



COORDINATOR ISIP SYMPILITY INSTRUCTIONS

The following screen shots' dates and deadlines do not correlate with 2020 ISIP's actual dates and deadlines.

Important Dates and Deadlines

- 1) **Student Bidding Opens:** October 8 (Tuesday)
- 2) **Student Bidding Deadline:** November 4 (Monday)
- 3) **Interview Invitation Results Available:** December 18 (Wednesday)
- 4) **Interview Pre-select/Alternate Accept or Decline Deadline:** January 10 (Friday)
- 5) **Preliminary Interview Schedules Released:** January 15 (Wednesday)
- 6) **Final Schedules Released:** January 24 (Friday)

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**.

The screenshot shows the 'Students' tab in the Symplicity interface. The left sidebar has 'Students' circled in orange. The main area shows a search for 'laura mowry' with results for 'Mowry' (Laura). The 'Core' link for 'Mowry' is also circled in orange.

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. You may also **Login As** a student. **Make note about making sure students did not submit bids before changing country of law degree.**

The screenshot shows the 'Core' tab for 'Laura Mowry' in the Symplicity interface. The left sidebar has 'Students' circled in orange. The 'Core' tab is highlighted and circled in orange. The 'Login As' button is also circled in orange. The page displays various student information fields.

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.

Laura Mowry

Core

Account

Authentication

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. Unlocked Blocked Soft Block

Account expires on [date input]

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

Assign Password: Enter a new password here. [password input]

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

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 and you can save information to an Excel sheet. Please filter for your school under the **More Filters** button.

students

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

Keywords: searches student name and email address. Begins With [ALL] laura mowry

Status: Alumnus(a) [dropdown]

Class Level: [dropdown]

Degree Level: [dropdown] Law School: New York University School of Law

Languages: [dropdown]

Has resume: Has Approved resume yes no

Has Default resume: Taken grad employment survey yes no

Email Undeliverable: Completed Career Finder yes no

Resume Text Search: [dropdown]

Batch Options: [dropdown] Items 1-1 of 1 (1 items selected)

Showing 20 Per Page

Actions	Last	First	Student ID	Email	Class Level	Graduation Date	Status	Logins	Email Verified
	Mowry	Laura		law.isip@nyu.edu	Peru	May, 2017	2017 ISIP	0	<input checked="" type="checkbox"/>

Showing 20 Per Page

You may now use the **Reporting** tab. There is a "2020 Bids, Selections, Interviews" report available for every school's use. Instructions on how to run the report are in the description field.

Keywords Searches label and description.

2019 Bids, Selections, Interviews - For School

Apply Search Clear Save Defaults More Filters

+ Add New + Add New Legacy Report Batch Options Items 1-1 of 1

	Class	Label	Description
<input type="checkbox"/>		OCI Bid	2019 Bids, Selections, Interviews - For Schools

To run the report for your school, click on the pencil icon, click on the dots by the Law School column, filter for your school and then generate the report.

+ Add New + Add New Legacy Report Items 1-1 of 1

Register School & Submit Payment

DEADLINE: September 6, 2019

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. 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 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, Elena Lee, 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.

Home / Account / Invoices

Account

PERSONAL PROFILE INVOICES PASSWORD/PREFERENCES ACTIVITY SUMMARY DOCUMENT LIBRARY

LIST PUBLICATIONS

Balance

Invoice Date

Payment Due Date

Invoice #

SEARCH CLEAR

Showing 1-1 of 1 results

Invoice 20170511-00001
Balance: \$150.00 due

Billing Information * Required field

First Name *

Last Name *

Address *

City *

Country *

State/Province

Zip/Postal Code *

Phone Number

Email *

Your Order

Total amount \$150.00

Payment Details

Card Type *

Visa
 MasterCard

 Amex
 Discover

 Diners
 JCB

Card Number *

CVN This code is a three or four digit number printed on the back or front of credit cards.

Expiration Date *

Cancel
Pay

Uploading Students

DEADLINE: September 6, 2019

NYU will upload your students into the ISIP system to ensure consistency in student accounts a few days before student bidding opens. Coordinators must send a list of their students, using the **ISIP Student List** template sent with the invitation email, by September 6, 2019 to Elena Lee (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 NYU an email.

You must enter the student's **Last Name, First Name, Email, and Country of Law Degree**. Middle initials are optional. Students can only have 1 country of law degree listed. **Students will only be able to bid on interview schedules and resume collections that specify the country of law degree provided here.** NYU will create unique passwords for all students and send login information out to students on October 4.

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

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 manual 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 manual bids to Elena Lee at law.isip@nyu.edu by November 1. A booklet of these submissions will be presented to the employers for review. Students will **not** be able to view these submissions as bids on ISIP Symplicity. The ISIP Coordinator will contact students on December 18 if they have received an interview invitation.

