



COORDINATOR 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.

Abbreviated List of Important Dates and Deadlines

- 1) **Student bidding opens:** October 13 (Tuesday)
- 2) **Student bidding deadline:** November 9 (Monday)
- 3) **Interview invitation results available:** December 16 (Wednesday)
- 4) **Interview preselect/alternate accept or decline deadline:** January 8 (Friday)
- 5) **Preliminary interview schedules available:** January 13 (Wednesday)
- 6) **Final schedules released:** January 22 (Friday)

Register School & Submit Payment

DEADLINE: September 14, 2015

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 Symplicity system.

An invoice will be sent via email within two weeks of registering. Please use your separate "Payment Account" to log in and access your invoice through the [Account](#) tab. From there, click on the [Invoices](#) tab to view your invoice. Note: 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 [Pay By Credit Card](#). You will be redirected to a New York University secured site (shown below). 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 Symplicity invoice with an updated invoice balance displayed. If the payment is *unsuccessful*, you will receive an error message and the invoice balance will not change. To pay by check, send your check to the ISIP Program 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 the Symplicity system.

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

 The screenshot shows the Symplicity user interface. At the top, there are navigation tabs: Home, Account, Calendar, Profile, and Surveys. Below this is a "Welcome" message and the word "account". A secondary navigation bar includes Personal Profile, **Invoices**, Password/Preferences, Activity Summary, and Document Library. Under the "Invoices" tab, there are sub-tabs for "List" and "Publications". The "List" sub-tab is active, showing search filters for Balance, Invoice Date, Payment Due Date, and Invoice #. Below the filters are "Search" and "Clear" buttons. At the bottom, a table displays "Items 1-2 of 2" with columns for Invoice #, Invoice Date, and Balance.

Invoice #	Invoice Date	Balance
03		0.00
02		600.00

NEW YORK UNIVERSITY

Payment Details

Total Amount \$ 150.00
 Description
 All fields in bold are required.

Credit Card

DIGITAL SECURITY by
Entrust
VERIFY SSL

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

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](#)

Uploading Students

DEADLINE: September 14, 2015

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.xlsx** sent with the invitation email, by September 14, 2015 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, Middle Initial, Email, Country of Law Degree, and Password**. **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.

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

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 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 additional 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 additional bids to Laura Mowry at law.isip@nyu.edu by November 4. 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. The ISIP Program Coordinator will contact students on December 16 if they have received an interview invitation.

Distribute Student Registration Materials

BIDDING OPENS: October 13, 2015

The ISIP Symplicity system opens for student bidding on October 13, 2015. Students should be provided with registration information and materials prior to this date. In addition to a link to the **ISIP consortium website**, 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. Do not use [password] as the system will send out a reset password link to students.

Example template email:

Dear [fname],

This message is being sent to all Foreign-Trained LLM students eligible to participate in the 2016 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: 2016ISIP

