



COORDINATOR ISIP SYMPPLICITY INSTRUCTIONS

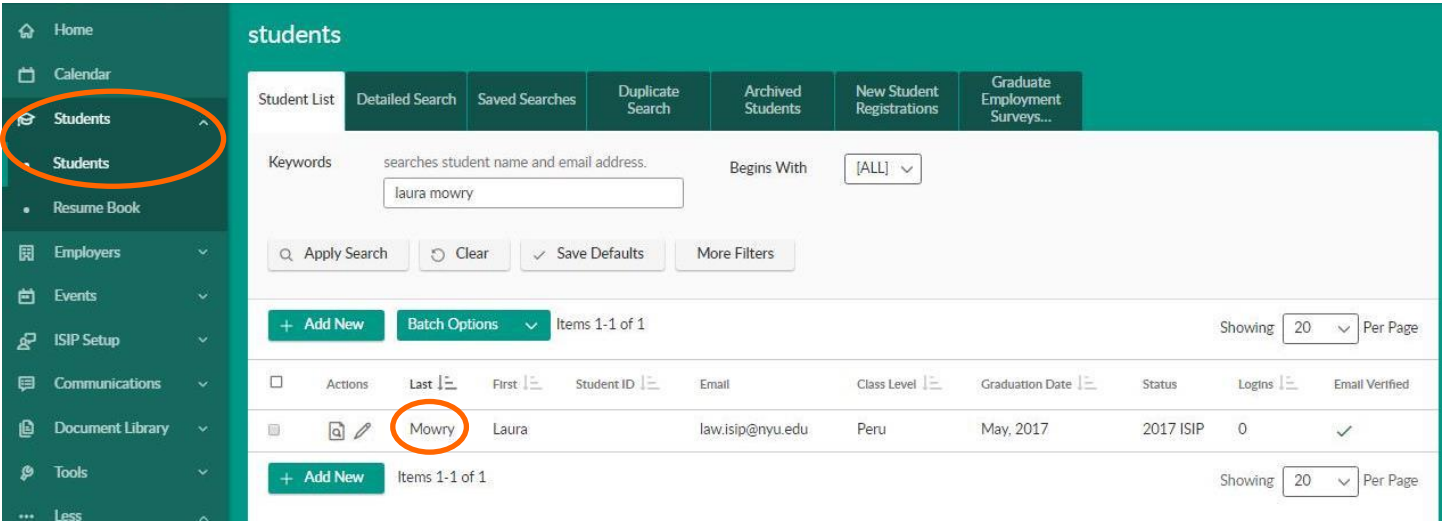
The following screen shots' dates and deadlines do not correlate with 2020 ISIP's actual dates and deadlines.

