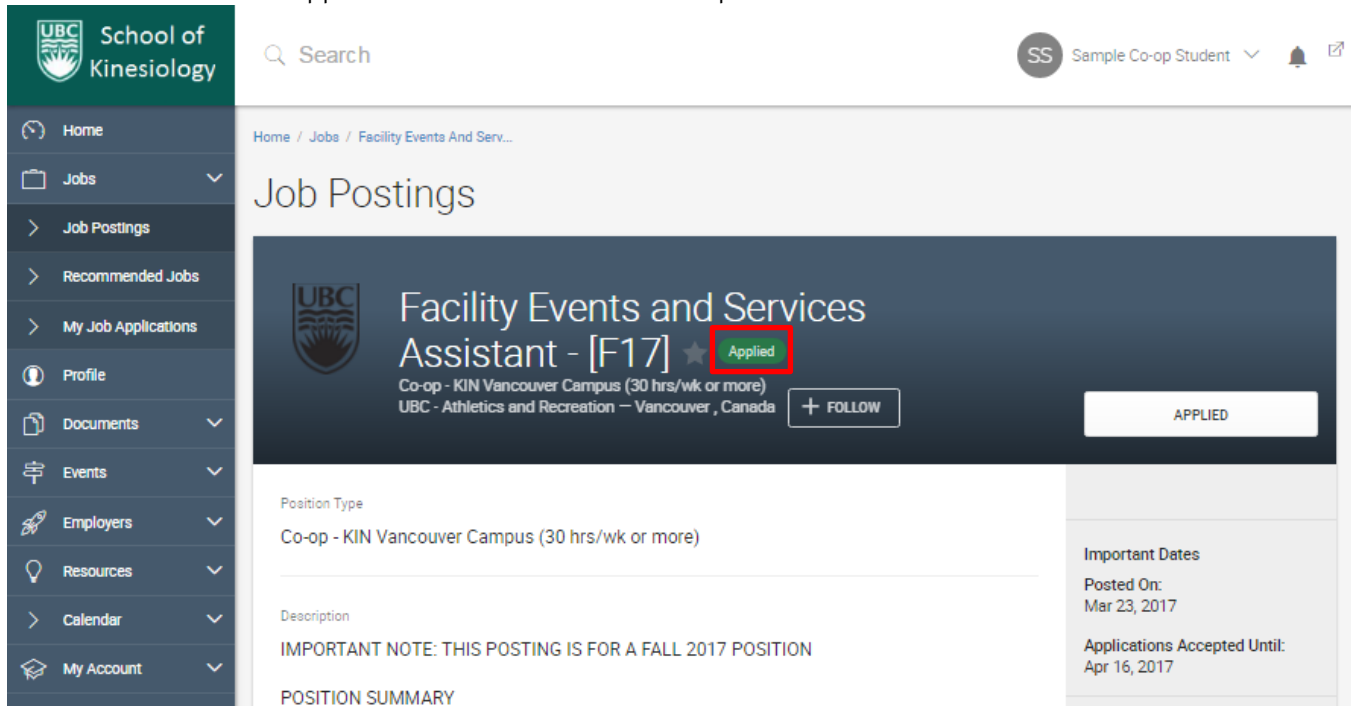
- Please note: if you have not uploaded any documents, the Apply button will not appear on a posting. Make sure you have at least one document uploaded before you attempt an application

