



## COORDINATOR ISIP SYMPPLICITY INSTRUCTIONS

\*Please note all screen shots used have dates and deadlines that do not correlate with 2017 ISIP’s actual dates and deadlines.

### Important Dates and Deadlines

- 1) **Student Bidding Opens:** October 11 (Tuesday)
- 2) **Student Bidding Deadline:** November 7 (Monday)
- 3) **Interview Invitation Results Available:** December 21 (Wednesday)
- 4) **Interview Pre-select/Alternate Accept or Decline Deadline:** January 6 (Friday)
- 5) **Preliminary Interview Schedules Released:** January 11 (Wednesday)
- 6) **Final Schedules Released:** January 20 (Friday)

### Register School & Submit Payment

**DEADLINE: September 12, 2016**

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. Note: Your “Payment Account” is only used for purposes of invoices and payments. Please email [law.isip@nyu.edu](mailto: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.

The screenshot shows the 'account' page with the 'Invoices' tab selected. It includes search filters for Balance, Invoice Date, and Payment Due Date, along with an Invoice # field. Below the filters is a table with 2 items:

Invoice #	Invoice Date	Balance
<a href="#">03</a>		0.00
<a href="#">02</a>		600.00

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

**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 12, 2016**

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 **ISIP Student List** sent with the invitation email, by September 12, 2016 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**. 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](mailto:law.isip@nyu.edu) by November 2. 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 ISIP Symplicity. The ISIP Coordinator will contact students on December 21 if they have received an interview invitation.

## Distribute Student Registration Materials

**BIDDING OPENS: October 11, 2016**

ISIP Symplicity opens for student bidding on October 11, 2016. 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 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.

### Example template email:

Dear [fname],

This message is being sent to all Foreign-Trained LLM students eligible to participate in the 2017 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: 2017ISIP

Instructions for using ISIP Symplicity are located here: [www.law.nyu.edu/isip](http://www.law.nyu.edu/isip)

## Student Bidding

**AVAILABLE: October 11, 2016**

**DEADLINE: November 7, 2016**

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 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 ISIP Symplicity.

To view student bids from your school, click **ISIP Setup** in the left-hand menu, and select **Bids**. Choose 2017 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 **Notepad** icon to view the details of the submitted bid. You can gather further information, such as who received an interview, by using the filters provided.

The screenshot shows the 'Bid/Applications' page in ISIP Symplicity. The left sidebar contains a navigation menu with 'ISIP Setup' expanded to show 'Bids'. The main area has search filters for Student, Session (ISIP), Employer, Bid, Year, and Law School (New York University School of Law). There are also filters for Has Resume, Has Interview, Bid/Application Status, Invitation, Response, and Via Lottery. Below the filters is a table of bids with columns for OCI Session, student, Year, Law School, Employer, Resume, Bid, Interview, Invitations, and Bid Status. Two bids are listed, both with 'Resume' status and 'Assign' buttons. A red circle highlights the 'Notepad' icon in the table.

## Pre-select/Alternate Accept or Decline

**DEADLINE: January 6, 2017**

Students will be able to login to ISIP Symplicity beginning on December 21 to review their interview invitation status, and they will be required to accept or decline the pre-select or alternate status **before** we schedule interviews in the system.

To view bid status, students will login, 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 have four options.

**Pre-select Accept:** To accept an interview with an employer who pre-selected a student, the student should click the **Accept Pre-Select** button. 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 they only should accept if they are certain that they can attend the interview.

**Alternate Accept:** To accept an alternate status, the student should click the **Accept Alternate** button. 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 the **Decline** button. 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 6. We will be unable to accept cancellations after this date, except for emergencies or due to the acceptance of a job offer.