Important Dates and Deadlines

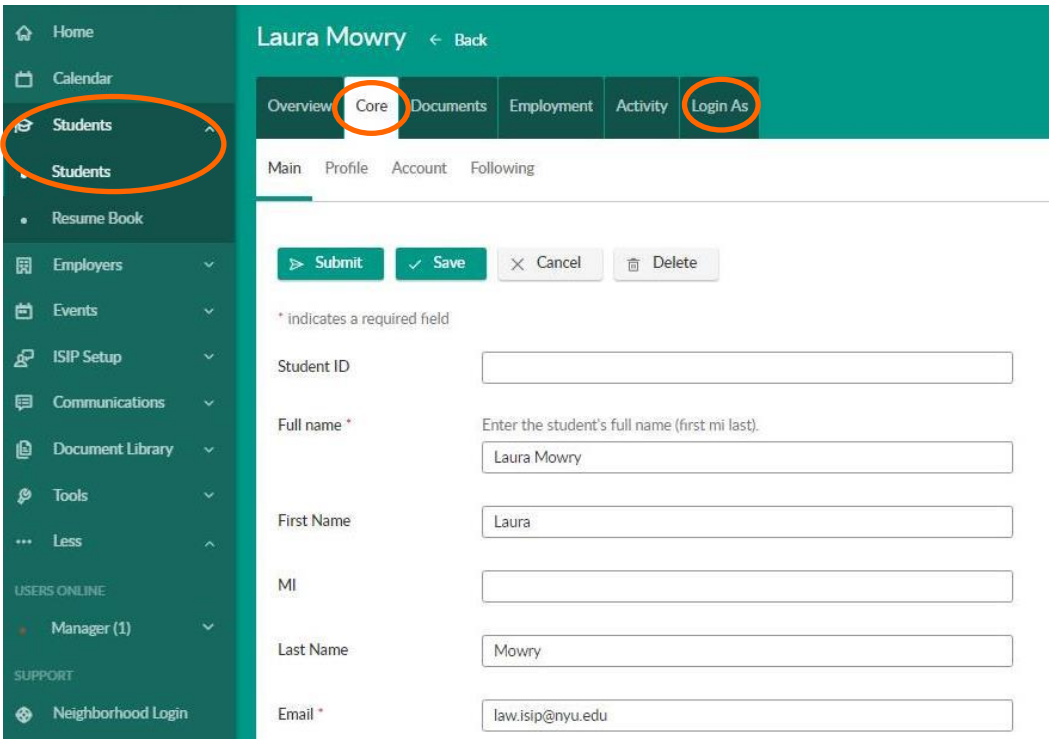
- 1) **Student Bidding Opens:** October 8 (Tuesday)
- 2) **Student Bidding Deadline:** November 4 (Monday)
- 3) **Interview Invitation Results Available:** December 18 (Wednesday)
- 4) **Interview Pre-select/Alternate Accept or Decline Deadline:** January 10 (Friday)
- 5) **Preliminary Interview Schedules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

School Coordinator Symplicity Access

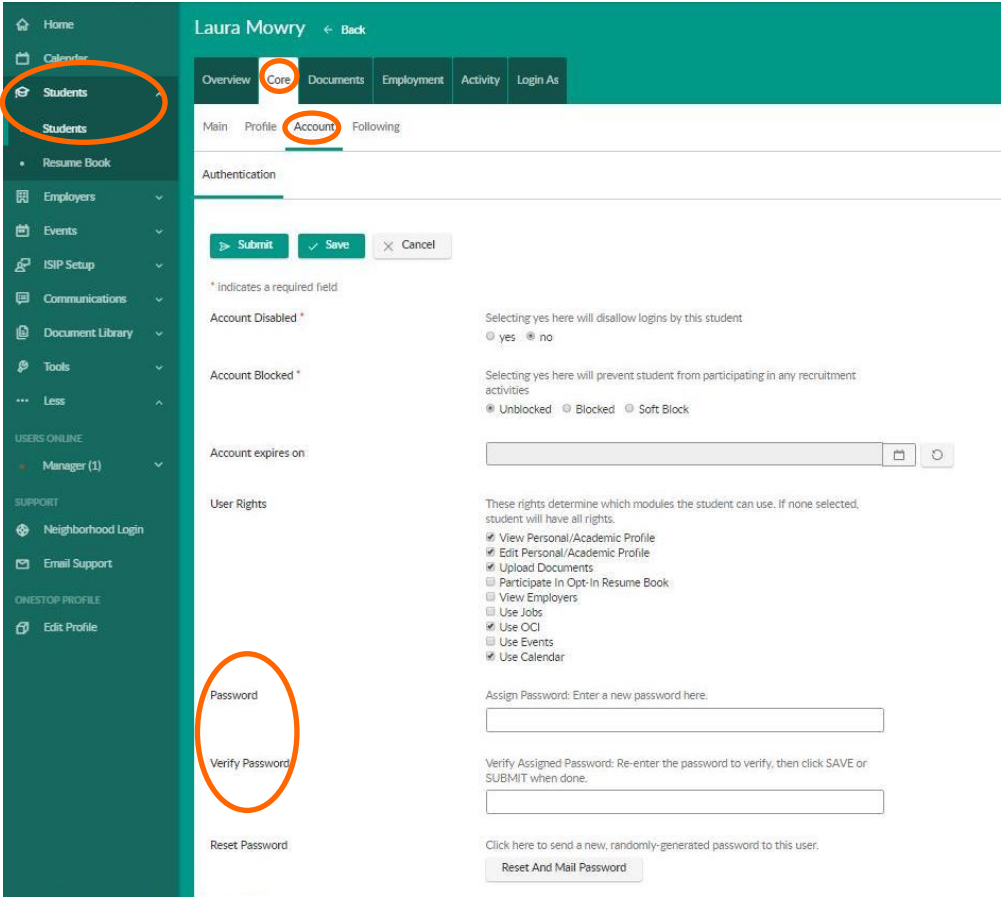
School coordinators are able to manipulate student data on ISIP Symplicity. School coordinators are able to change a student's school, country of law degree, password, and more. To access a student's data, go to the **Student** tab. Find the student by searching for their name. Click on the student's last name to go to the student's **Core**.



