



STUDENT ISIP SYMPPLICITY INSTRUCTIONS

Direct all ISIP related questions to your school's coordinator.

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

Important Dates and Deadlines:

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

Login to ISIP SymPLICity

BIDDING OPENS: October 13, 2015

Go to the [ISIP SymPLICity Student Login](#) and bookmark the page since you will be returning frequently.

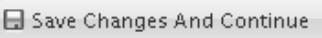
Enter the **Username** and **Password** provided to you by your school's coordinator. Click [Go](#) to continue.


 A screenshot of the ISIP SymPLICity login page. The page header shows the "symPLICity Career Services Manager" logo. The main heading is "Sign in". Below it, there is a "Log In" section with a welcome message: "Welcome to the ISIP Student Registration/Log-in home page. Please enter your username and password." There are two input fields: "Username (your email address)" and "Password". Below the fields are three buttons: "Go", "Reset", and "Forgot Password". To the right of the login form is an illustration of a computer monitor with a hand cursor pointing at it. In the top right corner, there are links for "Help" and "software by symPLICity™".

You will be directed to the ISIP SymPLICity home page. Click on the [Profile](#) tab to complete your profile. You must complete your profile before you can bid on interview schedules. **Switch to the tab view.** This will take you to the next steps.

 A screenshot of the ISIP SymPLICity profile page. The top navigation bar includes tabs for "Home", "Profile", "Documents", "Resources", "Employers", "Surveys", "ISIP", and "Calendar". The "Profile" tab is selected. The page content is divided into two main sections: "Personal" and "Academic". The "Personal" section has an "Edit" button and lists fields to be completed: "Ethnicity 2, MI, Phone Number, Cell Phone". Below this is a "Test Student" section with a "View / Edit Account Settings" link. The "Academic" section has an "Edit" button and shows "Graduating May (LL.M.)". At the bottom, there are links for "Privacy Policy" and "Terms of Use".

Update your name, if necessary, under the **Personal** tab. **You may NOT change your email address.**

Read and agree to the **Policy Affirmation** at the bottom of this page and click  to continue.

You will then be directed to the **Academic** tab. Please fill out the required information, such as **Graduation Date, Degree, Degree Specialty, Country of Citizenship, Languages, Years of Legal Experience, and Visa Status**. All information in the Academic tab, excluding your **Law School**, is for the use of your career services office and the ISIP Program Coordinator only and will not be released to employers. When finished, click .

Next you will be directed to the **Privacy** tab. For the option **Release My Resume to Employers**, select the **yes** radio button to release your resume to all ISIP employers. This affords you additional opportunities for interview schedules and resumes collection requests

that come in after the Employer Registration Deadline. Select the **no** radio button if you do not want employers other than those you have bid on to see your resume. Click to save all information.

The screenshot shows the 'Privacy' tab selected in the 'profile' section. The page includes a navigation bar with 'Home', 'Profile', 'Documents', 'Resources', 'Employers', 'Surveys', 'ISIP', and 'Calendar'. Below the navigation bar, there are tabs for 'Personal', 'Academic', 'Privacy', 'Password/Preferences', and 'Activity Summary'. The 'Privacy' tab is active. The main content area contains two sections: 'Release My Resume to Employers*' and 'Enable Text Message Alerts*'. Each section has a 'yes' and a 'no' radio button. The 'Release My Resume to Employers*' section has the 'yes' button selected. The 'Enable Text Message Alerts*' section has the 'no' button selected. There are 'Save Changes', 'Save Changes And Continue', and 'Cancel' buttons at the top and bottom of the form. A 'Completion Status' sidebar on the right shows a list of settings with checkboxes: 'Release My Resume to Employers' (checked), 'Synchronizing Options' (unchecked), 'Enable Text Message Alerts' (checked), 'Receive Email Job Blasts' (unchecked), 'Sync Events from the system with your Google Calendar' (unchecked), and 'Documents' (0 documents uploaded).