5. This will bring up a small window that allows you to choose the documents you wish to apply with



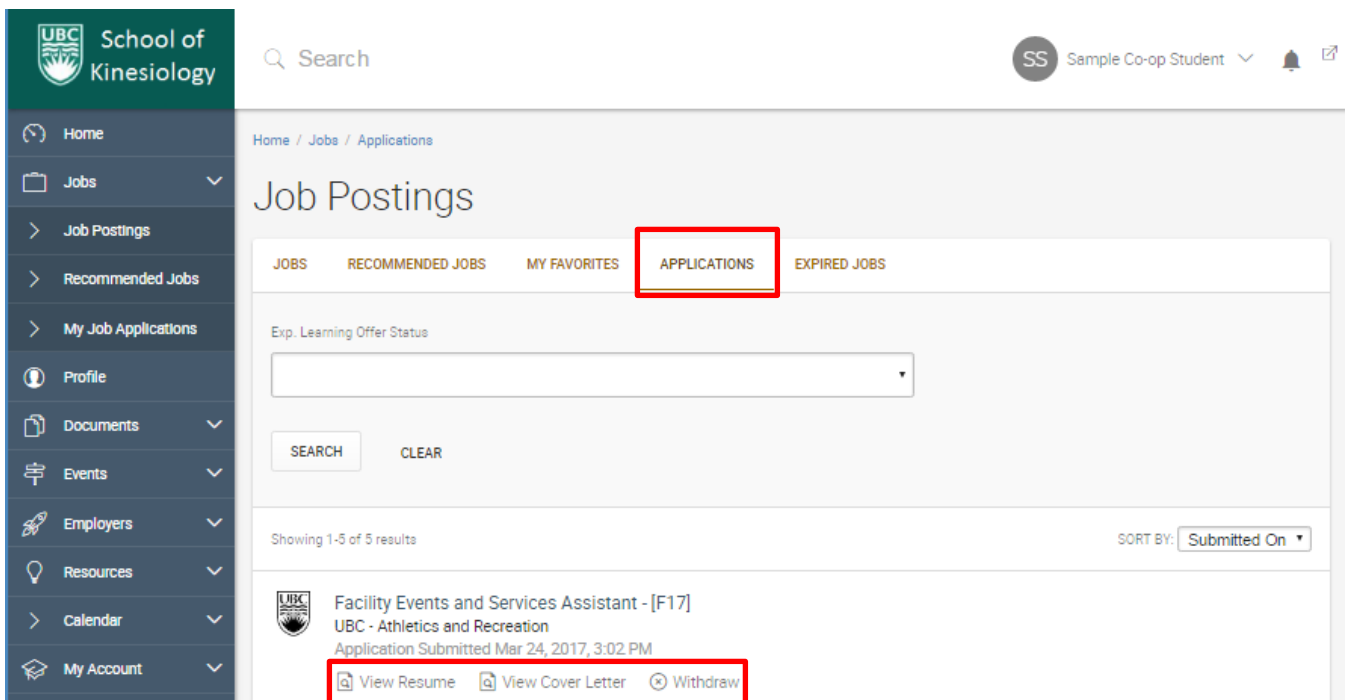
- Use the drop down menus to select the documents you wish to apply with. Make sure you select a document for each type asked for
- Though Symplicity offers the ability for you to add a new document in this window, we don't recommend it as it is prone to failure. If you need to upload a new document, we recommend you follow the steps in **Uploading Documents**
- Click Submit

- Once you click Submit, the small window will indicate that your application has been submitted, and there will be an Applied note next to the title of the position



The screenshot shows the 'Job Postings' page for the 'Facility Events and Services Assistant - [F17]' position. The 'Applied' status is highlighted with a red box. The page also shows a sidebar with navigation options and a search bar.

- You can view your applications under the Applications tab on the Job Postings page



The screenshot shows the 'Applications' tab selected in the 'Job Postings' section. The 'Applications' tab is highlighted with a red box. The page shows a list of applications with a search bar and a 'View Resume' button highlighted with a red box.

- From this page, you can also view the documents you submitted with your application, and, if the posting is still open, withdraw your application
- You can see the full posting for the position you applied to by clicking on the title



Troubleshooting Uploads

As with all technology, Symplicity can be particular about the uploads it accepts, including the file type, the name of the file, and the size of the file. If you are having trouble uploading a document, check to see if your documents and account satisfy these conditions:

- Document type should be PDF
 - Though Symplicity does accept Microsoft Word documents, it is best to save it as a PDF first for 2 reasons:
 - You know the formatting will not change, and
 - The system won't have to spend time trying to convert your file, since it stores uploaded files as PDF documents
- Document size should be less than 500kb
 - For documents with only words and a bit of formatting, this shouldn't be an issue. This 12-page instruction document with screenshots is only slightly over 500kb
 - If your document is too large and you cannot determine why, try starting a new document and inputting your information again. You may have some lingering data from an object that was deleted, or some background data from formatting
- Document name should only contain alphanumeric characters and certain symbols
 - Alphanumeric refers to anything within a-z, upper or lower case, and the numerals 0-9
 - Allowed symbols include: () - _
- You are allowed a maximum of 10 documents within your account on Symplicity
 - You will be unable to upload another file if you have reached the 10 document limit, so consider removing documents that you no longer need as you go
 - Once you have applied for a position, the documents you used to apply have been attached to your application and will remain that way unless you withdraw your application, even if you delete them from your documents list