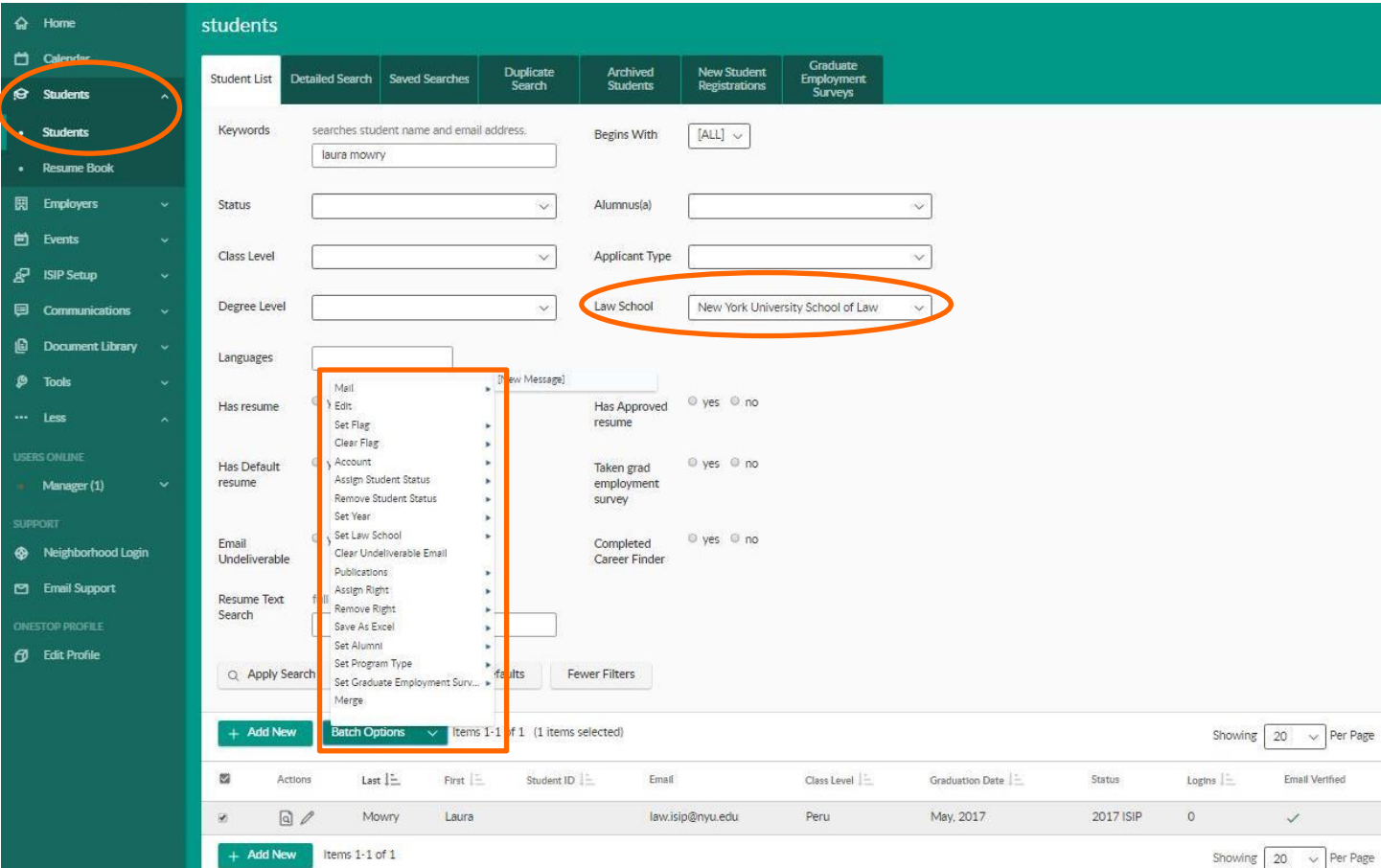
Within a student's **Core**, you can change a student's basic contact information, school, country of law degree, languages, years of experience, and more. You do not have the ability to make schedules, add a job listing, or add new students. You may also **Login As** a student. **Make note about making sure students did not submit bids before changing country of law degree.**



