EMPLOYER ISIP SYMPLICITY INSTRUCTIONS

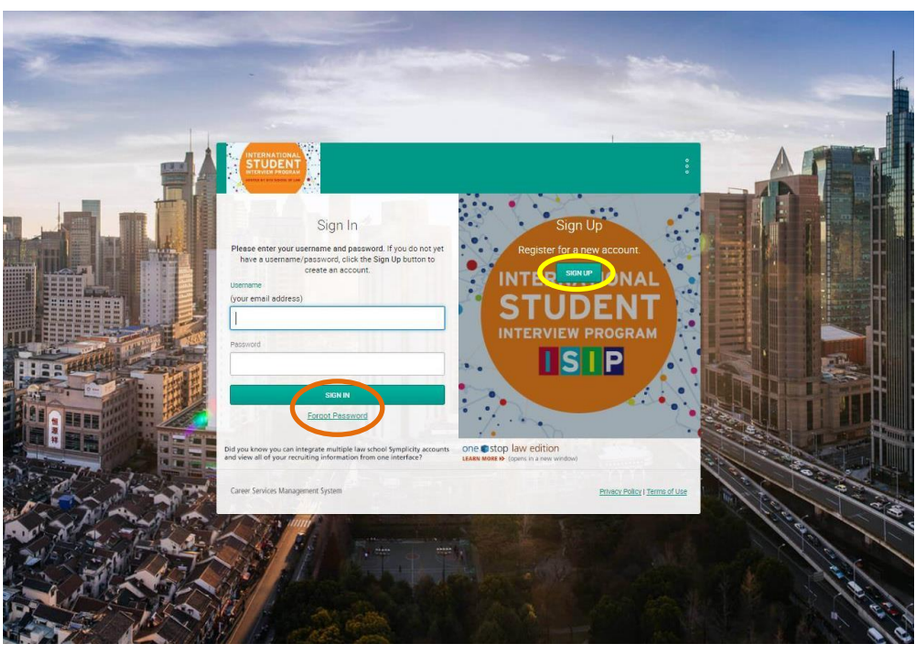
The following screen shots' dates and deadlines do not correlate with 2020 ISIP's actual dates and deadlines.

Important Deadlines

1) **Employer Registration Deadline:** September 25 (Wednesday)
2) **Employers Receive Student Resumes:** November 7 (Thursday)
3) **Employer Candidate Selection Deadline:** December 4 (Wednesday)
4) **Preliminary Interview Schedules Released:** January 14 (Wednesday)
5) **Final Schedules Released:** January 24 (Friday)

RETURNING EMPLOYERS: You do not have to set up a new ISIP Symplicity account. Go straight to the **Employer Login** page and enter your username (email address) and password. Click the **Forgot Password** button if you do not remember your password. Returning employers must request an interview schedule and/or resume collection. 2019 ISIP participants will need to fill out feedback if feedback was not given in the Spring.

