

COORDINATOR ISIP SYMPPLICITY INSTRUCTIONS

*Please note all screen shots used have dates and deadlines that do not correlate with 2013 ISIP's actual dates and deadlines.

Abbreviated List of Important Dates and Deadlines (put these on your calendar):

- 1) **Student bidding period opens:** October 15th (Monday)
- 2) **Student bidding deadline:** November 5th (Monday)
- 3) **Preliminary interview results available:** December 12th (Wednesday)
- 4) **Interview/Alternate Accept or Decline Deadline:** January 9th (Wednesday)

Register School & Submit Payment

DEADLINE: September 28, 2012

To register to participate in the International Student Interview Program, consortium member program coordinators must submit a registration form by email no later than the registration deadline. The registration form will be sent with the invitation email in June and can also be found in the [Document Library](#) on the ISIP Symplcity system.

NYU School of Law has begun processing consortium school payment online, and can now accept consortium school payment via credit card. In our initial email, you will be given instructions to access a new online account to submit payment online; this account will require you to log in through the [Employer Login](#) site. You will only use this log-in for the purpose of invoices and payments. **Continue with your consortium manager account for all student-related ISIP matters.**

An email will be sent when your invoice is ready. Please use the new Payment Account to log in and access your invoice through the [Account](#) tab. From there, click on the [Invoices](#) tab to view your invoice. NYU School of Law can accept checks and all major credit cards. To pay by credit card, click on the invoice number and click [Proceed With Payment](#). **If you submit a check for payment, this system will allow you to view when your check has been received. Once you have paid you may go back to your invoice, whether by credit or check, and it will have covered to a receipt that shows you have paid. Please be aware due to the manual processing of credit cards the receipt will reflect the submission of payment, and not the immediate charge to your card.**

Invoice #	Invoice Date	Balance
20120501-00003	May 01, 2012	600.00

Please refer to the [Coordinator FAQs](#) for more information on registration fees.

Uploading Students

DEADLINE: September 28, 2012

NYU will upload your students into the ISIP system to ensure consistency in student accounts. Coordinators must send a list of their students, using the template spreadsheet [ISIP_Student_List.xls](#) sent with the invitation email, by September 28, 2012 to Samantha Chalal (samantha.chalal@nyu.edu). This document is also located in the [Resources Tab](#). Please follow the Excel template exactly. If you have questions about the template, please send us an email.

You must enter the student's **Last name, First name, Middle Initial, Email, Profile Year in School, and Password**. In the **Profile Year in School** column, select the student's country of law degree from the drop-down menu. **IMPORTANT:** Students will only be able

to bid on interview schedules and resume collections that specify the country of law degree provided here. Provide a generic password for the initial login in the **[password only]** column.

NOTE: If a student holds two countries of law degree, or is otherwise qualified to bid on an interview schedule that has not specified their country of law degree, (s)he may submit a bid by sending his or her cover letter and resume in a single document to you (their school's coordinator). (S)he must name the file as the employer name and location (e.g. "Allen & Overy London.doc"). The student must submit a separate document for each additional bid to be submitted manually. Note that students should not take advantage of this, and may only submit additional bids for employers for whom they are truly qualified. Please send all additional bids to Samantha Chalal at samantha.chalal@nyu.edu before the student bidding deadline on November 2nd. A booklet of these submissions will be presented to the employers for review. **NOTE:** Students will not be able to view these submissions as bids on the Symplicity system.

	A	B	C	D	F	G
1	Last	First	MI	Email	Profile Year in School	[password only]
2	Chalal	Samantha	M	sc168@nyu.edu	Germany	isip2012
3						

Distribute Student Registration Materials

BIDDING OPENS: October 15, 2012

The ISIP Symplicity system opens for student bidding on October 15, 2012. Students should be provided with registration information and materials prior to this date. In addition to a link to the [ISIP consortium website](#) (note the location of the site has been moved), which contains links to the [ISIP Symplicity Student Login](#), [Student Instructions](#), and [Student FAQs](#), please forward the student's username (email address) and the generic password. Emails can be sent through the ISIP Symplicity System to auto-populate the individual user name and password.

Example template email:

Dear [fname],

This message is being sent to all international LL.M. students eligible to participate in the 2013 International Student Interview Program (ISIP). In order to participate in this event, we have created an account for you in the ISIP Symplicity system. Bookmark the following location as 'ISIP Symplicity' for future use:

ISIP Symplicity: <https://law-isip-csm.symplicity.com/students>

Username: [email]

Password: [password]

Instructions for using the ISIP Symplicity are located here: <http://www.law.nyu.edu/isip/index.htm>

