



EMPLOYER ISIP SYMPLICITY INSTRUCTIONS

*Please note all screen shots used have dates and deadlines that do not correlate with 2016 ISIP's actual dates and deadlines.

Important Deadlines

- 1) **Employer Registration Deadline:** September 28 (Monday)
- 2) **Employers Receive Student Resumes:** November 12 (Thursday)
- 3) **Employers Submit Candidate Selections:** December 2 (Wednesday)
- 4) **Preliminary Interview Schedules Released:** January 13 (Wednesday)
- 5) **Final Schedules Released:** January 22 (Friday)

RETURNING EMPLOYERS: You do not have to set up a new ISIP Synchronicity account. Go straight to the [Employer Login](#) page and enter your username (email address) and password. Click [Forgot Password](#) if you do not remember your password.

NOTE: Returning employers must request an interview schedule and/or resume collection.

NEW EMPLOYERS: You need to register a new account on the ISIP Synchronicity system. Go to the [Employer Login](#) page (we recommend that you bookmark the page since you will be returning frequently). Click [Register](#) to register a new account on the ISIP Synchronicity system (see below).

NOTE: After registering for an account on the ISIP Synchronicity system new employers must also request an interview schedule and/or resume collection. [A schedule request is not automatically generated after registration.](#)

The screenshot shows the "Sign In" page of the ISIP Synchronicity system. At the top, there are three tabs: "Sign in" (selected), "Forgot my password", and "Register". Below the tabs, there are two main sections: "log-in" and "register". The "log-in" section includes a prompt to enter username and password, a "Register" button, and input fields for "Username" (with a note "(your email address)") and "Password". There are also "Go", "Reset", and "Forgot Password" buttons. The "register" section includes a prompt to register a new account, a "Forgot my password" link, and a "Register" button. At the bottom, there is a banner for "one stop law edition" with a "LEARN MORE" link, and a footer for "powered by symlicity".

Register New Account (for NEW EMPLOYERS)

Complete the registration form completely. You must include the **Organization Information**, such as **Organization Name**, **Office Location** (location of the primary office registering; you will be able to enter other offices at a later stage), **Website**, **Employer Type**, **Description**, **Address**, and **Contact Information**. **Please provide the contact information for the person managing ISIP schedules; interviewer names can be added after schedules are confirmed.**

Click [Submit](#) to complete registration. Allow 1 to 2 business days for account approval and activation. You will receive a confirmation email containing your ISIP Synchronicity username and password once your account has been approved.

Register

powered by **symplio**

[Sign in](#)
[Forgot my password](#)
[Register](#)

* indicates a required field

Organization Information

Please provide as much information as possible.

Organization Name*:
 Office Location*: City, State or Country

 Website*: (If applicable)

 Employer Type:
 Description: Enter a brief description of your organization.

Address

Please provide as much information as possible.

Street*:
 City*:
 State*:
 Zip Code*:
 Country*:

Contact Information

Manage Account/Passwords

Once you have logged in on the Employer Login page, you can change your password. To change your password, select the [Account](#) tab at the top of the page and choose the [Password/Preferences](#) tab.

[Home](#)
[Account](#)
[Calendar](#)
[Profile](#)
[ISIP](#)

Welcome, Samantha Chahal. Samantha Chahal @ Acme, Inc (China) [Help](#) [Log Out](#)

account

[Personal Profile](#)
[Invoices](#)
[Password/Preferences](#)
[Activity Summary](#)
[Document Library](#)

Old Password
Please enter your current password.

New Password
Please enter your new password.

New Password
Please re-enter your new password to confirm.

Accessible Mode (for visually impaired users)
Improves accessibility and compatibility with screen reader software
 yes no

Request Interview Schedule

DEADLINE: September 28, 2015

Interview schedules are organized by **Country of Law Degree** and **Offices** (location of position). Each interview schedule allows the interviewer(s) to meet with up to 18 students. Employers with a full day of interviews will have the ability to choose 18 students as preselect and 5 students as alternate. Half-day schedules allow for 9 preselects and 3 alternates. When requesting an ISIP interview schedule include every country of law degree that is eligible to apply for this position. **Students from countries that are not**

requested will not be given the opportunity to apply to this interview schedule. We encourage you to be as broad as possible when entering position requirements.