For security purposes you should change your password during the initial log in. Select the **Password/Preferences** tab. Enter the **Old Password** provided to you by your school coordinator and then enter your **New Password**. Click to confirm your new password. If you forget your new password go to [Forgot Password](#) on the [ISIP Symblicity Student Login](#) page to reset it at any time.

The screenshot shows the 'Password/Preferences' tab selected in the 'profile' section. The page includes a navigation bar with 'Home', 'Profile', 'Documents', 'Resources', 'Employers', 'Surveys', 'ISIP', and 'Calendar'. Below the navigation bar, there are tabs for 'Personal', 'Academic', 'Privacy', 'Password/Preferences', and 'Activity Summary'. The 'Password/Preferences' tab is active. The main content area contains three sections: 'Accessible Mode', 'Old Password', and 'Password'. The 'Accessible Mode' section has a 'yes' and a 'no' radio button, with 'no' selected. The 'Old Password' section has a text input field. The 'Password' section has a text input field. The 'Verify Password' section has a text input field. There are 'Submit' and 'Cancel' buttons at the top of the form. A note at the bottom right says '* indicates a required field'.

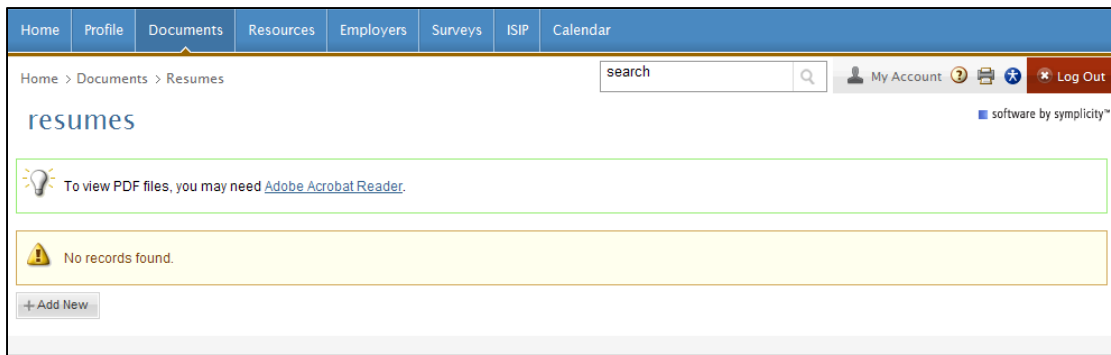
Upload Resume Only (All other materials are for the day of ISIP.)


DEADLINE: November 9, 2015

You must upload your resume to the ISIP Symblicity system in order to view and bid on ISIP employer interview schedules and resume collections. Your resume may be uploaded in PDF or Microsoft Word format but will be converted to PDF format by the ISIP Symblicity system. We recommend that you upload your resume as a PDF to ensure your resume formatting is not ruined during a Word to PDF conversion on Symblicity. Please make sure your PDF or Word document does not have security settings enabled; security settings can create problems with your resume on the Symblicity system. There is a file size limit of 200 kb. Please format your resume so that it does not exceed this size.