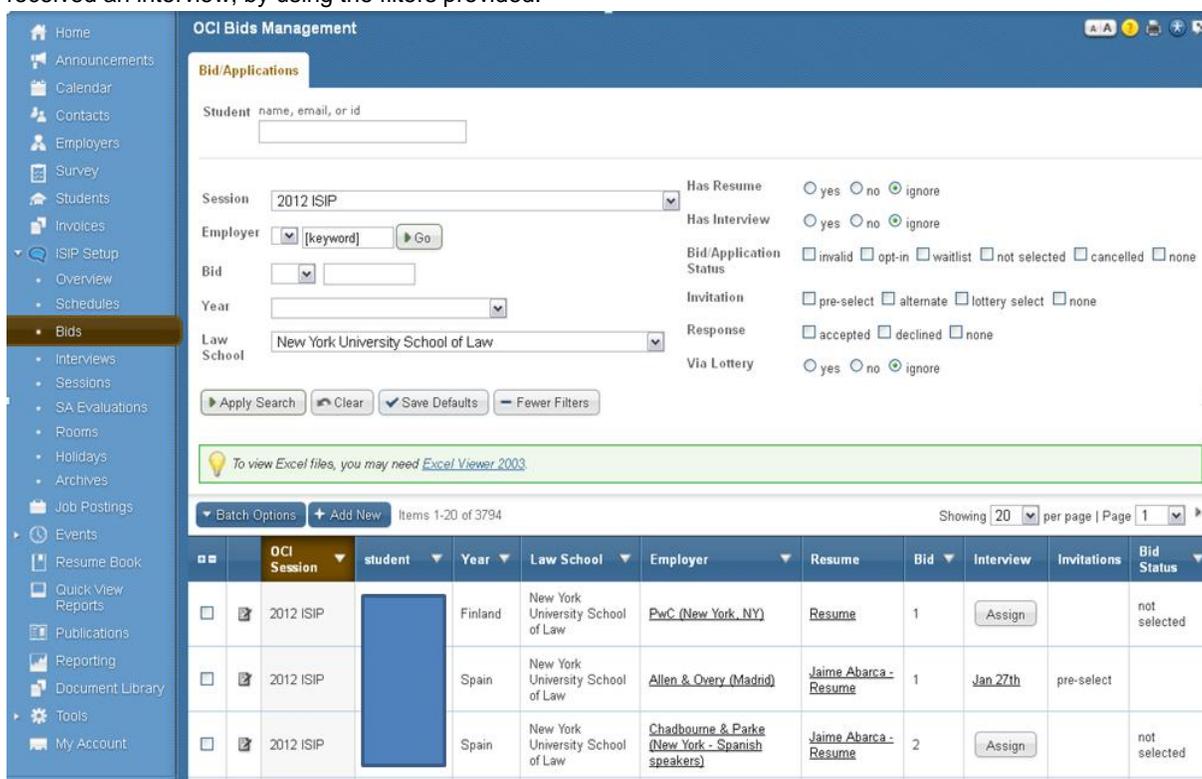
Review Student Bids

AVAILABLE: October 15, 2012

Students must upload their resumes to the ISIP Symplicity system before they can begin bidding. Students will only be able to bid on interview schedules and resume collections that have requested their country of law degree; however they will have access to the full list of interview schedules and resume collections in the Resources Tab, and may follow the instructions for submitting additional bids, if they feel they are qualified for additional employers.

To view student bids from your school, click [ISIP Setup](#) in the right-hand menu and select **Bids**. Sort by your school with the pull-down menu next to **Law School** to view all students, or you may **Search** for a student name. You can sort by country of law degree with the

Year pull-down menu. Click on the  icon to view the details of the submitted bid. You can gather further information, such as who received an interview, by using the filters provided.



The screenshot shows the OCI Bids Management interface. The left sidebar contains navigation options like Home, Announcements, Calendar, Contacts, Employers, Survey, Students, Invoices, ISIP Setup, Overview, Schedules, Bids, Interviews, Sessions, SA Evaluations, Rooms, Holidays, Archives, Job Postings, Events, Resume Book, Quick View Reports, Publications, Reporting, Document Library, Tools, and My Account. The main content area is titled 'OCI Bids Management' and includes a search filter for 'New York University School of Law'. Below the search filter is a table of student bids.

	OCI Session	student	Year	Law School	Employer	Resume	Bid	Interview	Invitations	Bid Status
<input type="checkbox"/>	2012 ISIP			Finland New York University School of Law	PwC (New York, NY)	Resume	1	Assign		not selected
<input type="checkbox"/>	2012 ISIP			Spain New York University School of Law	Allen & Overy (Madrid)	Jaime Abarca - Resume	1	Jan 27th	pre-select	
<input type="checkbox"/>	2012 ISIP			Spain New York University School of Law	Chadbourne & Parke (New York - Spanish speakers)	Jaime Abarca - Resume	2	Assign		not selected

Interview/Alternate Accept or Decline

DEADLINE: January 9, 2013

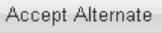
* **New for 2013** * Students will be able to log in to the ISIP Symplicity System beginning on December 12th to review their bid status, and will be required to accept or decline the interview or alternate status **before** we schedule interviews in the system.

To view bid status, students will log in and click on the **Employer/Bidding/Application** tab. Under the **Invitations** tab, each bid should indicate one of the following: **Accept Pre-Select**, **Accept Alternate**, and **not invited**.