To request an interview schedule click on the [ISIP](#) tab at the top of the page and select the [Schedule Request](#) tab. Click [Request Schedule](#). Select your registering office in the **Registering Office** drop-down menu. Choose 2016 ISIP in the **Recruiting Session**. Click the 'Interview' radio button in the **Mode** field. For **Include Related Offices**, select the 'no' radio button for one office location and 'yes' for multiple office locations (screen will refresh). This will allow one schedule to cover multiple offices. You can check off the other office locations further down the page.

NOTE: Multiple offices may be listed on one interview schedule/resume collection if the hiring criteria and requested countries of law degree are the same. For offices hiring with different criteria, we recommend creating individual schedules in order to minimize confusion. For example, if both your London and New York offices would like to review resumes of students trained in the UK, you can make one schedule request and interview the students jointly. If your New York office wants to review resumes of Chinese-trained students and your London office wants to review resumes of Spanish and French-trained students, these should be separate schedule requests.

Provide special instructions for your interview schedule (not visible to students) in the **Scheduling Notes** field.

NOTE: Employers must register by the September 28 deadline to guarantee a space in the program.

The screenshot shows the 'on-campus interviews' 'Schedule Request' form. At the top, there are navigation tabs: Home, Account, Calendar, Profile, ISIP, and Surveys. Below the navigation is a 'BACK' button and a user profile for 'Laura Test'. The main heading is 'on-campus interviews'. Below this is a horizontal menu with tabs: Confirmed Schedules, Resume/Schedule Packets, Interviews, Applicants/Waitlist, Schedule Request (highlighted), and Feedback. There are 'Submit' and 'Cancel' buttons. The form fields are: 'Registering Office' (Test (New York)), 'Recruiting Session' (ISIP), 'Mode' (Interview), 'Include Related Offices' (yes), 'Allow students multiple interviews*' (yes), 'Date of Program*' (Jan), and 'Scheduling Notes' (a text area with a placeholder: 'Enter any notes regarding your special requests for the fair you require').

Multiple Schedules: Increase the number in the **Schedules (#)** to create multiple identical schedules (if you wish to interview more than 18 people with the same hiring criteria). To create two schedules for offices with different hiring criteria, request a new schedule with either the same office location or a different one.

The screenshot shows the 'Scheduling' section. It includes the following fields: 'Interview Length*' (radio button selected for 20) and 'Schedules (#)*' (input field containing the number 1).

Multiple schedules will display as more than one "room/table" once the schedule is confirmed. The actual room and table assignments will be provided on the day of the event.

OCI Schedule Data

ID: 1943

Mode: Interview

Date:

Employer: Test (New York)

Contact: Test

OCI Session: ISIP

Interview Length: 20

Allow interviews with related offices*: yes

Session Focus: Japan

Include Related Orgs: yes

of Rooms: 2

Timespan: 9:00 am - 9:20 am; 9:25 am - 9:45 am; 9:50 am - 10:10 am; 10:15 am - 10:35 am; 10:40 am - 11:00 am; 11:05 am - 11:25 am; 11:30 am - 11:50 am; 11:55 am - 12:15 pm; 12:20 pm - 12:40 pm; 2:00 pm - 2:20 pm; 2:25 pm - 2:45 pm; 2:50 pm - 3:10 pm; 3:15 pm - 3:35 pm; 3:40 pm - 4:00 pm; 4:05 pm - 4:25 pm; 4:30 pm - 4:50 pm; 4:55 pm - 5:15 pm; 5:20 pm - 5:40 pm;

Full Day Schedule: The **Timespan** field defaults to a 'Morning 3' setting. Please change this to 'Full Day 3' (providing a full 18 interview slots) until you are certain of your interviewer's availability. You may change this at any time by emailing the ISIP coordinator at law.isip@nyu.edu if your interviewer's availability or needs change. If you are certain that you will only need a half-day of interviews, please include this in your "scheduling notes" (above) so the ISIP coordinator can confirm your schedule accordingly.