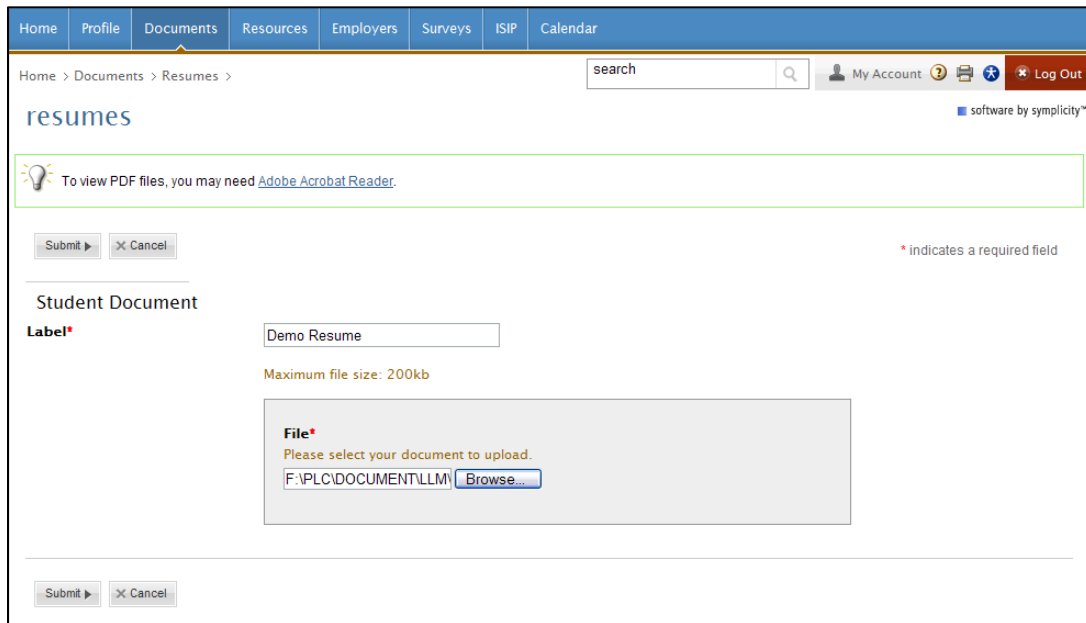
NOTE: Uploading your resume will not automatically submit a bid for you.

To upload your resume, click on the [Documents](#) tab, and click to add your resume.



You may upload up to **10** different resumes and name them using the **Label** field. Browse for your resume in the **File** field, and click **Submit** to continue. Please be patient while your Word document converts to PDF format. Once your resume has converted to PDF format you should view it to make sure it is formatted correctly by clicking on the  icon. You may wish to upload different versions of your resume for different employers – for example a US format resume for US employers and a home-country format resume for employers from your home country.

NOTE: You may only upload resumes to the ISIP Symplicity system. **Do not upload additional documents such as cover letters or transcripts. Only resumes** will be considered by employers when making their candidate selections. If an employer has requested additional documents, you should bring those on the day of the interview. The **ONLY** exception to this rule is for JSD students who are **NOT** graduating in May 2016. See instructions for JSD candidates below, or speak with your school's coordinator.



View / Bid on Interview Schedules and Resume Collections

DEADLINE: November 9, 2015

The deadline to bid on ISIP interview schedules and resume collections is **November 9 at 5:00 PM (EST)**. **No late bids will be considered under any circumstances.** To bid on interview schedules and/or resume collections, click the **ISIP** tab at the top of the page.

All interview schedules you qualify to bid on will be displayed under the **Employer/Bidding/Application** tab. Click **Review** next to a schedule to view details and apply. Employers request to review candidates based on your country of first law degree, and the system filters students and interview schedules based on this qualification. When you log into the system, you will only be able to see those employers who have requested to receive resumes from your first country of law degree. You may view a list of ALL interview schedules, entitled *Employer List*, by clicking on the **Resources** tab and then the **Document Library** tab. See below for information on submitting manual bids to employers that do not appear in your ISIP bidding tab. **Note: You will not be able to see your bids after November 9. Please keep your own bidding records.**

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

Home > ISIP > Employers/Bidding/Application

on-campus interviews

Employers/Bidding/Application | Scheduled Interviews

Bidding/Application period in progress. 0 out of 100 bid/application used

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 on campus during ISIP 2013. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

Search Filters: Session: 2013 ISIP, Employers: Show All

Default OCI Resume: Demo Resume*

Important Dates: Bidding/Application: Apr 09, 12:00pm to Nov 02, 11:59pm

Legend: no multiple interviews, instructions from employer

Employer	Locations Interviewing For	Interview Dates	documents	Bidding/Application
Acme, Inc (Washington DC) 2 Offices: China; Washington DC	←	Feb 1st	Demo Resume (def)	Apply
Acme, Inc (China) 2 Offices: China; Washington DC	←	Feb 1st		Apply

NOTE: Same Employer Different Offices

The details of each ISIP interview schedule include the **Date** of the interview, the **Position Location** (under Interviewing for), **Additional Requests** for materials to bring to the interview in addition to your resume, and the **Hiring Criteria**. Employers may be interviewing for multiple offices; therefore, please pay close attention to which office you are applying for. Note also that some employers may share applications between offices. When the interview results are released, you may find that you've been selected by an office for which you did not initially apply. See below for information about accepting or declining interview invitations.