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

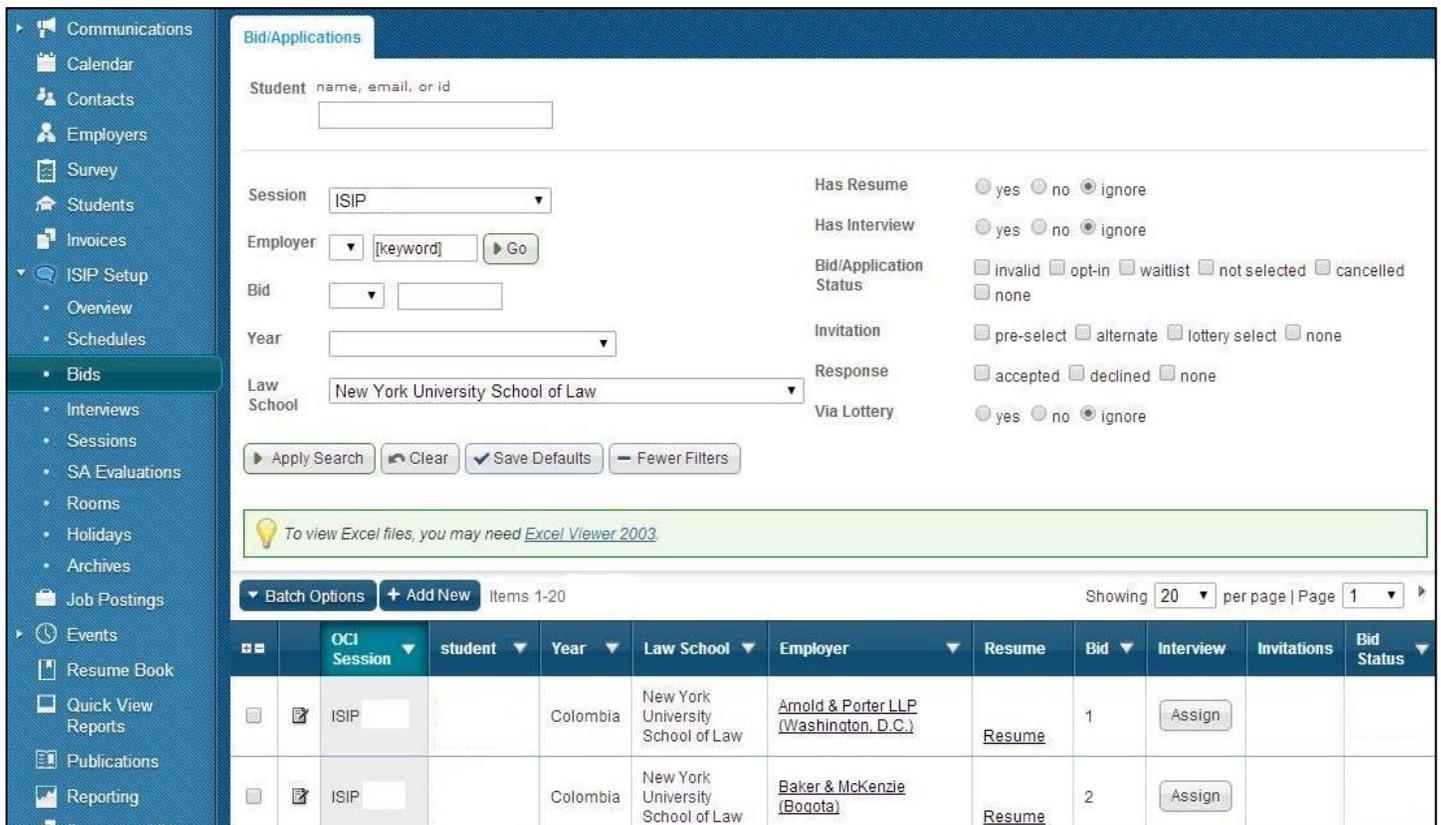
Student Bidding

AVAILABLE: October 13, 2015

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. 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 additional 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 Symplicity.

To view student bids from your school, click [ISIP Setup](#) in the left-hand menu, and select **Bids**. Choose 2016 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 student's 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.



OCI Session	student	Year	Law School	Employer	Resume	Bid	Interview	Invitations	Bid Status
ISIP		Colombia	New York University School of Law	Arnold & Porter LLP (Washington, D.C.)	Resume	1	Assign		
ISIP		Colombia	New York University School of Law	Baker & McKenzie (Bogota)	Resume	2	Assign		

Preselect/Alternate Accept or Decline

DEADLINE: January 8, 2016

Students will be able to log into the ISIP Symplicity system beginning on December 16 to review their interview invitation status, and they will be required to accept or decline the preselect or alternate status **before** we schedule interviews in the system.

To view bid status, students will log in, click on the **ISIP** tab, and then click on the **Employer/Bidding/Application** sub tab. Under the **Invitations** column, each bid should indicate one of the following: **Accept Pre-Select**, **Accept Alternate**, or **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 a pre-select or alternate status, they should click [Decline](#). 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 8. We will be unable to accept cancellations after this date, except for emergencies.

Please note that 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 during 2016 ISIP. Resume Collection Only employers will contact students of interest directly to set up a mutually convenient time to interview.

Legend: no multiple interviews instructions from employer

Items 1-4 of 4 SHOW 20 per page

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

Items 1-4 of 4

Preliminary and Final Schedules Available

AVAILABLE: January 13, 2016 and January 22, 2016

Preliminary schedules will be published to the Symplicity system on January 13, 2016. Final schedules will be published to the Symplicity system on January 22, 2016. **Students will receive an email notification containing instructions on how to access their preliminary schedule only if they have an interview scheduled!** Note that schedules are **subject to change** based on employer needs and will not be finalized until January 22, 2016.

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 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. The "Scheduled Interviews" tab will provide an accurate list of the student's actual interviews.

- 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 their interviews.

Home | Profile | Documents | Resources | Employers | Surveys | **ISIP** | Calendar

Home > ISIP > Scheduled Interviews search My Account

on-campus interviews software by symplicity

Employers/Bidding/Application | **Scheduled Interviews**

Session:

Items 1-2 of 2 SHOW 20 per page

Interview Date ^	Employer ^	Locations Interviewing For	Interview Time ^	Interview Room
Jan 24, 2014	Milbank Tweed Hadley & McCloy LLP (New York, NY)		10:15 am - 10:35 am	Kimmel Center, Room 912, Table 1
Jan 24, 2014	Cleary Gottlieb Steen & Hamilton LLP (New York)		3:40 pm - 4:00 pm	Global Center Room 374, Table 5

Items 1-2 of 2

Career Services Management System [Privacy Policy](#) | [Terms of Use](#)

Students may review the details of their interview, including interviewer names (if available) by clicking the date in the **Interview 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 25, 2016.