Scheduling

Interview Length*: 20

Schedules (#)*: 1

Time Span*:
 Morning 3..... (9:00 am - 12:40 pm) ▾
 Morning 3..... (9:00 am - 12:40 pm)
 Afternoon 3... (2:00 pm - 5:40 pm)
 Full Day 3.....

If you selected 'Yes' in the **Include Related Offices** field, specify all office locations for this schedule in the **Interview Slot Assignments** field. You can also specify a specific office location for each time slot under your 'Room.' For example, if you want to meet with all students interviewing for the London office in the morning and all students interviewing for the New York office in the afternoon, you can set this up in the individual 'Rooms.' Leave the selection as '[any]' to allow the system to automatically assign interview time slots based on your candidate selections with no specific order (recommended).

Interview Slot Assignments*:

Please select an office for each available time slot.

Offices (please select)			
	Employer Name	Location	Short Name
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Acme	China	China
<input checked="" type="checkbox"/>	Acme	New York	New York
<input checked="" type="checkbox"/>	Acme	Washington DC	Washington DC

	Room #1	Room #2
All Slots	[select] ▾	[select] ▾
9:00 am	[any] ▾	[any] ▾
9:20 am	[break] [any]	
9:25 am	China New York Washington DC	[any] ▾
9:45 am	[break]	
9:50 am	[any] ▾	[any] ▾

Please specify the student country of law degree in the **Countries of Law Degree to Interview** field. You may search for the country using the search box in the upper right-hand corner, or scroll down the list. Use the  icon to select or de-select all countries. The United States and Puerto Rico are not included since only students whose first law degree is outside of the United States are allowed to participate in ISIP.

NOTE: You must include every country of law degree that is eligible to receive a bid on this schedule. If you do not specify a country then students with law degrees from that country will not be able to bid on the interview schedule through the ISIP Symplicity system.

Specify additional documents students should bring on the day of the event in the **Additional Requests** field. These documents will not be included in the student resume packets you receive to make your candidate selections. Be sure to specify the **Position Type** and list any **Languages** (note that English is assumed).

Please provide a position description (including practice area, if relevant, and preferred level of experience) as well as a brief description of your organization in the **Hiring Criteria** field. Students will review this section when submitting their resumes for

consideration, so it is essential that this section be completed to allow students to apply to employers who are seeking their background and qualifications.

Details

Countries of Law Degree to Interview*: search here
 Afghanistan
 Albania
 Algeria
 American Samoa
0 of 240 selected [show selected] [show all]

Additional Requests: Please indicate any additional documents you want students to bring with them to their interview.
[Text Area]
[Check Spelling]

Hiring Criteria: Please describe any specific hiring criteria (such as GPA, law journal, or moot court) and whether each specified criteria is preferred or required.
[Text Area]
[Check Spelling]

Position Type*: [Dropdown]

Languages: search here
 Abbron
 Acehnese
 Afar
 Afrikaans
 Akan
0 of 274 selected [show selected] [show all]

If you have two separate types of positions with identical hiring criteria (such as a 6 month internship and a one year internship in the same office) you can select multiple position types. Schedules can be merged or combined at a later date if needed.

Position Type
1-year Internship
3-month Internship
6-month Internship
9-month Internship
Regular Associate

Languages
Abbron
Acehnese
Afar
Afrikaans
Akan

[Save] [Submit] [Print Preview] [Cancel] [Cancel Schedule] [Copy]

Click  to submit your ISIP interview schedule request. Your request will be processed within 1-2 business days, and you will receive a confirmation email with the details of your request.

Request Resume Collection

DEADLINE: September 28, 2015

Resume collections can be created for employers who wish to review student resumes but not interview students on the day of ISIP. The collections are organized by **country or countries of law degree** and **position location(s)**.