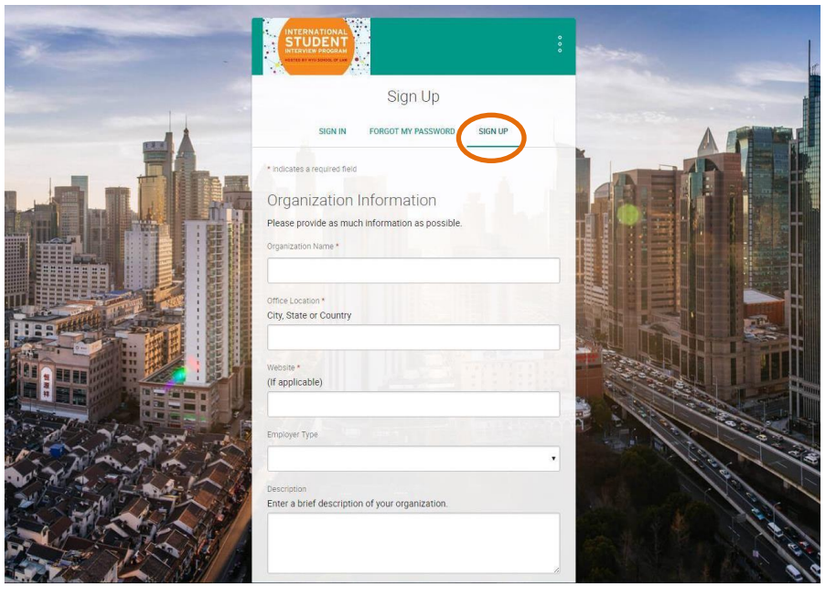
NEW EMPLOYERS: Please register for an account on ISIP Symplicity. Go to the **Employer Login** page (we recommend that you bookmark the page since you will be returning frequently). Click the **Sign Up** button to register a new account on ISIP Symplicity. After registering for an account on ISIP Symplicity new employers must also request an interview schedule and/or resume collection. A schedule request is not automatically generated after registration.



Register New Account (for NEW EMPLOYERS)

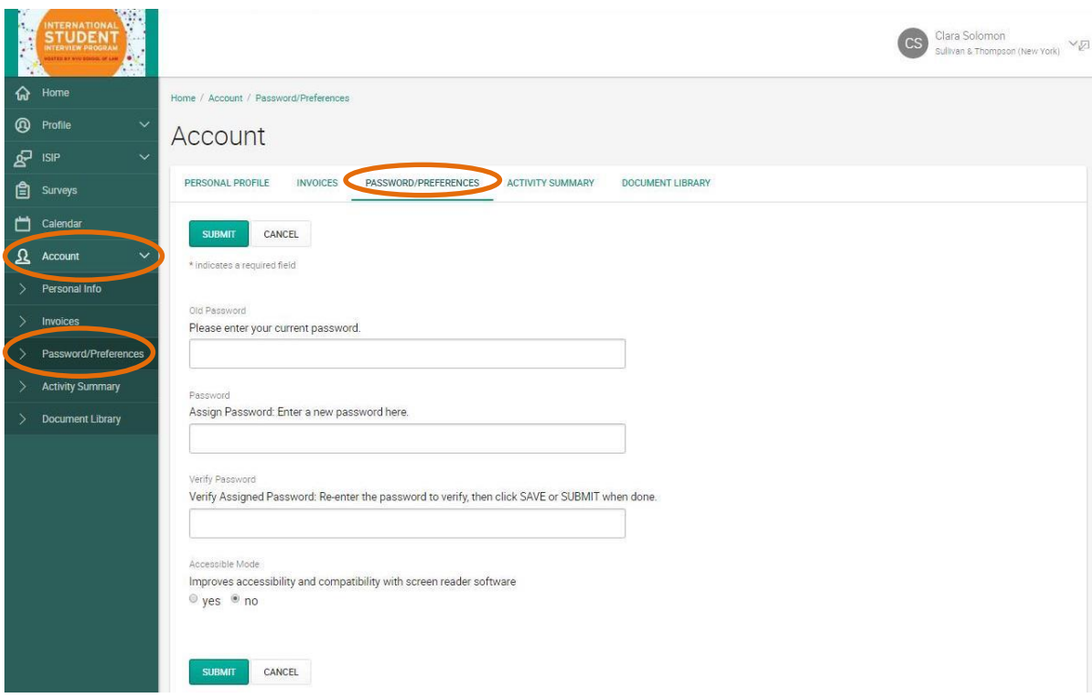
Complete the registration form completely. You must include the **Organization Information,** such as ***Organization Name, Office Location*** (location of the primary office registering; NYU is able to add additional offices upon request at a later stage), ***Website, Employer Type, Description, Address***, and ***Contact Information***. Please provide the contact information for the person managing ISIP schedules; interviewer names can be added after schedules are confirmed.