**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 2017 ISIP. Resume Collection Only employers will contact students of interest directly to set up a mutually convenient time to interview.**

Home / ISIP / Employers/Bidding/Application

## On-Campus Interviews

EMPLOYERS/BIDDING/APPLICATION    SCHEDULED INTERVIEWS

 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. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

**Default OCI Resume**

Mowry 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    Pre-Select Sign-Up    Alternate Sign-Up

Session: ISIP Demo

Employers: Show All

APPLY SEARCH    CLEAR

Legend

-  interview once for all office locations
-  instructions from employer
-  Schedules share some estimated slots

Items 1-4 of 4    SORT BY: Bidding/Application

	Employer	Interview Dates	Invitations	documents	Bidding
REVIEW 	Miyagi & Morales (Lima)	Jan 27th	ACCEPT PRE-SELECT DECLINE	Mowry Resume (def)	WITHDRAW
REVIEW	Miyagi & Morales (Washington DC)	N/A (Resume Collection)		Mowry Resume (def)	WITHDRAW
REVIEW 	Sullivan & Thompson (New York) 2 Offices: New York; Washington DC	Jan 27th	ACCEPT ALTERNATE DECLINE	Mowry Resume (def)	WITHDRAW
REVIEW 	Sullivan & Thompson (Miami)	Jan 27th	not invited	Mowry Resume (def)	WITHDRAW

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

Please contact your school's ISIP coordinator with any questions about the program and/or this website.

## Preliminary and Final Schedules Available

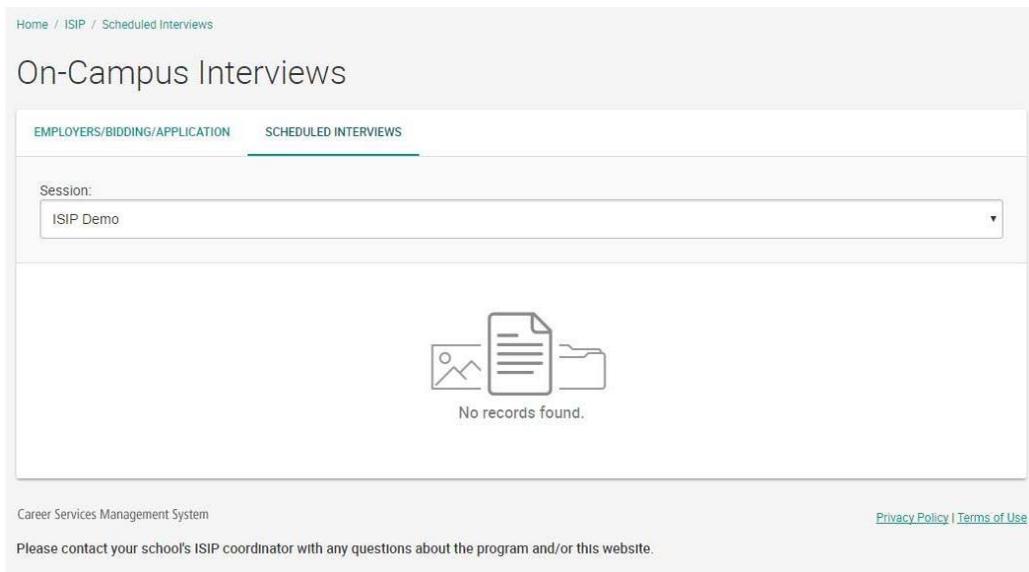
**AVAILABLE: January 11, 2017 and January 20, 2017**

Preliminary schedules will be published to ISIP Symplicity on January 11, 2017. **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 20, 2017.