To request a resume collection, click the [ISIP](#) tab at the top of the page and select the [Schedule Requests](#) tab. Click [Request Schedule](#). Select your registering office in the **Registering Office** drop-down menu. Choose 2016 ISIP in the **Recruiting Session**. Select the 'Resume Collect' radio button in the **Mode** field (screen will refresh). For **Include Related Offices**, select the 'no' radio button for one office location and 'yes' for multiple office locations (screen will refresh). You can check off the other office locations further down the screen.

Specify the student country of law degree in the **Countries of Law Degree to Interview** field. You may search for the country you are looking for using the search box in the upper right-hand corner or scroll down. Use the  icon to select or de-select all countries.

NOTE: *You must include every country of law degree that is eligible to apply to this schedule.* If you do not specify a country, students from that country will not be able to include their resume through the ISIP Symplicity system. Further down the page you can provide a position description in the **Hiring Criteria** field. You may also add employer profile information into **Hiring Criteria**. Please be sure to specify the **Position Type** and list any **Languages**. Please do NOT use the **Additional Requests** field. Students are only able to upload resumes to ISIP Symplicity. Please contact students directly to request additional materials after the resumes are released on November 12.

Recruiting Session: ISIP

Mode: Resume Collect Interview

Details

Countries of Law Degree to Interview*:

Afghanistan
 Albania
 Algeria
 American Samoa
 Andorra
 0 of 213 selected [show selected] [Show All]

Additional Requests: Please indicate any additional documents you want students to bring with them to their interview.

Hiring Criteria: Please describe any specific hiring criteria (such as GPA, law journal, or moot court) and whether each specified criteria is preferred or required.

Position Type*:

1-year Internship
 3-month Internship
 6-month Internship
 9-month Internship
 Regular Associate

Languages:

Abnron
 Acehnese
 Afar
 Afrikaans
 Albanian
 0 of 274 selected [show selected] [Show All]

Click located at the top or bottom of the page to submit your ISIP resume collection request. Your request will be processed within 1 to 2 business days. After approval you will receive a confirmation email.

Invoices

DEADLINE: Refer to the deadline on your invoice.

NOTE: NYU does not accept wire transfers.

Invoices will be sent as a PDF by email within two weeks of your schedule/resume collection confirmation. Additional interviewer fees will be invoiced after January 29. Invoices are automatically sent to the primary contact registered in the ISIP Symplicity system.

NYU accepts all major credit cards and checks. To pay by check, send your check to the ISIP Program Coordinator, Laura Mowry, at 245 Sullivan Street, Room 430, New York, NY 10012. **Checks must be made payable to New York University School of Law.** Once a check has been received, the payment will be indicated in the Symplicity system. Checks must be drawn from a US bank or a US branch of an international bank. A correspondent law firm with a New York office may issue the check. We will not accept checks that do not have a US routing number at the bottom of the check. We accept domestic or international money orders in US dollars. Note that some banks may charge a processing fee on international checks. Please check with your bank about any fees in order to ensure NYU Law receives the proper payment amount.

To pay by credit card, log into ISIP Symplicity and select the **Invoices** tab under the **Accounts** tab. Click on the invoice number link under **Invoice #** to view the invoice details. To submit a credit card payment, click . You will be redirected to a New York University secured site (shown below). The payment amount is automatically populated by the system. Employers cannot adjust the amount. Please note that we process registration and interview schedule fees and additional interviewer fees separately, so you may have more than one invoice. **Please make sure you pay each individual invoice.** If the payment is successful, employers will be redirected to the Symplicity invoice with an updated invoice balance displayed. If the payment is *unsuccessful*, employers will be redirected to the Symplicity invoice with an *unpaid balance displayed*.

Home Account Calendar Profile ISIP

account

Personal Profile **Invoices** Password/Preferences Activity Summary Document Library

List Publications

Balance

Invoice Date Select Clear to Select Clear

Payment Due Date Select Clear to Select Clear

Invoice #

Search Clear

Items 1-1 of 1 SHOW 20 per page

Invoice #	Invoice Date	Balance
20101007-00001	Oct 07	700.00

Items 1-1 of 1

 **NEW YORK UNIVERSITY**

Payment Details

Total Amount \$ 150.00

Description

All fields in bold are required.

