INSTRUCTIONS FOR SIGNING UP FOR MOCK INTERVIEWS

1. Log into Symplicity. After logging in, upload your resume, as you will need this to sign up for mock interviews.

2. On your student home page, click on the OCI tab at the top.

3. You will be taken to a page which includes Sessions. Pull down the drop down menu and select “Mock Interviews.”

4. You will then see the Employer “Memphis Career Service Office” as the Employer for the Mock Interview Session. Beside the Employer, you will see a Mock Interview Date. Click on that date.

5. The selected interview date should appear at the top of the page as well as time slots from 4 PM to 6 PM.

6. Select the 20 minute time slot that you would prefer.

7. Make sure that your resume is showing up under the drop down menu at the bottom of the page. Double check to make sure it is the resume that you would like to submit.

8. Select the sign up button at the bottom of the page.

9. You should then receive a confirmation of your interview date and time. It will also assign you 1 of the 2 interview rooms in the Career Services Office.