STUDENT ISIP SYMPLICITY INSTRUCTIONS
Direct all ISIP related questions to <u>your</u> school's coordinator.

<u>Please note all screen shots used have dates and deadlines that do not correlate with 2017 ISIP's actual dates and deadlines.</u>

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) **Preselect/Alternate Accept or Decline Deadline:** January 6 (Friday)
5) **Preliminary Schedules Released:** January 11 (Wednesday)
6) **Final Schedules Released:** January 20 (Friday)

Login to ISIP Symplicity
BIDDING OPENS: October 11, 2016

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.
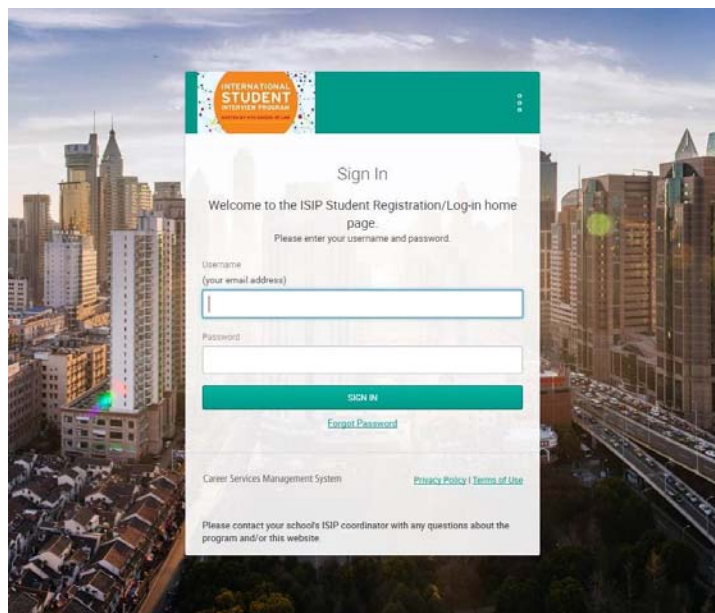
You will be directed to the ISIP Symplicity home page. Click on the **My Account** tab to complete your profile. You must complete the required fields (marked with a *) of your profile before ISIP Symplicity allows you to bid on interview schedules. Some fields are not required by your school or NYU, so ISIP Symplicity will not list your profile as 100% complete. Do not worry about the percentage shown.
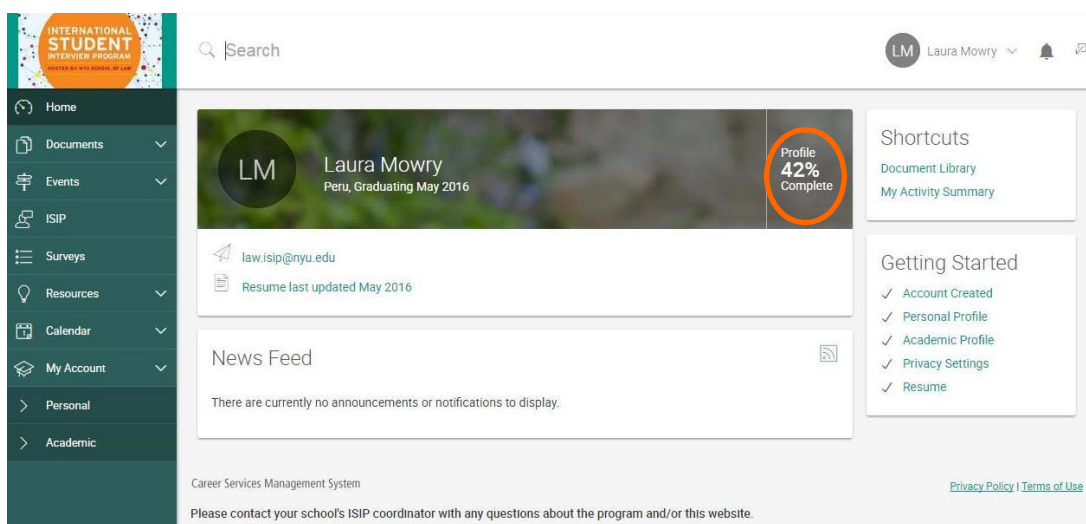
Update your name, if necessary, under the **Personal** tab. You may NOT change your email address. Read and agree to the **Policy Affirmation** and click the Save Changes and Continue button to continue.