Credit Card

   

Credit Card Type

Credit Card Number

Expiration Date



Billing Information

First/Last Name

Company

Street Address 1

Street Address 2

City/State/Postal Code

Country

Phone Number

Email Address

Submit Payment

Notice: New York University is committed to respecting your privacy. You can be assured that personal information will only be used by New York University to conduct official University business and personal information will never be disseminated to any unaffiliated third party.
[New York University's privacy policy »](#)

View / Update Confirmed Interview Schedule(s)

DEADLINE: September 28, 2015

Once your schedule is confirmed, you may log into the ISIP system to view the details and input/update the interviewer name(s). Click the [ISIP](#) tab at the top of the page and select the [Confirmed Schedules](#) tab. Schedules are listed in a table according to **Date**, **Timespan**, **Registering Office**, and **Office(s)**.

Click on the **Date** of the interview in order to view interview schedule details or add interviewer name(s) in the **Interviewer(s)** field. In order to add more than one interviewer, click . Click to save changes or at the top of the page to return to the previous screen. Please make sure you add the interviewer's name(s) into the system by January 20, 2016.

Confirmed Schedules		Resume/Schedule Packets	Interviews	Applicants/Waitlist	Schedule Request	Feedback
<p>Please make sure to pick the current ISIP session <input type="text" value="ISIP"/></p> <p>Office <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>						
Generate Resume/Applicant Packet		Items 1 - 2 of 2			SHOW <input type="text" value="20"/> per page	
<input type="checkbox"/>	Date	Timespan	Registering Office	Office(s)	Options	
<input type="checkbox"/>	Resume Collection		New York	New York		
<input type="checkbox"/>	Jan 25th	9:00 am - 9:20 am, 9:25 am - 9:45 am, 9:50 am - 10:10 am, 10:15 am - 10:35 am, 10:40 am - 11:00 am, 11:05 am - 11:25 am, 11:30 am - 11:50 am, 11:55 am - 12:15 pm, 12:20 pm - 12:40 pm, 2:00 pm - 2:20 pm, 2:25 pm - 2:45 pm, 2:50 pm - 3:10 pm, 3:15 pm - 3:35 pm, 3:40 pm - 4:00 pm, 4:05 pm - 4:25 pm, 4:30 pm - 4:50 pm, 4:55 pm - 5:15 pm, 5:20 pm - 5:40 pm	China	China, Washington DC		
Items 1 - 2 of 2						

Confirmed Schedules		Resume/Schedule Packets	Interviews	Applicants/Waitlist	Schedule Request				
<input type="button" value="Submit"/> <input type="button" value="Print Preview"/> <input type="button" value="Cancel"/>									
OCI Schedule Data									
ID:	1282								
Mode:	Interview								
Date:									
Employer:	Acme, Inc (China)								
Contact:									
OCI Session:	ISIP								
Interview Length:	20								
Allow interviews with related offices*:	no								
Session Focus:	China, Indonesia, Malaysia, Taiwan								
Location:									
Include Related Orgs:	no								
# of Rooms:	1								
Timespan:	9:00 am - 9:20 am, 9:25 am - 9:45 am, 9:50 am - 10:10 am, 10:15 am - 10:35 am, 10:40 am - 11:00 am, 11:05 am - 11:25 am, 11:30 am - 11:50 am, 11:55 am - 12:15 pm, 12:20 pm - 12:40 pm, 2:00 pm - 2:20 pm, 2:25 pm - 2:45 pm, 2:50 pm - 3:10 pm, 3:15 pm - 3:35 pm, 3:40 pm - 4:00 pm, 4:05 pm - 4:25 pm, 4:30 pm - 4:50 pm, 4:55 pm - 5:15 pm, 5:20 pm - 5:40 pm								
Interviewer(s):	<table border="1"> <thead> <tr> <th>Room</th> <th>Interviewer(s)</th> </tr> </thead> <tbody> <tr> <td>Room 1</td> <td><input type="text"/> <input type="button" value="+ Add Name"/></td> </tr> </tbody> </table>					Room	Interviewer(s)	Room 1	<input type="text"/> <input type="button" value="+ Add Name"/>
Room	Interviewer(s)								
Room 1	<input type="text"/> <input type="button" value="+ Add Name"/>								
Hiring Criteria:	This information is shown to students Must speak Mandarin								
Position Type:	Regular Associate								
Languages:	Mandarin								

