



COORDINATOR ISIP SYMPPLICITY INSTRUCTIONS

The following screen shots' dates and deadlines do not correlate with 2018 ISIP's actual dates and deadlines.

Important Dates and Deadlines

- 1) **Student Bidding Opens:** October 10 (Tuesday)
- 2) **Student Bidding Deadline:** November 6 (Monday)
- 3) **Interview Invitation Results Available:** December 20 (Wednesday)
- 4) **Interview Pre-select/Alternate Accept or Decline Deadline:** January 5 (Friday)
- 5) **Preliminary Interview Schedules Released:** January 10 (Wednesday)
- 6) **Final Schedules Released:** January 19 (Friday)

School Coordinator Symplcity Access

School coordinators are able to manipulate student data on ISIP Symplcity. School coordinators are able to change a student's school, country of law degree, password, and more. To access a student's data, go to the **Student** tab. Find the student by searching for their name. Click on the student's last name to go to the student's **Core**.

Actions	Last	First	Student ID	Email	Class Level	Graduation Date	Status	Logins	Email Verified
	Mowry	Laura		law.isip@nyu.edu	Peru	May, 2017	2017 ISIP	0	✓

Within a student's **Core**, you can change a student's basic contact information, school, country of law degree, languages, years of experience, and more. You do not have the ability to make schedules, add a job listing, or add new students. You may also **Login As** a student.

Laura Mowry ← Back

Overview **Core** Documents Employment Activity **Login As**

Main Profile Account Following

Submit Save Cancel Delete

* indicates a required field

Student ID:

Full name *:

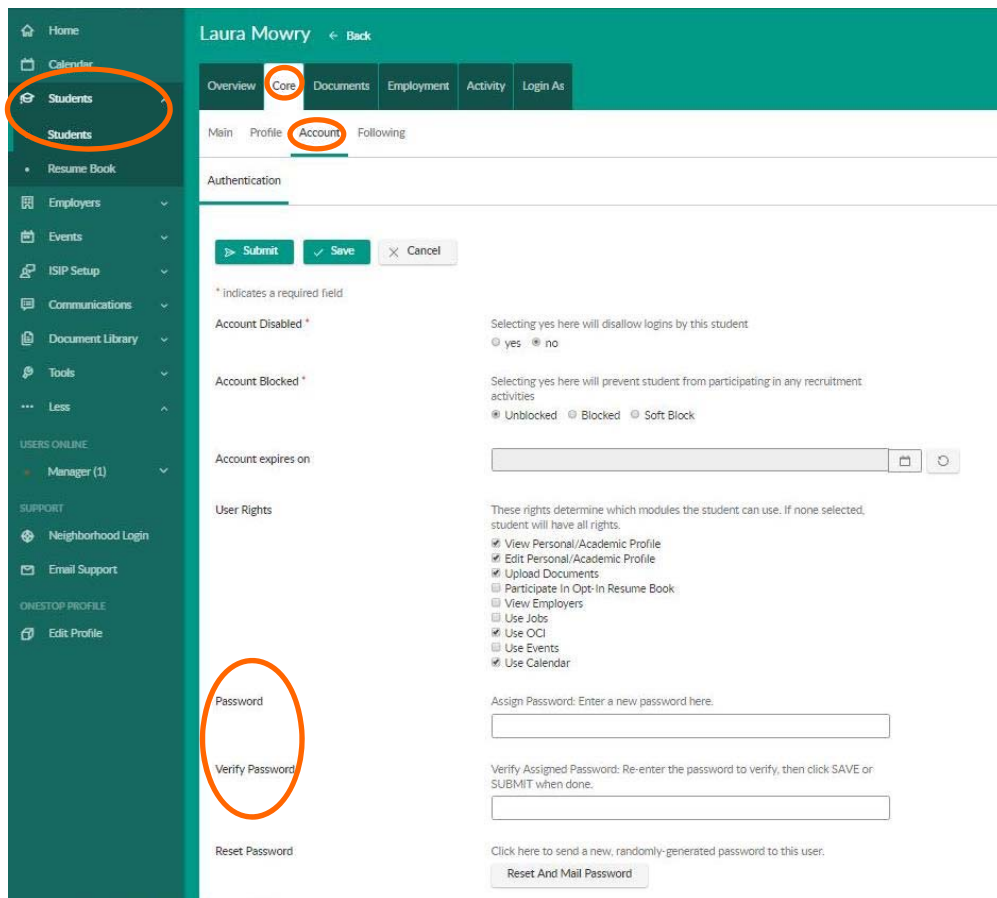
First Name:

MI:

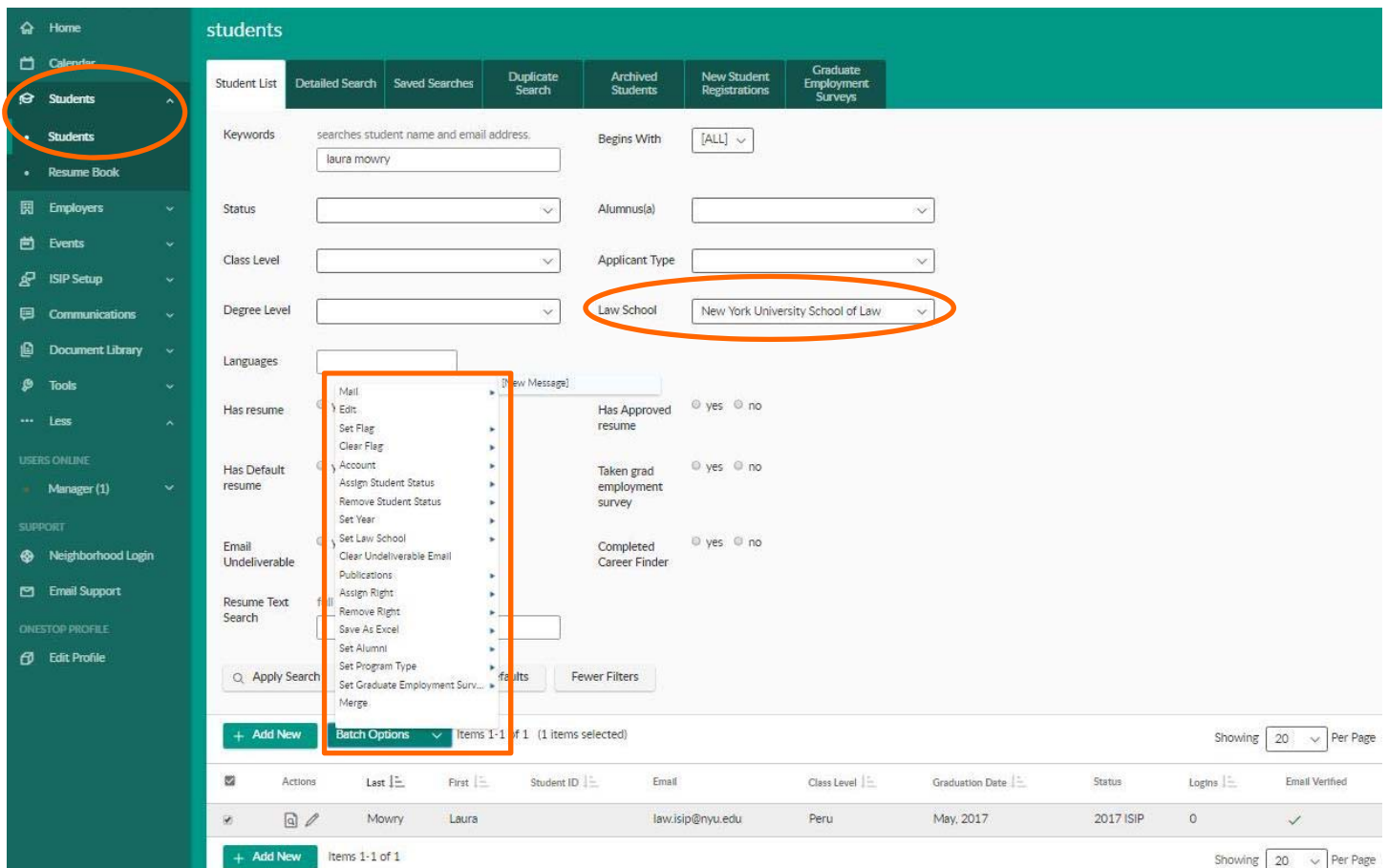
Last Name:

Email *:

To change a student's password, click on the **Account** tab within the student's **Core**. Scroll down to the **Password** and **Verify Password** fields. Input a new password into these fields. Directly email the new password to the student. Do not use the reset button to assign a password unless you know the student will read the email.