Click the **Submit** button to complete registration. Allow 1 to 2 business days for account approval and activation. You will receive a confirmation email containing your ISIP Symplicity username and password once your account has been approved.



Manage Account/Passwords

Once you have logged in, you can change your password. To change your password, select the **Account** tab and choose the **Password/Preferences** tab.

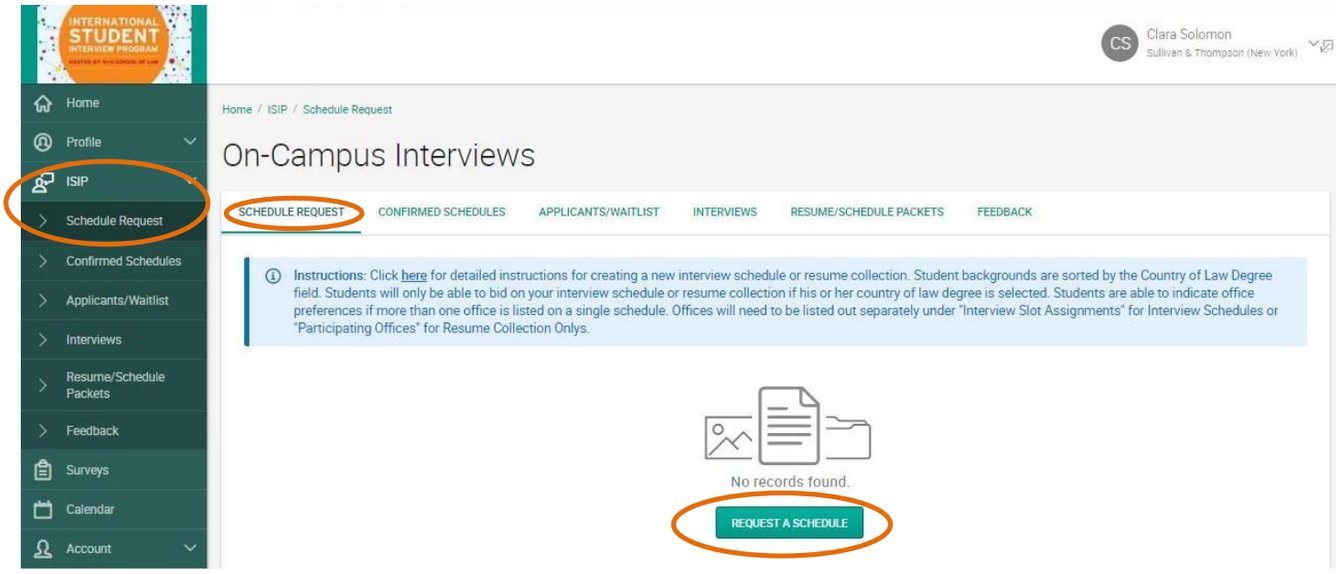


Request Interview Schedule

DEADLINE: September 25, 2019

Interview schedules are organized by country of law degree and offices (location of position). Each interview schedule allows the interviewer(s) to meet with up to 18 students. Employers with a full day of interviews will have the ability to choose 18 students as pre-select and 5 students as alternate. Half day schedules allow for 9 pre-selects and 3 alternates. When requesting an ISIP interview schedule include every country of law degree that is required for the position. **Only students with degrees from the countries selected will be allowed to submit applications.** We encourage you to be as broad as possible when entering position requirements, but be aware that selecting all countries may lead to hundreds of applications.

To request an interview schedule click on the **ISIP** tab and select the **Schedule Request** tab. Click the **Request A Schedule** button.

