2017 Public Service Career Fair Bidding Instructions

Participating employers will review application materials and select the students they prefer to interview. Please note, to aid in the decision-making process, some employers ask for additional materials such as a transcript, writing sample, cover letter and/or a list of references in addition to your resume.

How to Upload Materials to Symplicity

You must first upload a resume and any other requested documents, onto Symplicity before applying to employers by selecting the "Documents" tab and following the instructions. If you have the ability to convert Word documents into PDF documents, always convert your documents to PDF prior to uploading them on Symplicity. This will eliminate any conversion errors.

Once your document is uploaded and converted to a PDF, be sure to open and view the PDF document to ensure that there have been no format alterations. If the format on your document changes during the conversion, you may need to modify the format of your Word document and upload it again.

Document Limitation

The Texas Consortium Symplicity allows users to upload up to 15 documents at a time. The size limit for each document is 500kb. Please note that once you've attached a document to an application, Symplicity saves a copy of the document to the application itself. Therefore, once you've applied to an employer with any one document, you can go back to the "Documents" section and delete that document in order to upload another document for a separate application.

How do I apply to participating employers?

Please make sure that you finalize your selections before the bidding deadline.

1. Log in to Texas Consortium Symplicity
2. Click on the [Interviews] tab on the top navigation bar.
3. Click on the [Employers/Bidding/Application] tab.
4. Filter the employer list by selecting [Public Service Career Fair 2017] from the [Session] drop-down menu (the session may default automatically). The resulting list of employers contains only those that have requested your class year and that you may apply to.
5. Click the [Apply] or [Review] button from the list of employers. You will then be redirected to a review page.
6. If a document type is listed in the [Bid/Application Details] box, it is a **required** document for this specific employer. For example: If "cover letter" is in this box, and "none found" is to the right, you must return to the [Documents] section and upload a cover letter. To apply, click the [Apply] button in the [Bid/Application Details] box to the right of the screen.

Please note that your "default resume" will be included with each application. To change your resume (or any required documents), select the appropriate document from the drop down in the [Bid/Application Details] box.