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.



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.



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.

INTERNATIONAL STUDENT INTERVIEW PROGRAM
CREATED BY THE SCHOOL OF LAW

☰

Type something to search

Home

Calendar

Students

Job Postings

Employers

Events

ISIP Setup

Communications

Reporting

Dashboards

Quick View Reports

Reporting

Reporting

← Back

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

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.

INTERNATIONAL STUDENT INTERVIEW PROGRAM
CREATED BY THE SCHOOL OF LAW

CS Clara Solomon
Sullivan & Thompson

Home

Profile

ISIP

Surveys

Calendar

Account

Personal Info

Invoices

Password/Preferences

Activity Summary

Document Library

Home / Account / Invoices

Account

PERSONAL PROFILE

INVOICES

PASSWORD/PREFERENCES

ACTIVITY SUMMARY

DOCUMENT LIBRARY

LIST

PUBLICATIONS

Balance

\$

Invoice Date

SELECT

CLEAR

TO

SELECT

CLEAR

Payment Due Date

SELECT

CLEAR

TO

SELECT

CLEAR

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

Visa

MasterCard

MasterCard

Amex

Amex

Discover

Discover

Diners

Diners

JCB

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 **Notepad** 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.

Home

Calendar

Students

Employers

Events

ISIP Setup

Overview

Schedules

Bids

Interviews

Sessions

SA Evaluations

Rooms

Holidays

Archives

Communications

Document Library

Tools

Less

USERS ONLINE

Manager (1)

OCI Bids Management

Student

name, email, or id

Session

ISIP Demo

Employer

[keyword]

Go >

Bid

Year

Peru

Law School

New York University School of Law

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

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
<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	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	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	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 ot 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.

Home

Calendar

Students

Employers

Events

ISIP Setup

Overview

Schedules

Bids

Interviews

Sessions

SA Evaluations

Rooms

Holidays

Archives

Communications

Document Library

Tools

Less

USERS ONLINE

Manager (1)

OCI Bids Management

Student

name, email, or id

Session

ISIP Demo

Employer

[keyword]

Go

Bid

Year

Peru

Law School

New York University School of Law

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

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
<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		alternate accepted (1)	
<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		pre-select accepted	
<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		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.

Home

Calendar

Students

Job Postings

Employers

Events

ISIP Setup

Overview

Schedules

Bids

Interviews

Sessions

SA Evaluations

Rooms

Holidays

OCI Interview Management

Keywords

searches student name and email address.

Employer

Session

ISIP Demo

Year

Law School

New York University School of Law

Invitation

☐ pre-select

☐ alternate

☐ lottery select

☐ none

Response

☐ accepted

☐ declined

☐ 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
<input type="checkbox"/>	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