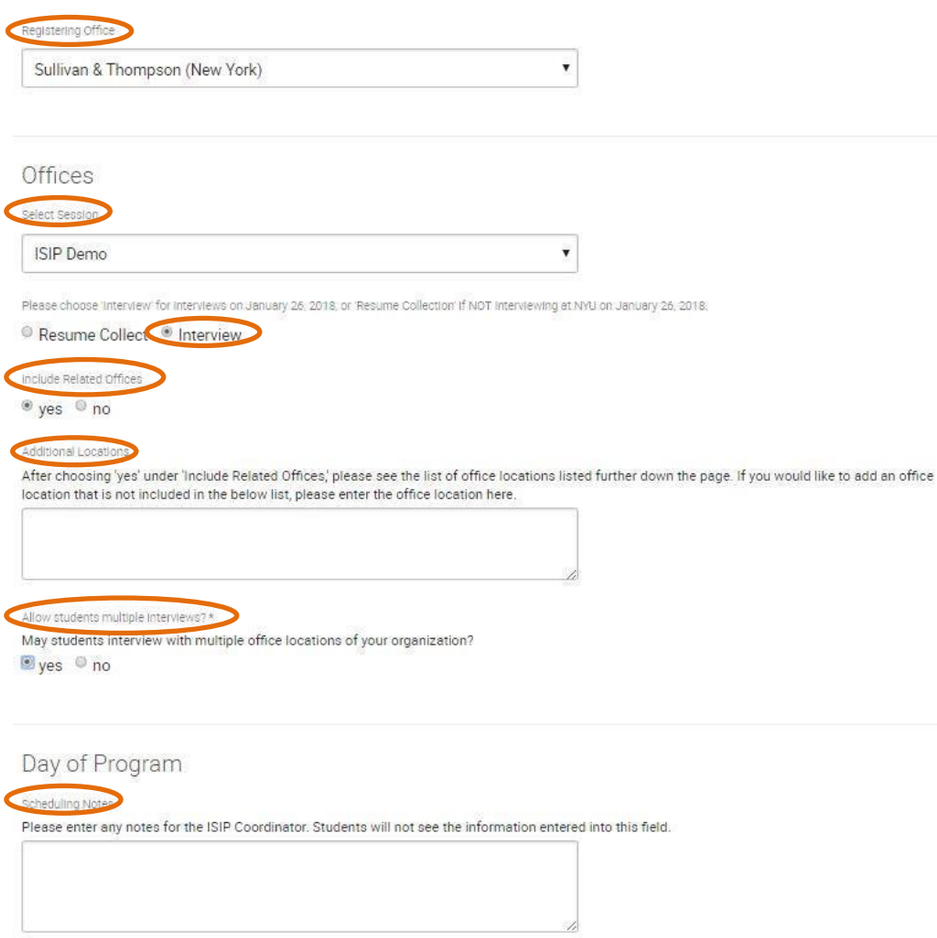


Select your registering office in the **Registering Office** drop-down menu. Choose 2020 ISIP in the **Select Session** drop down. Click the 'Interview' radio button.

For **Include Related Offices,** select the 'no' radio button for one office location and 'yes' for multiple office locations interviewing at one table (screen will refresh). This will allow one schedule to cover multiple offices. You can check off the other office locations further down the page. If you would like to add an office location that is not included, add the office location in the **Additional Location** box. For firms with multiple schedules, please indicate if a student may interview with more than one schedule.

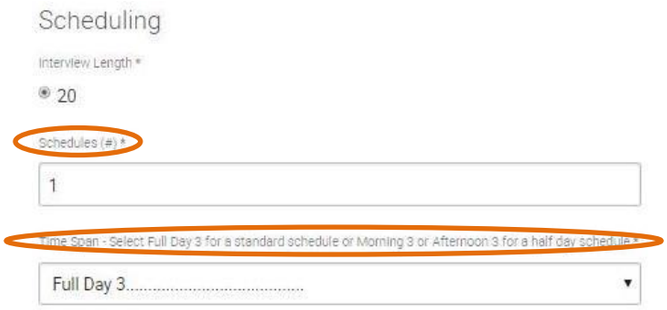
Multiple offices may be listed on one interview schedule/resume collection if the hiring criteria and requested countries of law degree are the same. For offices hiring with different criteria, we recommend creating individual schedules in order to minimize confusion. For example, if both your London and New York offices would like to review resumes of students trained in the UK, you can make one schedule request and interview the students jointly. If your New York office wants to review resumes of Chinese-trained students and your London office wants to review resumes of French-trained students, these should be separate schedule requests.