Review/Collect Student Resumes

AVAILABLE: November 12, 2015

Student resumes will be ready for your review on November 12, 2015. To view the resumes of students that bid on your ISIP interview schedule(s) and/or resume collection(s), click the [ISIP](#) tab at the top of the page and select the [Applicants/Waitlist](#) tab.

NOTE: Please make sure you filter the **Session** (2016 ISIP) and **Office** location. (See example below).

Use the **Office** drop-down menu to sort student bids by position location. To generate a resume packet select the checkbox next to the candidates whose resume you wish to include in the packet. Use the icon to select or de-select all entries. Click

To create one single packet with multiple position locations, select the first location from the **Office** drop-down menu and click the button to select all entries. Repeat for the second office.

Confirmed Schedules Resume/Schedule Packets Interviews **Applicants/Waitlist** Schedule Request

Session
Office
Keywords

To view Excel files, you may need [Excel Viewer 2003](#).

Items 1-1 of 1 SHOW 20 per page

<input type="checkbox"/>	OCI Session	student	Year	Office Location	Preferred Location(s)	Documents	Other Interviews
<input type="checkbox"/>	ISIP	Student	Germany	Washington DC			

Items 1-1 of 1

Enter the appropriate name of the resume packet (i.e. Brussels Resume Packet). If there are 100+ resumes per interview schedule you can increase the number of pages per resume packet in the final field to 1000 in order to view all resumes in one file. Click to generate the resume packet. You will receive an email notification once your PDF resume packet has been generated.

Confirmed Schedules Resume/Schedule Packets Interviews Applicants/Waitlist Schedule Request **Generate Book**

Publication Request

1 entries selected.

Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:

Which **document types** to include in the packet?

Resume

To decrease PDF generation time, please select one of the following **Table of Contents** options:

include in front of publication (without page numbers) include in back of publication (with page numbers) separate PDF (with page numbers)

To avoid overly large files, **publications are split** after certain number of pages. You may modify that number here:

To download your resume packet(s), click the [ISIP](#) tab at the top of the page and select the [Resume/Schedule Packets](#) tab. Click the icon to download the resume packet.

Confirmed Schedules **Resume/Schedule Packets** Interviews Applicants/Waitlist Schedule Request

To save a document, right-click the PDF icon and select **Save Target As...** or **Save Link As...** To view PDF files, you may need [Adobe Acrobat Reader](#).

Items 1-1 of 1 SHOW 20 per page

Name	Publication Type	Status	Expiration	View/Download	Options
Resume Packet		complete	Oct 28		<input type="button" value="Delete"/>

Note: The ISIP Program Coordinator keeps resume books, which include resumes from all students who have agreed to have their resumes released, available for all employers. If you were not satisfied with the number of resumes you received, you may contact our office at law.isip@nyu.edu to request a packet of resumes from students with law degrees from your target countries. After reviewing the additional resumes, you are welcome to contact those students to invite them to interview with your firm, even if they did not initially place a bid with your firm.

Employers may also email students who applied to your interview schedule through ISIP Symplicity. In the [Applicants/Waitlist](#) tab, check off the box next to a student(s) name. Click on . You will be taken to a [Mail Wizard](#) tab. Note: The **Cc** field will send a copy of every individual email sent by you. The **Send Copy To** field will send a copy of only the first email sent by you when sending an email to multiple students.

Confirmed Schedules	Resume/Schedule Packets	Interviews	Applicants/Waitlist	Schedule Request	Feedback	Mail Wizard
---------------------	-------------------------	------------	---------------------	------------------	----------	--------------------

 **STEP 1: Review/Edit Message**

Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

Target: Select a user type for which this message is intended for.
Student

Context: Select a context for this message.