To submit your bid to a specific employer, you must first select the resume you wish to use from the **Resume** drop-down menu. Click **Apply** to complete the submission of the bid. You can upload up to 10 different resumes tailored for different submissions. Click **Back To List** at the bottom of the reviewed schedule to return to the **Employer/Bidding/Application** tab.

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

Home > ISIP > Employers/Bidding/Application > Jan 25th

on-campus interviews

OCI Schedule

Employer: NYU Inc. (New York)

Interview Length: 20 minutes

Class Years Interviewing: Finland, France, French Guiana, Gabon, Gambia, Georgia, Germany, Ghana, Grand Cayman Island, Greece, Greenland, Grenada, Guadeloupe, Guatemala, Guinea, Guinea-Bissau, Republic of, Guyana, Haiti, Honduras

Interview Location: Kimmel Center (60 Washington Square South)

Position Type: 3-month Internship, 9-month Internship

Bid/Application Details: Office: NYU Inc. (New York), Bid/Application: not applied, Resume: Updated Demo Resume*

Employer's Schedules

Date	Interviewing For	Additional Requests	Hiring Criteria
2013-01-25	New York	2 letters of recommendation, writing sample, and J.D. transcript	We are looking for a student with at least 2 years of work experience.

NOTE: If you make changes to your resume before the November 9 deadline and want it to be reflected in bids you have already submitted, you must upload your new resume into the system. After uploading a new resume return to the **Employer/Bidding/Application** tab. In the middle of the page there is a section labeled **Default OCI Resume**. This section shows the default resume and a button to **"update all bids."** You will need to choose your new resume in the drop down menu and click **Update All**. This will change your resume for all bids. Alternatively, you can manually change the resume selected for individual bids by going into each employer schedule and changing the submitted resume. **If you update your resume, please be sure to double-check each bid to ensure that the updated resume was submitted.**

on-campus interviews ■ software by simplicity™

Employers/Bidding/Application | Scheduled Interviews

Bidding/Application period in progress. 0 out of 100 bid/application used

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 on campus during ISIP 2013. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

Search Filters:
 Session: 2013 ISIP
 Employers: Show All
 Search Clear

Default OCI Resume:
 Updated Demo Resume | Update Default | Update All
 Updated Demo Resume
 Demo Resume*
 be used with all bids you make from this list from now on. Different resume may be selected for individual bids by clicking on Review.

Important Dates
Bidding/Application Apr 09, 12:00pm to Nov 02, 11:59pm
 Cancellations Dec 14, 12:00pm to Jan 14, 11:59pm
 Resume Review Oct 15, 12:00pm to Nov 02, 11:59pm

Legend: ⚠ no multiple interviews ⓘ instructions from employer

Items 1-2 of 2 SHOW 20 per page

	Employer	Locations Interviewing For	Interview Dates	documents	Bidding/Application
Review	Acme, Inc (Washington DC) 2 Offices: China, Washington DC		Feb 1st	Demo Resume	Apply
Review	Acme, Inc (China) 2 Offices: China, Washington DC		Feb 1st		Apply

A Withdraw button will show up under Bidding/Application after successfully submitting a bid. You may click Withdraw to cancel your bid prior to the November 9 student bidding deadline. After this deadline you will not be able to modify your bid.

on-campus interviews

Employers/Bidding/Application | Scheduled Interviews

Bidding/Application period in progress. 2 out of 502 bid/application used (2 additional bids granted due to related offices and resume collects)

Bidding is now over. In order to see a full list of 2011 ISIP participating firms please look at the full list provided in your document library.
 Click [here](#) for detailed instructions for bidding on interview schedules.