Student Bidding

AVAILABLE: October 8, 2019

DEADLINE: November 4, 2019

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 manual 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, click **ISIP Setup** and select **Bids**. Choose 2020 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 specific student. You can sort by country of law degree with the **Year** pull-down menu. Click on the **Notebook** icon to view the details of the submitted bid. You can gather further information, such as who is a pre-select, by using the filters provided.

OCI Bids Management

Student

Session Employer [keyword]

Bid Year

Law School

Has Resume yes no ignore

Has Interview yes no ignore

Bid/Application Status invalid opt-in waitlist not selected cancelled none

Invitation pre-select alternate lottery select none

Response accepted declined none

Via Lottery yes no ignore

Save Defaults

Items 1-3 of 3 Showing 20 Per Page

OCI Session	Student	Email	Year	Law School	Employer	Resume	Bid	Interview	Invitations	Bid Status
<input type="checkbox"/> ISIP Demo	Laura Mowry	law.isip@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	Mowry Resume	1	<input type="button" value="Assign"/>		
<input type="checkbox"/> ISIP Demo	Sejal Sanghvi	sejal.sanghvi@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	no resume	1	<input type="button" value="Assign"/>		
<input type="checkbox"/> ISIP Demo	Sarah Wheeler	sarah.wheeler@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	no resume	1	<input type="button" value="Assign"/>		

Pre-select/Alternate Accept or Decline

DEADLINE: January 10, 2020

Students will be able to login to ISIP Symplicity beginning on December 18 to review their interview invitation status. Each bid will indicate if the student is a pre-select, alternate or not invited. 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 January 31. Resume Collection Only employers will contact students of interest directly to set up a mutually convenient time to interview. **Students must actively accept pre-select invitations by January 10**; if a student does not actively accept invitations, ISIP Symplicity will treat the bid as a pre-select declined. We will be unable to accept interview cancellations after January 10, except for emergencies or due to the acceptance of a job offer.

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.

To view invitation status, click **ISIP Setup** and select **Bids**. Choose 2020 ISIP in the **Session** field. Sort by your school with the pull-down menu next to **Law School** to view all your students. At this point in the ISIP process, make sure to use the **Response** field when using the **Invitation** field.

OCI Bids Management

Student: name, email, or id

Session: ISIP Demo (circled)

Employer: [keyword] Go >

Bid: [dropdown] [button]

Year: Peru (circled)

Law School: New York University School of Law (circled)

Has Resume: yes no ignore

Has Interview: yes no ignore

Bid/Application Status: invalid opt-in waitlist not selected cancelled none

Invitation: pre-select alternate lottery select none (circled)

Response: accepted declined none (circled)

Via Lottery: yes no ignore

Apply Search | Clear | Save Defaults | Fewer Filters

+ Add New | Batch Options | Items 1-3 of 3 | Showing 20 Per Page

OCI Session	Student	Email	Year	Law School	Employer	Resume	Bid	Interview	Invitations	Bid Status
ISIP Demo	Laura Mowry	law.isip@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	Mowry Resume	1		alternate accepted (1)	
ISIP Demo	Sejal Sanghvi	sejal.sanghvi@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	no resume	1		pre-select accepted	
ISIP Demo	Sarah Wheeler	sarah.wheeler@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	no resume	1		pre-select declined	

Preliminary and Final Schedules Available

AVAILABLE: January 15, 2020 and January 24, 2020

Preliminary schedules will be published to ISIP Symplicity on January 15, 2020. **Students will receive an email notification containing instructions on how to access their preliminary schedule only if they have an interview scheduled!** Schedules are subject to change based on employer needs and will not be finalized until January 24, 2020. After January 15, we will only schedule additional interviews for students who already have an interview.

To view interviews, go to the **Interviews** tab under the **ISIP Setup** tab. Filter for the correct **Session** and **Law School**. To only view students with interviews, choose 'Yes' under the **Scheduled** and **Has Room** fields. Students only have an interview if an interview time and room is listed. Make sure students look at their schedule under the **Scheduled Interviews** tab. 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. When "No Records Found" is displayed in the **Scheduled Interviews** tab, the student was not selected for ISIP interviews. Firms may not enter interviewer names into ISIP Symplicity until the week of January 20, 2020.

OCI Interview Management

Keywords: searches student name and email address.

Employer: [dropdown] Session: ISIP Demo (circled)

Year: [dropdown] Law School: New York University School of Law (circled)

Invitation: pre-select alternate lottery select none

Scheduled: yes no student archived ignore

Has Room: yes no wrong ignore

Apply Search | Clear | Save Defaults | Fewer Filters

Batch Options | Items 1-1 of 1 | Showing 20 Per Page | [Show All]

Date	Student	Email	Year	Law School	Employer Name	Interview Time	Interview Room	Bid	Emp. Rank	Invitation	Forced
Jan 27, 2018	Laura Mowry	law.isip@nyu.edu	Peru	New York University School of Law	Sullivan & Thompson (New York)	3:15 pm - 3:35 pm	Kimmel Center, Room 914, Table 1	1	0	no	

Contact Information:
Elena Lee
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