Subject*: Enter the subject of the email message.

From*:

Cc: Address(es) who should be carbon copied. Any email address entered will receive EVERY copy of the sent message.

Bcc: Address(es) who should be blind copied. Any email address entered will receive EVERY copy of the sent message.

Send Copy To: Address(es) to receive a copy of the first message sent.

HTML Format: Do you wish to format this message using HTML?
 yes no

Message Body*: Please enter the message body, including any substitution fields.

AVAILABLE FIELDS

General:
[\[date\] \(Date\)](#)
[\[time\] \(Time\)](#)
[\[tab\] \(Tab\)](#)
[\[system_url\] \(System URL\)](#)

student:
[\[fullname\]](#)
[\[fname\]](#)
[\[mi\]](#)

Submit Candidate Invitations

DEADLINE: December 2, 2015

To select students for interviews at the ISIP Program, click the [ISIP](#) tab at the top of the page and select the [Applicants/Waitlist](#) tab. Please make sure you choose the correct session (2016 ISIP) and the office if necessary, and click .

You can change each student invitation status individually by using the drop-down menu next to each student's name under the **Invitation** section. To choose more than one student at a time select all the candidates whose invitation status you wish to modify either individually by clicking the empty box to the left of their name, or use the  icon to select / de-select all candidates. Proceed to the drop-down menu located to the right of the 'Change status to' column. You may also use the **Keywords** box to search for a student's name.

You may select from the following invitation selections:

not selected: for students with whom you do not wish to meet

pre-select: for candidates you wish to interview (18 per schedule)

alternate: for candidates you wish to interview in the event of a pre-select candidate declining their invitation (5 per schedule). You will be prompted to rank these students 1-5. 1 is first priority to interview. We will automatically schedule interviews for alternate candidates if you have open spaces in your schedule, so it is essential that you rank your candidates.

Rank:	interviewing preference
	<input type="text" value="1"/>

on-campus interviews software by simplicity™

Confirmed Schedules Resume/Schedule Packets Interviews **Applicants/Waitlist** Schedule Request Feedback

Session (Please pick current session) DEMO
Office New York
Keywords
Invitation Status

Search Clear

Invited Students
Preselects: 0 / 18
Alternates: 0 / 5

To view Excel files, you may need [Excel Viewer 2003](#).

Mail to Checked Save As Excel Generate Resume/Applicant Packet Change status to: pending pre-select alternate not selected Items 1-1 of 1 (1 items selected) SHOW 20 per page

OCI Session	student	Year	Off	Documents	Invitation
DEMO	Demo LL.M. Student	Germany	No		pending

Items 1-1 of 1

Choose this pull-down menu to change multiple students' invitation statuses.

Choose this pull-down menu to change one student's invitation.

Preliminary Interview Results Available

AVAILABLE: January 13, 2016

Students will choose to accept or decline employer invitations by January 8, 2016; we have given students this option in an effort to maximize interview opportunities for all students and to minimize last minute cancellations.

On January 13, you may log into your account, go to the [ISIP](#) tab at the top of the page, and select the **Applicants/Waitlist** tab. Please make sure you choose the correct session (2016 ISIP) and the office, and click [Search](#). Your applicants for the 2016 ISIP session will be visible. In the 'Invitation' column, the system will indicate whether the student accepted or declined your invitation for the opportunity to interview with your firm.