Search Filters:
 Tip: Click hyperlinks with arrows for categorized search filters.
 Session: 2011 ISIP
 Employers: Show All
 Additional Employer Filters
 Search Clear

Default OCI Resume:
 Demo Resume* | Update Default | Update All
 Resume selected above will be used with all bids you make from this list from now on. Different resume may be selected for individual bids by clicking on Review.

Important Dates
Bidding/Application Sep 27, 12:00am to Oct 29
 Cancellations Dec 20, 12:00am to Jan 10
 Resume Review Sep 27, 12:00am to Oct 29

Legend: ⚠ no multiple interviews ⓘ instructions from employer

Items 1-20 of 72 SHOW 20 per page Page 1

	Employer	Locations Interviewing For	Interview Dates	Invitations	documents	Bidding/Application
Review ⓘ	Cravath, Swaine & Moore LLP (London)		N/A (Resume Collection)		Demo Resume (def)	Withdraw
Review ⓘ	Davis Polk & Wardwell (Hong Kong)		N/A (Resume Collection)		Demo Resume (def)	Withdraw

NOTE: If you wish to bid on an employer in the *Employer List* document and are unable to see this employer under your **Employer/Bidding/Application** tab, you can submit a manual bid to your school's coordinator. You may click on the Resources tab and then the Document Library tab to review a complete list of participating employers. In order to submit a manual bid, create a single PDF file containing a cover letter and resume explaining your qualification for the position. Name the file with the employer's schedule ID number and your last name (e.g., "2401 Mowry.pdf") and forward it to your school's coordinator for approval. If you are approved, your additional submission will be placed in a booklet presented to the employer, who will make all final interview decisions. All additional bids must be submitted by your school's coordinator to NYU by the November 9 student bidding deadline. Please check with your school to see if there is an earlier deadline for submission of additional/manual bids. **Important:** You should only submit additional/manual bids for employers for which you can truly make a strong case that you meet their employment qualifications. If an employer is hiring Latin American-trained students for a New York office, and you have no affiliation with Latin America, you should not bid on this firm. If you were trained in Paris, but are fluent in Portuguese and have significant professional experience with Latin American clients, then you can make a targeted cover letter explaining your qualifications for that position. Please consult with your school's coordinator if you are unsure about whether to apply to a particular position.

JSD students continuing their studies during the following fall semester will need to make their need for a summer associate/intern position very clear in a **required cover letter** to be submitted along with their resume as **one document** to each ISIP employer. Anticipated date of graduation must also be made clear on the resume. JSD students graduating in May 2016 do not need to submit a cover letter with their resume since their availability is the same as that of the LLM students.

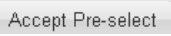
Preselect/Alternate Accept or Decline

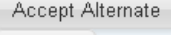
DEADLINE: January 8, 2016


Beginning on December 16, you will be able to view your bid invitation status through the **Employer/Bidding/Application** tab. Under the **Invitations** column, each bid should indicate one of the following: **Accept Pre-Select**, **Accept Alternate**, or **Not Invited**. The ISIP Program Coordinator will email students who submitted manual bids and have received an interview invitation on December 16. These students will not see their interview invitations in ISIP Symplicity.

NOTE: Acceptance of a pre-select or alternate status does not guarantee that you will be scheduled for an interview, but if you accept either pre-select or alternate status, you **must** attend any interviews 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 they have space in their schedule. If you have been selected for more than 18 interviews, you are encouraged to consult with your school's coordinator regarding how to prioritize choices, as the ISIP Symplicity system 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.