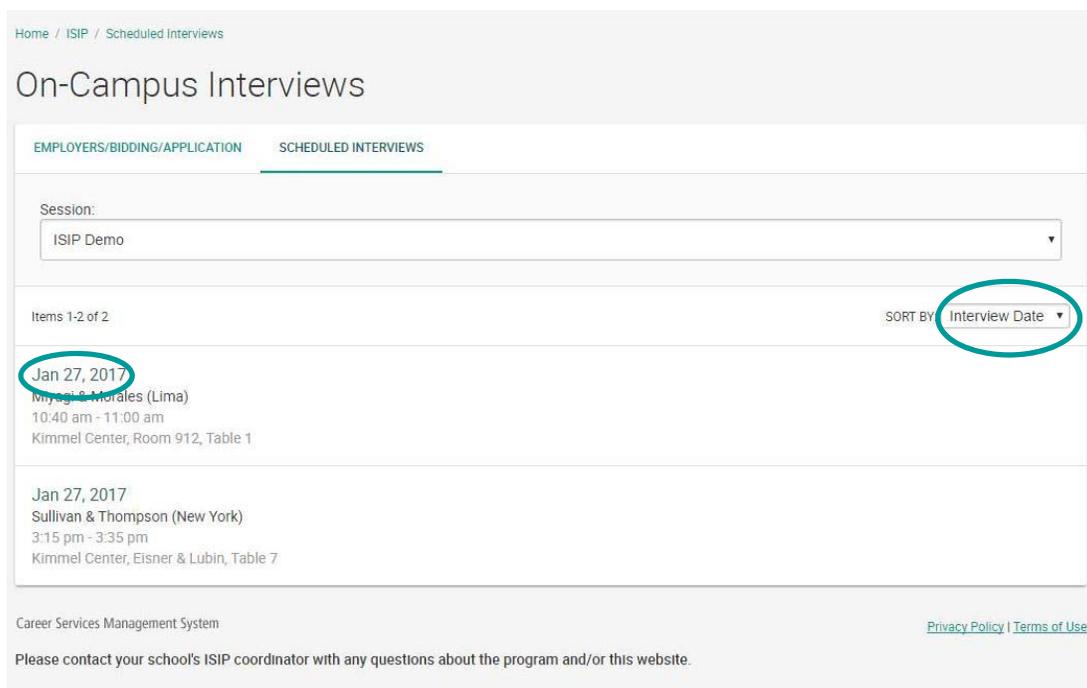
Students can view their ISIP interview schedule by clicking on the **ISIP** tab and clicking the **Scheduled Interviews** tab.

**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. Updated schedule information and interview changes do not appear in the bidding tab. 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 Date" to organize their interviews.



Students may review the details of their interview, including interviewer names (if available) by clicking the interview date. The information displayed includes information such as **Employer**, **Interview Date**, and **Interview Time**. The **Interview Room and Interviewer(s)** information will not be published on the site until the week of January 23, 2017.

Home / ISIP / Scheduled Interviews / Jan 27th

BACK

\* Indicates a required field

### OCI Interview

Employer  
Sullivan & Thompson (New York)

Interview Date \*  
Jan 27th

Interview Time \*  
3:15 pm - 3:35 pm

Interview Room  
Kimmel Center, Eisner & Lubin, Table 7

Interviewer  
Clara Solomon (AM); James Nesbitt (PM)

Resume  
[Mowry Resume](#)

BACK

Add to calendar  
Add to calendar

#### Schedule Details

### OCI Schedule

Employer  
Sullivan & Thompson (New York)

Locations Interviewing For  
New York, Washington DC

Interview Length  
20 minutes

Interviewer  
Clara Solomon (AM); James Nesbitt (PM)

Class Years Interviewing  
Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Mexico, Paraguay, Peru, Uruguay, Venezuela

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, add a job listing, or add new students.

**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).

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.

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

Main Profile **Account** Notes Favorite Employers

Authentication Invoices

[Submit](#) [Save](#) [Cancel](#)

Account Disabled\* Selecting yes here will disallow logins by this student.  
 yes  no

Account Blocked\* Selecting yes here will prevent student from participating in any recruitment activities.  
 Unblocked  Blocked  Soft Block

Account expires on

User Rights These rights determine which modules the student can use. If none selected, student will have all rights.  
 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.

Verify Password Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done.

Reset Password Click here to send a new, randomly-generated password to this user.  
[Reset And Mail Password](#)

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

The screenshot displays the 'Student List' interface. On the left is a navigation menu with categories like Communications, Students, and Support. The main area contains search filters for Keywords, Status, Alumnus(a), Class Level, Applicant Type, Degree Level, and Law School (set to 'New York University School of Law'). There are also checkboxes for 'Has resume', 'Has Approved resume', 'Has Default resume', 'Taken grad employment survey', 'Email Undeliverable', and 'Completed Career Finder'. A 'Resume Text Search' field is also present. Below the filters are buttons for 'Apply Search', 'Clear', 'Save Defaults', and 'Fewer Filters'. A table below shows a list of students with columns for email, Year, Law School, Resume, Status, and Logins. A 'Batch Options' menu is open over the table, showing options like 'Mail', 'Edit', 'Set Flag', etc.

Item	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
i1@nyu.edu	Russia	New York University School of Law		ISIP	0
?@nyu.edu	India	New York University School of Law		ISIP	17

**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**  
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