NOTE: Acceptance of a pre-select or alternate status does not guarantee that a student will be scheduled for an interview, but if a student accepts either pre-select or alternate status, they **must** attend the interview, if scheduled. When the system schedules interviews, priority will be given to pre-selected candidates, and an interview is guaranteed for those candidates, as long as the student has space in his/her schedule. If a student is selected for more than 18 interviews, they should consult with your office regarding how to prioritize choices, as we may not be able to fit more than 18 interviews into one day. The system will schedule alternates after all pre-selected candidates have been scheduled, if there are additional spaces in the employer's schedule.

The students who have been selected as **Pre-select** and/or **Alternate** candidates will see three types of buttons.

Pre-select Accept: To accept an interview with an employer who pre-selected a student, they should click . There is no prompt asking them if they would like to proceed, so we caution them to be careful with clicking. This is not reversible, so only accept if you are certain that you can attend the interview.

Alternate Accept: To accept an alternate status, the student should click . Note that this does not guarantee an interview, but if the system is able to schedule an interview, the student must attend. There is no prompt asking them if they would like to proceed, so we caution them to be careful with clicking.

Decline: If a student wishes to decline pre-select or alternate status, they should click . A prompt will appear asking them if they are certain they want to proceed with declining the invitation.

Cancellation: Students who do not wish to accept an interview should decline the interview invitation before January 9th. We will be unable to accept cancellations after this date, except for emergencies.

Legend:  no multiple interviews  instructions from employer

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ALL]

Items 1-4 of 4 SHOW 20 per page

	Employer ^	Locations Interviewing For	Interview Dates ^	Invitations	documents	Bidding/Application ^
	Acme, Inc (New York)		N/A (Resume Collection)		Demo Resume (def)	applied
	Acme, Inc (Washington DC) 2 Offices: China; Washington DC		Jan 25th	Accept Pre-select ← Decline	Demo Resume (def)	applied
	Acme, Inc (China) 2 Offices: China; Washington DC		Jan 25th	Accept Alternate ← Decline	Demo Resume (def)	applied
	 NYU Inc. (New York)		Jan 25th	not invited ←	Demo Resume (def)	applied

Items 1-4 of 4

Preliminary Interview Schedules Available

AVAILABLE: January 11, 2013

The ISIP Symplicity system will automatically schedule interviews for students who have accepted their pre-select status, and those alternate selections where the employer has space. Preliminary schedules will be published to the Symplicity system on January 11, 2013 by noon (EST). Students will receive an email notification containing instructions on how to access their preliminary interview schedule. Note that schedules are **subject to change** based on employer needs, and will not be finalized until the week of the event.

Students can view their ISIP interview schedule by clicking on the **ISIP** tab at the top of their page and clicking the **Scheduled Interviews** tab.

NOTE: Students should not only look at their schedule in the 'bidding tab' because they may have been scheduled for an employer who required last minute student additions to their schedules.

- When  No records found. is displayed in the **Scheduled Interviews** tab, the student was not selected for ISIP interviews.
- Students who were selected for interviews will see their interview schedule in this tab, and can sort by "Interview Time" to organize interview schedules.

Home > ISIP > Scheduled Interviews

search     

on-campus interviews

Employers /Bidding/Application	Scheduled Interviews
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Session: 2011 ISIP

Items 1-2 of 2

SHOW 20

Interview Date ^	Employer ^	Locations Interviewing For	Interview Time ^	Interview Room
Jan 28, 2011	Allen & Overy (Düsseldorf)		11:05 am - 11:25 am	Room 805, Table 6
Jan 28, 2011	Bonn Schmitt Steichen (Luxembourg)		12:20 pm - 12:40 pm	Room 802, Table 2

Items 1-2 of 2

Students may review the details of their interview, including interviewer names (if available) by clicking the date in the **Invitation Date** column. The information displayed includes information such as **Employer, Interview Date, and Interview Time**. The **Interview Location, Interview Room, and Interviewer(s)** information will not be published on the site until the week of January 21, 2013.

Home > ISIP > Scheduled Interviews > Jan 28th

search

on-campus interviews

* indicates a required field

OCI Interview

Employer:	Bonn Schmitt Steichen (Luxembourg)
Interview Date*:	Jan 28th
Interview Time*:	12:20 pm - 12:40 pm
Interview Room:	Room 802, Table 2
Interviewer:	Fabio Trevisan (New York University M.C.J. '92); Lionel Noguera (Georgetown University LLM. '01); Lara Aherne

SCHEDULE DETAILS

OCI Schedule

Employer	Bonn Schmitt Steichen
Locations	Luxembourg
Interviewing For	
Interview Length	20 minutes
Interviewer	Fabio Trevisan (New York University M.C.J. '92); Lionel Noguera (Georgetown University LLM. '01); Lara Aherne
Class Years	Belgium, France, Germany, Ireland, Italy, Lithuania, Luxembourg
Interview Location	Kimmel Center (60 Washington Square South)

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