You may also use the **Batch Options** function. Under **Batch Options** you can email all your students and you can save information to an Excel sheet. Please filter for your school under the **More Filters** button.



Register School & Submit Payment

DEADLINE: September 11, 2017

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 ISIP Symplicity.

An invoice will be sent via email within two weeks of registering. Please use your separate "Payment Account" to login and access your invoice through the **Account** tab. From there, click on the **Invoices** tab to view your invoice. Your "Payment Account" is only used for purposes of invoices and payments. Please email law.isip@nyu.edu if you do not remember your "Payment Account" login information.

NYU School of Law can accept checks and all major credit cards. To pay by credit card, click on the invoice number and click the **Pay By Credit Card** button. You will be redirected to a New York University secured site. The payment amount is automatically populated by the system. You cannot adjust the amount. If the payment is successful, you will be redirected to the ISIP Symplicity invoice with an updated invoice balance displayed. If the payment is *unsuccessful*, you will be redirected to the ISIP Symplicity invoice and the invoice balance will not change. To pay by check, send your check to the ISIP Coordinator, Laura Mowry, at 245 Sullivan Street, Room 430, New York, NY 10012. Please make your check payable to *New York University School of Law*. Once a check has been received, the payment will be indicated in ISIP Symplicity.

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

Uploading Students

DEADLINE: September 11, 2017

NYU will upload your students into the ISIP system to ensure consistency in student accounts a few days before student bidding opens. Coordinators must send a list of their students, using the **ISIP Student List** template sent with the invitation email, by September 11, 2017 to Laura Mowry (law.isip@nyu.edu). This document is also located in the [Document Library](#). 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, Email, Country of Law Degree, and Password**. Middle initials are optional. **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.

Last	First	MI	Email	Country of Law Degree	[password only]
Mowry	Laura	L	law.isip@nyu.edu	Canada	isip

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 PDF document to you (their school's coordinator). (S)he must name the file as the employer's schedule ID # and the student's last name (e.g. "2401 Mowry"). ID numbers can be found on the Employer List Excel file in the **Document Library**. The student must submit a separate PDF document for each additional bid to be submitted manually. We will not accept files that are not accurately labeled – please check your students' files before submitting them to NYU. Students should not take advantage of this manual bidding option, and they should only submit manual bids for employers for whom they are truly qualified (e.g. if a student is interested in positions in New York, but does not have the language skills or training requested by the NY employers, please do not accept those additional bids). Please send all manual bids to Laura Mowry at law.isip@nyu.edu by November 1. A booklet of these submissions will be presented to the employers for review. Students will **not** be able to view these submissions as bids on ISIP Symplicity. The ISIP Coordinator will contact students on December 20 if they have received an interview invitation.

Distribute Student Registration Materials

BIDDING OPENS: October 10, 2017

Each school should send students a link to the **ISIP consortium website**, which contains links to the **ISIP Symplicity Student Login, Student Instructions**, and **Student FAQs**. Schools must send out usernames (email address) and the generic password. Emails can be sent through ISIP Symplicity to auto-populate the individual user name. Do not use [password] as the system will send out a reset password link to students. NYU will send out a general welcome email to students.

Example template email:

Dear [fname],

This message is being sent to all Foreign-Trained LLM students eligible to participate in the 2018 International Student Interview Program (ISIP). In order to participate in this event, we have created an account for you in ISIP Symplicity. Bookmark the following location as 'ISIP Symplicity' for future use:

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

Username: [email]

Password: 2018ISIP

Instructions for using ISIP Symplicity are located here: www.law.nyu.edu/isip

Student Bidding

AVAILABLE: October 10, 2017

DEADLINE: November 6, 2017

Students must upload their resumes to ISIP Symplicity 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. They will have access to the full list of interview schedules and resume collections in the **Resources** tab, and they may follow the instructions above for submitting manual bids, if they feel they are qualified for additional employers. School coordinators do not have a **Resources** tab, but they can access the full list of employers in the **Document Library** on the manager side of ISIP Symplicity.