Provide additional information for the ISIP Program Coordinator (not visible to students) in the **Scheduling Notes** field.

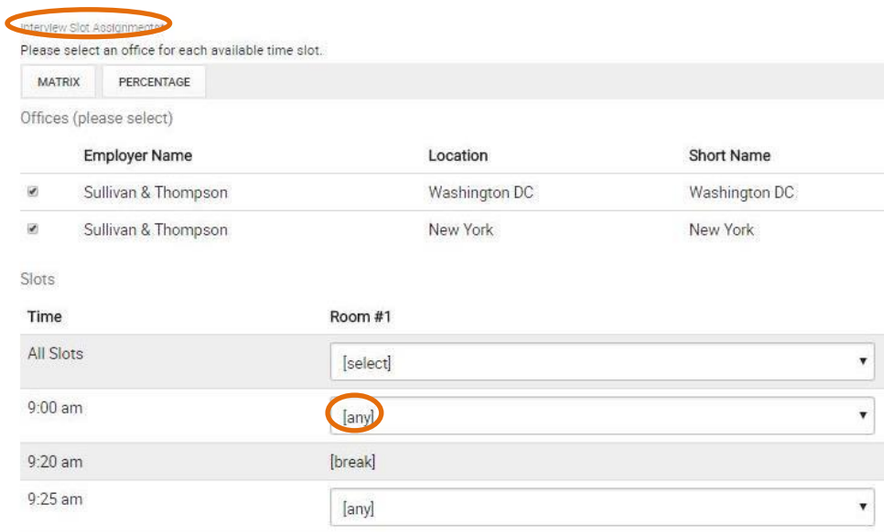


Increase the number in the **Schedules (#)** to create multiple identical schedules (if you wish to interview more than 18 people with the same hiring criteria). To create two schedules for offices with different hiring criteria, request a new schedule with either the same office location or a different one. Multiple schedules will display as more than one "room/table" once the schedule is confirmed. The actual room and table assignments will be provided on the day of the event.

The **Timespan** field defaults to a '**Morning 3'** setting. Please change this to **'Full Day 3'** (providing a full 18 interview slots) until you are certain of your interviewer's availability. You may change this before December 4 by emailing the ISIP Coordinator at **law.isip@nyu.edu** if your interviewer's availability or needs change. If you are certain that you will only need a half-day of interviews, please include this in your "scheduling notes" so the ISIP Coordinator can confirm your schedule accordingly.



If you selected 'Yes' in the **Include Related Offices** field, please select [any] for each interview time in the **Interview Slot Assignments** field.