OCI Session	student	Year	Office Location	Documents	Invitation
DEMO	Demo Student	Germany	China		alternate accepted (1)
DEMO	Demo LL.M. Student	Germany	Washington DC		pre-select accepted
DEMO	Demo Student	Germany	Washington DC		pre-select declined (1)

The system will automatically schedule interviews for all students who accept interview invitations. To view your preliminary interview results, click on the [ISIP](#) tab at the top of the page and select the **Confirmed Schedules** tab. Schedules are listed in a table according to **Date** (interview date), **Timespan** (full day, morning, or afternoon schedule), **Registering Office**, **Office(s)**, and **Options** where you will see how many interviews you have.

on-campus interviews

Confirmed Schedules Resume/Schedule Packets Interviews Applicants/Waitlist Schedule Request Feedback

Session (Please pick current session) ISIP
Office

Search Clear

Generate Resume/Applicant Packet Items 1-9 of 9 SHOW 20 per page

Date	Timespan	Registering Office	Office(s)	Options
Jan 27th	9:00 am - 9:20 am, 9:25 am - 9:45 am, 9:50 am - 10:10 am, 10:15 am - 10:35 am, 10:40 am - 11:00 am, 11:05 am - 11:25 am, 11:30 am - 11:50 am, 11:55 am - 12:15 pm, 12:20 pm - 12:40 pm, 2:00 pm - 2:20 pm, 2:25 pm - 2:45 pm, 2:50 pm - 3:10 pm, 3:15 pm - 3:35 pm, 3:40 pm - 4:00 pm, 4:05 pm - 4:25 pm, 4:30 pm - 4:50 pm, 4:55 pm - 5:15 pm, 5:20 pm - 5:40 pm	Bratislava	Prague, Bratislava, Budapest, Warsaw, Moscow, Bucharest, Brussels (only for those scheduled in the afternoon)	12 Interviews

You can click the button marked "Interviews" to see a list of your students to interview that includes their time and materials, or click the **Interviews** tab. Both options take you to the same location. Once in the **Interviews** tab please make sure to filter by **Session** and **Office**.

on-campus interviews

Please note that room assignments are subject to change.

Confirmed Schedules Resume/Schedule Packets **Interviews** Applicants/Waitlist Schedule Request Feedback

To view Excel files, you may need [Excel Viewer 2003](#).

Session: Office: Keywords:

Mail to Checked Save As Excel Generate Resume/Applicant Packet Items 1-17 of 17 SHOW 20 per page

<input type="checkbox"/>	Schedule	Office Location	student	Year	Interview Time	documents
<input type="checkbox"/>	01-27	Beijing		China (PRC)	9:00 am - 9:20 am	
<input type="checkbox"/>	01-27	Beijing		China (PRC)	9:25 am - 9:45 am	
<input type="checkbox"/>	01-27	Beijing		China (PRC)	9:50 am - 10:10 am	

Create Interview Packets

Available: January 13, 2016

Interview schedule packets containing student resumes will be provided in hard copy on the day of the event; however, schedule packets can be generated. The ISIP Coordinator will generate interview schedule packets for each individual schedule. These packets can be found under the Resume/Schedule Packets tab. Employers may also create an interview schedule packet. A schedule packet may be formatted to include the resumes of all offices' candidates being interviewed or the resumes of one office's interview schedule.

Go to the **Interviews** tab. Once in the **Interviews** tab make sure to filter by **Session** and **Office**.

on-campus interviews

Please note that room assignments are subject to change.

Confirmed Schedules Resume/Schedule Packets **Interviews** Applicants/Waitlist Schedule Request Feedback

To view Excel files, you may need [Excel Viewer 2003](#).

Session: Office: Keywords:

Mail to Checked Save As Excel Generate Resume/Applicant Packet Items 1-17 of 17 SHOW 20 per page

<input type="checkbox"/>	Schedule	Office Location	student	Year	Interview Time	documents
<input type="checkbox"/>	01-27	Beijing		China (PRC)	9:00 am - 9:20 am	
<input type="checkbox"/>	01-27	Beijing		China (PRC)	9:25 am - 9:45 am	

To generate a resume book, select the checkbox next to the candidates whose resume you wish to include in the packet. Use the icon to select or de-select all entries. Click . For the procedure of creating a packet, please review the [Review Student Resumes](#) section in this document.

Final Schedules

Final schedules will be released on January 22. Please go to the **Interviews** tab to view final schedules.

Contact Information:

Laura Mowry
 ISIP Coordinator
 Office of Career Services
 New York University School of Law
 245 Sullivan Street, Suite 430
 New York, NY 10012
law.isip@nyu.edu