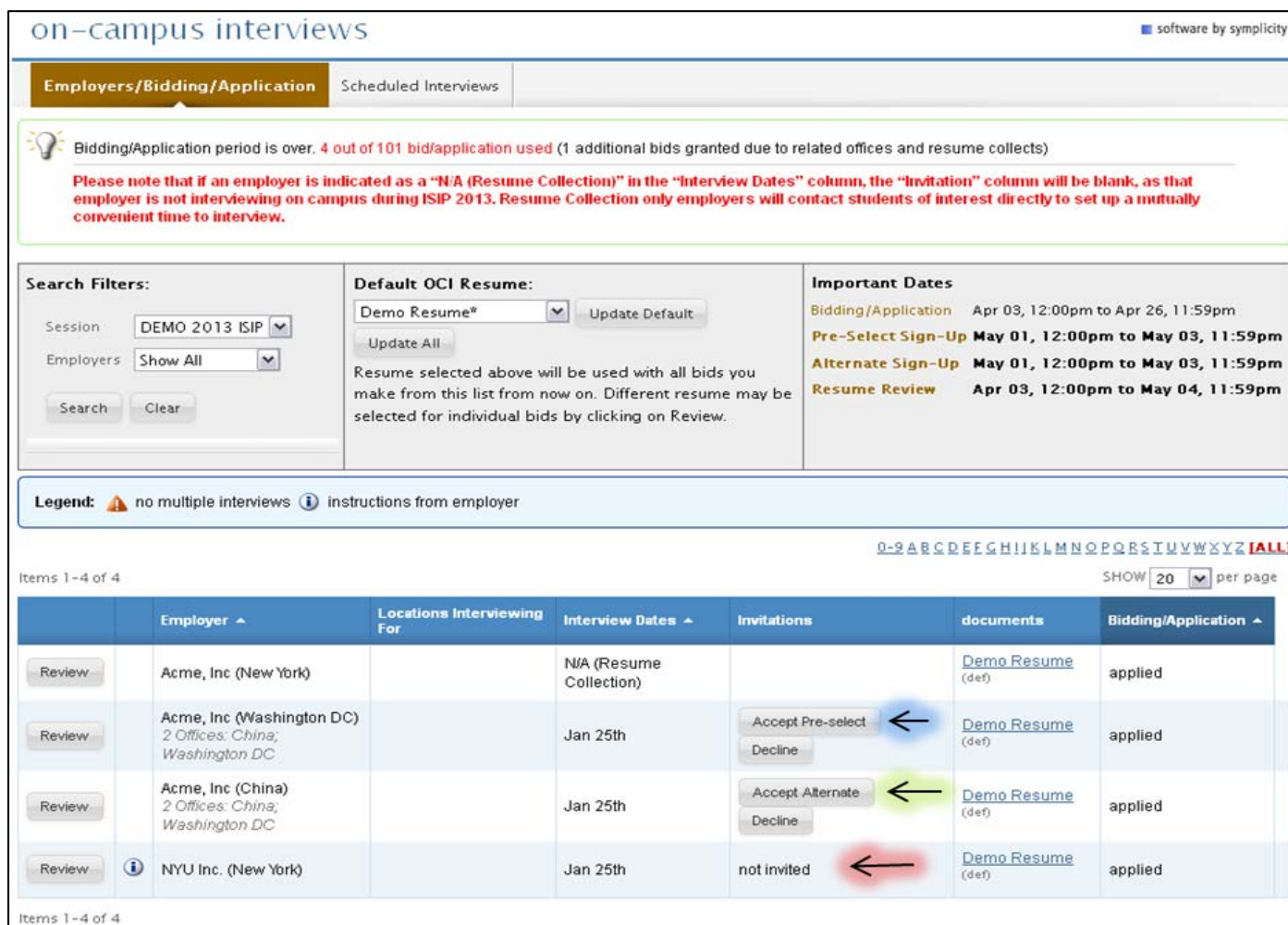
If you have a **Pre-select** and/or **Alternate** status you will also see three types of buttons.

Pre-select Accept: If you wish to accept an interview invitation with an employer, click . There is no prompt asking you if you want to proceed. Please double-check before clicking!

Alternate Accept: If you wish to accept an alternate invitation, click . Note that this does not guarantee an interview, but if the system is able to schedule an interview, you must attend. There is no prompt asking you if you want to proceed. Please double-check before clicking!

