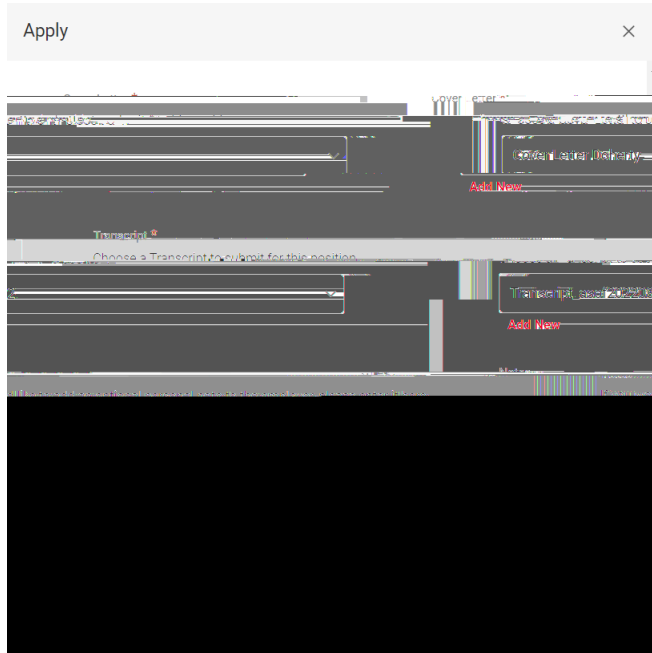


HOW DO I APPLY FOR AN EXTERNSHIP?

- x Apply to Externships through Simplicity.
- x Click on the Jobstab which is in the upper right corner of the screen.

- x Click on the Position Type

- x Simplicity will close out the smaller screen each time you upload a new document. Click Apply to go back to keep adding documents.
- x Select your newly uploaded resume, etc. from the dropdown menu for each of the documents.
- x Finally, click Submit



If you need any assistance using Simplicity, please contact Marie Fletcher at 413-782-1469.

The deadline date to apply for an Externship is March 26 at midnight.