To view student bids, click **ISIP Setup** and select **Bids**. Choose 2018 ISIP in the **Session** field. Sort by your school with the pull-down menu next to **Law School** to view all your students, or you may search for a specific student. You can sort by country of law degree with the **Year** pull-down menu. Click on the **Notepad** icon to view the details of the submitted bid. You can gather further information, such as who is a pre-select, by using the filters provided.

Pre-select/Alternate Accept or Decline

DEADLINE: January 5, 2018

Students will be able to login to ISIP Symplicity beginning on December 20 to review their interview invitation status. Each bid will indicate if the student is a pre-select, alternate or not invited. If an employer is indicated as a "N/A (Resume Collection)" in the "Interview Dates" column, the "Invitation" column will be blank, as that employer is not interviewing on January 26. Resume Collection Only employers will contact students of interest directly to set up a mutually convenient time to interview. **Students must actively accept pre-select invitations by January 5**; if a student does not actively accept invitations, ISIP Symplicity will treat the bid as a pre-select declined. We will be unable to accept interview cancellations after January 5, except for emergencies or due to the acceptance of a job offer.

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.

To view invitation status, click **ISIP Setup** and select **Bids**. Choose 2018 ISIP in the **Session** field. Sort by your school with the pull-down menu next to **Law School** to view all your students. At this point in the ISIP process, make sure to use the **Response** field when using the **Invitation** field.

OCI Bids Management

Student: name, email, or id

Session: ISIP Demo

Employer: [keyword]

Year: Peru

Law School: New York University School of Law

Has Resume: yes no ignore

Has Interview: yes no ignore

Invitation: pre-select alternate lottery select none

Response: accepted declined none

Via Lottery: yes no ignore

OCI Session	Student	Email	Year	Law School	Employer	Resume	Bid	Interview	Invitations	Bid Status
ISIP Demo	Laura Mowry	law.isip@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	Mowry Resume	1		alternate accepted (1)	
ISIP Demo	Sejal Sanghvi	sejal.sanghvi@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	no resume	1		pre-select accepted	
ISIP Demo	Sarah Wheeler	sarah.wheeler@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	no resume	1		pre-select declined	

Preliminary and Final Schedules Available

AVAILABLE: January 10, 2018 and January 19, 2018

Preliminary schedules will be published to ISIP Symplicity on January 10, 2018. **Students will receive an email notification containing instructions on how to access their preliminary schedule only if they have an interview scheduled!** Schedules are **subject to change** based on employer needs and will not be finalized until January 19, 2018. After January 10, we will only schedule additional interviews for students who already have an interview.

To view interviews, go to the **Interviews** tab under the **ISIP Setup** tab. Filter for the correct **Session** and **Law School**. To only view students with interviews, choose 'Yes' under the **Scheduled** and **Has Room** fields. Students only have an interview if an interview time and room is listed. Make sure students look at their schedule under the **Scheduled Interviews** tab. Students **should not** 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 or schedules may have changed due to employer consolidations. Updated schedule information and interview changes do not appear in the bidding tab. When "No Records Found" is displayed in the **Scheduled Interviews** tab, the student was not selected for ISIP interviews. Firms may not enter interviewer names into ISIP Symplicity until the week of January 22, 2018.

OCI Interview Management

Keywords: searches student name and email address.

Session: ISIP Demo

Law School: New York University School of Law

< scheduled: yes no student archived ignore

Has Room: yes no wrong ignore

Date	Student	Email	Year	Law School	Employer Name	Interview Time	Interview Room	Bid	Emp. Rank	Invitation	Forced
Jan 27, 2018	Laura Mowry	law.isip@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	3:15 pm - 3:35 pm	Kimmel Center, Room 914, Table 1	1	0		no

Contact Information:
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New York University School of Law
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New York, NY 10012
law.isip@nyu.edu