Decline: If you wish to decline an interview invitation or alternate invitation, click . A prompt will appear asking if you are certain you want to proceed with declining the invitation. You cannot reverse this decision.

Cancellation: If you do not wish to accept an interview with an employer, you should decline the interview invitation before January 8. We will be unable to accept cancellations after this date.



on-campus interviews software by sympathy

Employers/Bidding/Application | Scheduled Interviews

Bidding/Application period is over. 4 out of 101 bid/application used (1 additional bids granted due to related offices and resume collects)

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 on campus during ISIP 2013. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

Search Filters:
 Session: DEMO 2013 ISIP
 Employers: Show All
 Search Clear

Default OCI Resume:
 Demo Resume* Update Default
 Update All
 Resume selected above will be used with all bids you make from this list from now on. Different resume may be selected for individual bids by clicking on Review.

Important Dates
 Bidding/Application Apr 03, 12:00pm to Apr 26, 11:59pm
 Pre-Select Sign-Up May 01, 12:00pm to May 03, 11:59pm
 Alternate Sign-Up May 01, 12:00pm to May 03, 11:59pm
 Resume Review Apr 03, 12:00pm to May 04, 11:59pm

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 Schedules Available

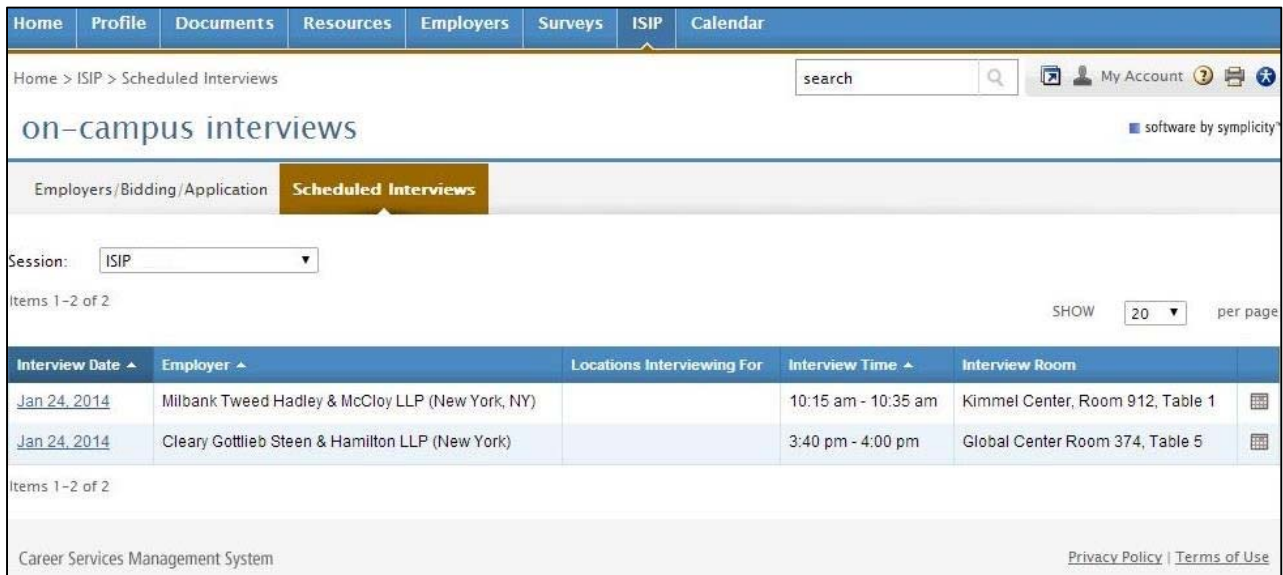
AVAILABLE: January 13, 2016

Preliminary schedules will be published to the ISIP Symplicity system on January 13, 2016. You will receive an email notification containing instructions on how to review your final schedule **only if you have a scheduled interview**. Note that schedules are **subject to change** based on employer needs and will not be finalized until January 22.