Home > ISIP > Scheduled Interviews > Jan

search [] [] My Account [] [] [] software by simplicity

← Back * INDICATES A REQUIRED FIELD

JAN OCI INTERVIEW [ADD TO CALENDAR](#)

EMPLOYER: MILBANK TWEED HADLEY & MCCLOY LLP (NEW YORK, NY)

INTERVIEW DATE*: JAN

INTERVIEW TIME*: 10:15 AM - 10:35 AM

INTERVIEW ROOM: KIMMEL CENTER, ROOM 912, TABLE 1

INTERVIEWER:

RESUME:

SCHEDULE DETAILS

OCI Schedule

Employer Milbank Tweed Hadley & McCloy LLP (New York, NY)

Locations New York, NY

Interviewing For

Interview Length 20 minutes

Interviewer

Class Years

Interviewing

Interview Location Kimmel Center (60 Washington Square South)

School Coordinator Symplicity Access

School coordinators are able to manipulate student data on ISIP Symplicity. 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**.

symplicity Career Services Manager Thursday April 17, 2014 | 10:01 am | Laura Logout

Home Communications Calendar Contacts Employers Survey Students Invoices ISIP Setup Job Postings Events Resume Book Quick View Reports Publications Reporting

Students Student List Detailed Search Saved Searches Duplicate Search Archived Students New Student Registrations Graduate Employment Surveys

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

Keywords searches student name and email address.
Test Student

Apply Search Clear Save Defaults More Filters

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]

Batch Options Add New Items 1-1 of 1 Showing 20 per page Page 1

Actions	Last	First	Student ID	Email	Year	Law School	Resume	Status	Logins
[] []	Student	Test		law.isip@nyu.edu	Canada	New York University School of Law		ISIP	8

Add New Items 1-1 of 1 Showing 20 per page Page 1

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, run reports, add a job listing or add new students.

Home Communications Calendar Contacts Employers Survey Students Invoices ISIP Setup Job Postings Events Resume Book Quick View Reports Publications Reporting Document Library Tools My Account Users Online (1) Manager

Test Student Back

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

Main Profile Account Notes Favorite Employers

Submit Save Cancel Delete

Ethnicity 2 []

Student ID []

Full name* Enter the student's full name (first mi last).
Test Student

First Name Test

MI []

Last Name Student

Email* law.isip@nyu.edu

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.

The screenshot shows the 'Account' tab for a student. The 'Authentication' section is expanded, showing the following options:

- Account Disabled***: Selecting yes here will disallow logins by this student. Radio buttons for 'yes' and 'no'.
- Account Blocked***: Selecting yes here will prevent student from participating in any recruitment activities. Radio buttons for 'Unblocked', 'Blocked', and 'Soft Block'.
- Account expires on**: A date selection field.
- User Rights**: A list of checkboxes for various permissions:
 - View Personal/Academic Profile
 - Edit Personal/Academic Profile
 - Upload Documents
 - Participate In Opt-In Resume Book
 - View Employers
 - Use Jobs
 - Use OCI
 - Use Events
 - Use Calendar
- Password**: Assign Password: Enter a new password here. (Text input field)
- Verify Password**: Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done. (Text input field)
- Reset Password**: Click here to send a new, randomly-generated password to this user. (Reset And Mail Password button)

You may also use the **Batch Options** function. Under **Batch Options** you can email all your students. **Please filter for your school** under **+ More Filters**.

The screenshot shows the 'Student List' interface with the following search filters:

- Keywords**: searches student name and email address.
- Status**: [Dropdown]
- Alumnus(a)**: [Dropdown]
- Class Level**: [Dropdown]
- Applicant Type**: [Dropdown]
- Degree Level**: [Dropdown]
- Law School**: New York University School of Law
- Has resume**: yes no
- Has Approved resume**: yes no
- Has Default resume**: yes no
- Taken grad employment survey**: yes no
- Email Undeliverable**: yes no
- Completed Career Finder**: yes no
- Resume Text Search**: full text resume search. (Text input field)

The table below shows a list of students with columns for Email, Year, Law School, Resume, Status, and Logins.

Email	Year	Law School	Resume	Status	Logins
@nyu.edu	Colombia	New York University School of Law		ISIP	17
0@nyu.edu	Costa Rica	New York University School of Law		ISIP	24
@nyu.edu	Japan	New York University School of Law		ISIP	1
3@nyu.edu	India	New York University School of Law		ISIP	21
3@nyu.edu	Israel	New York University School of Law		ISIP	0
1@nyu.edu	Russia	New York University School of Law		ISIP	0
2@nyu.edu	India	New York University School of Law		ISIP	17

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