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 Coordinator only and will <u>not</u> be released to employers. When finished, click the **Save Changes and Continue** button.

Home / My Account / Academic

My Account

PERSONAL   ACADEMIC   PRIVACY   PASSWORD   ACTIVITY SUMMARY   NOTIFICATION SETTINGS

SAVE CHANGES   SAVE CHANGES AND CONTINUE   CANCEL

* indicates a required field

Current Law School

Law School *

New York University School of Law

Graduation Date *
Enter the expected date of your graduation

May   2017

Degree *

LL.M.

Degree Specialty *

Mergers & Acquisitions ✕   ADD...

Personal Information

Country of Citizenship *
select all that apply

Peru ✕   ADD...

Languages *
Choose all languages in which you have fluency or near fluency

English ✕   ADD...

Years of Legal Experience *

2

Visa Status *

F-1

SAVE CHANGES   SAVE CHANGES AND CONTINUE   CANCEL

< PREVIOUS   NEXT >

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 the **Save Changes and Continue** button to save all information.

For security purposes you should change your password during the initial login. Select the **Password tab**. Enter the *Old Password* provided to you by your school's coordinator and then enter your *New Password*. Click the **Submit** button to confirm your new password. If you forget your new password go to the **Forgot Password** button on the **ISIP Symplicity Student Login** page to reset it at any time.

Upload Resume Only (All other materials are for the day of ISIP)
DEADLINE: November 7, 2016

You must upload your resume to ISIP Symplicity 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 ISIP Symplicity. 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 ISIP Symplicity. Please make sure your PDF or Word document does not have security settings enabled; security settings can create problems with your resume on ISIP Symplicity. There is a file size limit of 500 kb. Please format your resume so that it does not exceed this size. Uploading your resume will not automatically submit a bid for you.

To upload your resume, click on the **Documents** tab, then the **Resume** tab, and finally the **Add New** button to add your resume.
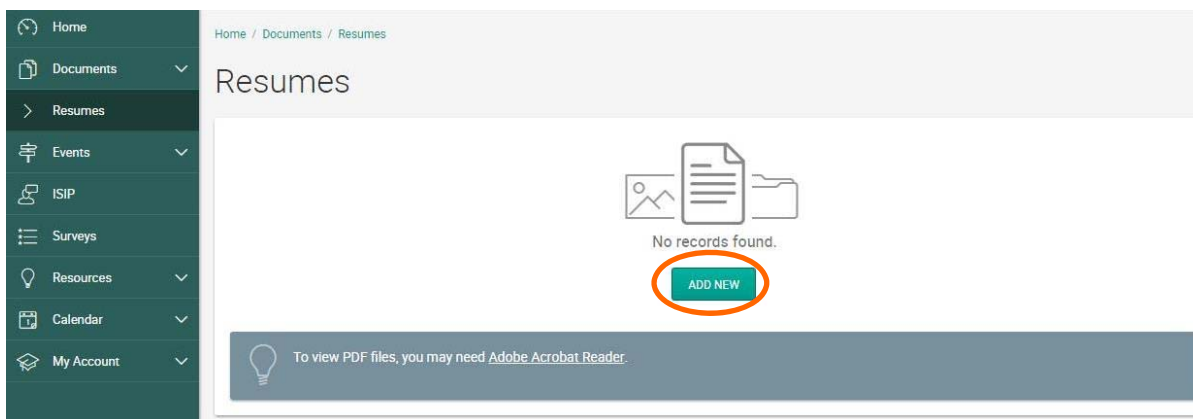
You may upload up to **10** different resumes and name them using the **Label** field. Browse for your resume in the **File** field, and click the **Submit** button to continue. Please be patient while your Word document converts to PDF format. Once your resume has converted to PDF format you should view it to make sure it is formatted correctly by clicking on the **PDF** 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 ISIP Symplicity. **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 2017. See instructions for JSD candidates below, or speak with your school's coordinator.