To view your ISIP interview schedule click the **ISIP** tab at the top of the page and select the **Scheduled Interviews** tab.

NOTE: It is best to check the Scheduled Interviews tab, rather than the Employers/Bidding/Application tab, as the Scheduled Interviews tab includes employers who may have made changes at the last minute, which may not show up under bidding.

- When  No records found. is displayed in the **Scheduled Interviews** tab, this means you were not selected for ISIP interviews.
- If you were selected for interviews, you will see your interview schedule in this tab and can sort by "Interview Date" to organize your interview schedule.



Home > ISIP > Scheduled Interviews

on-campus interviews

Employers/Bidding/Application **Scheduled Interviews**

Session: ISIP

Items 1-2 of 2

SHOW 20 per page

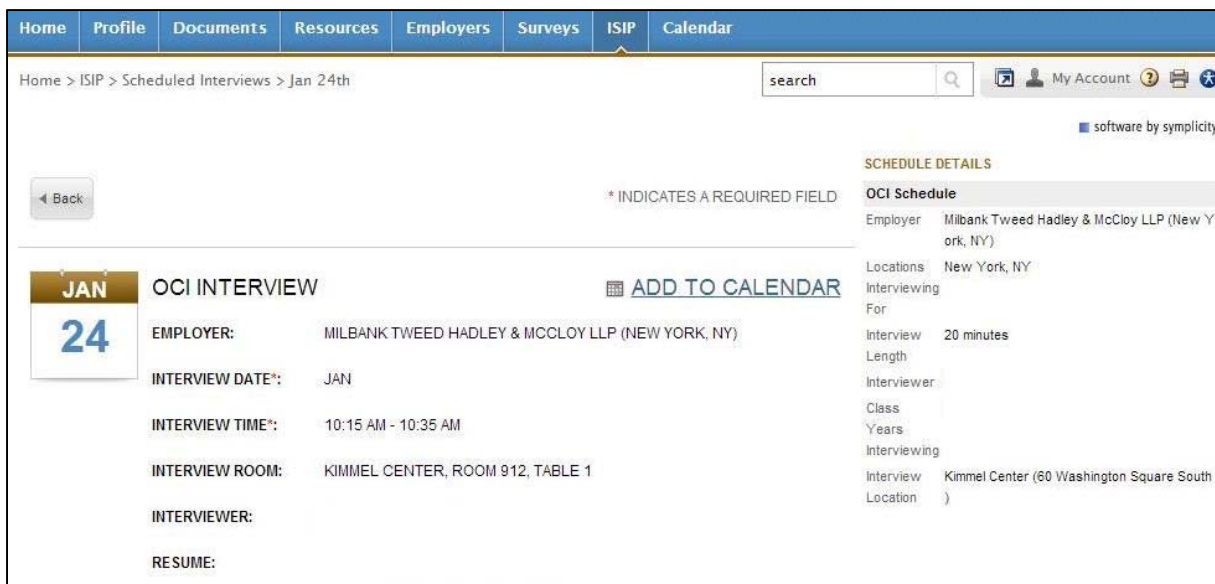
Interview Date	Employer	Locations Interviewing For	Interview Time	Interview Room
Jan 24, 2014	Milbank Tweed Hadley & McCloy LLP (New York, NY)		10:15 am - 10:35 am	Kimmel Center, Room 912, Table 1
Jan 24, 2014	Cleary Gottlieb Steen & Hamilton LLP (New York)		3:40 pm - 4:00 pm	Global Center Room 374,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

Items 1-2 of 2

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

You may review the details of your 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 25, 2016.

Click [Back](#) to return to the list of interviews.



Home > ISIP > Scheduled Interviews > Jan 24th

[Back](#)

* INDICATES A REQUIRED FIELD

JAN 24 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 Interviewing For: New York, NY

Interview Length: 20 minutes

Interviewer:

Class Years Interviewing:

Interview Location: Kimmel Center (60 Washington Square South)

Direct all ISIP related questions to your school's coordinator.