View/Bid on Interview Schedules and Resume Collections
DEADLINE: November 7, 2016

The deadline to bid on ISIP interview schedules and resume collections is **November 7 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. All interview schedules you qualify to bid on will be displayed under the **Employer/Bidding/Application** tab. Click the **Review** button next to a schedule to view details and apply. Employers request to review candidates based on country of first law degree, and the system filters students and interview schedules based on this qualification. When you login to 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 7. Please keep your own bidding records.**

On-Campus Interviews

You must upload your resume before applying to positions. The system will only accept resumes. Bring other requested documents (listed under Additional Requests) with you on the day of interviews. Resume Collection Only employers will contact students directly in November if they require additional documents.

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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.

Important Dates
Bidding/Application

Session	Legend
ISIP Demo ▼	⚠ interview once for all office locations
Employers	ⓘ instructions from employer
Show All ▼	

APPLY SEARCH   CLEAR

Items 1-3 of 3   SORT BY: Bidding/Application ▼

		Employer	Interview Dates	documents	Bidding
REVIEW	ⓘ	Miyagi & Morales (Lima)	Jan 27th	Note: Same Employer Different Offices	APPLY
REVIEW		Miyagi & Morales (Washington DC)	N/A (Resume Collection)		APPLY
REVIEW	⚠ⓘ	Sullivan & Thompson (New York) 2 Offices: New York; Washington DC	Jan 27th		APPLY

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.

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 the **Apply** button to complete the submission of the bid. You can upload up to 10 different resumes tailored for different submissions.

On-Campus Interviews

OCI Schedule

Employer

Miyagi & Morales (Lima)

Interview Length

20 minutes

Country of Law Degree

Argentina, Colombia, Peru

Interview Location

Kimmel Center (60 Washington Square South)

Position Type

Regular Associate

Details

Office: Miyagi & Morales (Lima)
not applied

Resume: Mowry Resume*
Mowry Resume*
Updated Mowry Resume

APPL

Related Resources

Statement to Students
Regarding Offer Timing

Employer's Schedule

1 Items   [enable paging]

Date	Interviewing For	Allows Multiple Interviews	Additional Requests	Hiring Criteria
2017-01-27	Lima	yes	LLB Transcript	We are looking for a student with at least 2 years of work experience.

BACK TO LIST

Career Services Management System

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

Privacy Policy | Terms of Use

NOTE: If you make changes to your resume before the November 7 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 the **Update All** button. 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

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

Updated 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

Session

ISIP Demo

Employers

Show All

APPLY SEARCH   CLEAR

Legend

⚠ interview once for all office locations

ⓘ instructions from employer

A withdraw button will show up under Bidding/Application after successfully submitting a bid. You may click the **Withdraw** button to cancel your bid prior to the November 7 student bidding deadline. After this deadline you will not be able to modify your bid.

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 resume and cover letter explaining your qualifications for the position for each additional bid. 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 7 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 2017 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 6, 2017

Beginning on December 21, you will be able to view your bid invitation staus 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 Coordinator will email students who submitted manual bids and have received an interview invitation on December 21. 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 ISIP Symplicity 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 have four options.

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

Accept Alternate: If you wish to accept an alternate invitation, click the **Accept Alternate** button. 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 invitation, click the **Decline** button. 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 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.

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. 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 20.

To view your ISIP interview schedule click the **ISIP** tab 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.

You may review the details of your interview, including interviewer names (if available) by clicking the invitation date. 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 23, 2017.

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)

Direct all ISIP related questions to <u>your</u> school's coordinator.