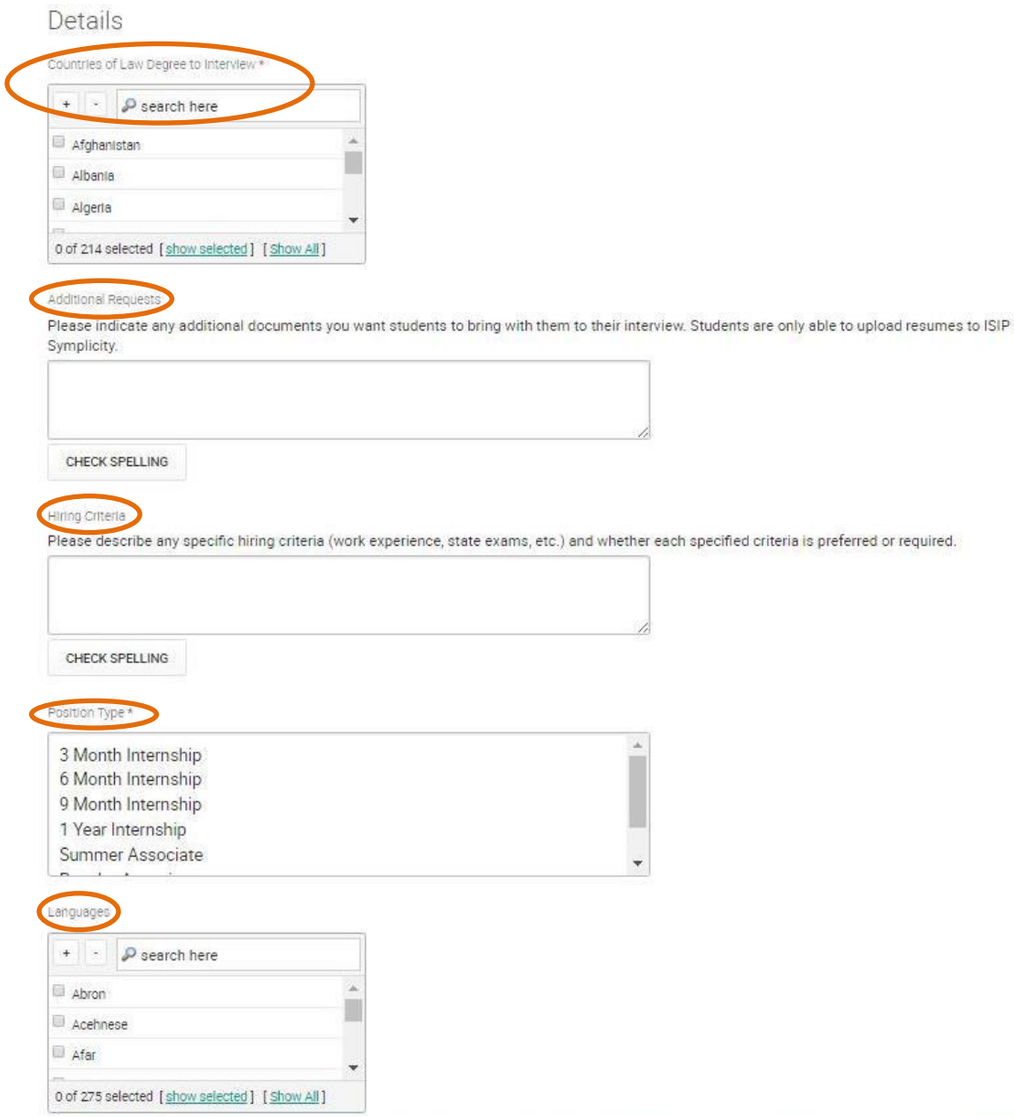


Please specify every country of law degree that is required for the position(s) you are seeking to fill in the **Countries of Law Degree to Interview** field. Only students with degrees from the countries selected will be allowed to submit applications. Be aware that selecting all countries may lead to hundreds of applications. You may search for a country using the search box in the upper right-hand corner, or scroll down the list. Use the **+ and -** buttons to select or de-select all countries. The United States and Puerto Rico are not included since only students whose first law degree is from outside of the United States are allowed to participate in ISIP.

Specify additional documents students should bring on the day of the event in the **Additional Requests** field. These documents will not be included in the student resume packets you receive to make your candidate selections. Please provide a position description (including practice area, if relevant, and preferred level of experience) as well as a brief description of your organization in the **Hiring Criteria** field. Students will review this section when submitting their resumes for consideration, so it is essential that this section be completed to allow students to apply to employers who are seeking their background and qualifications. Be sure to specify the **Position Type** (short-term, long-term) and list any **Languages** (English is assumed).

If you have two separate types of positions with identical hiring criteria (such as a 6 month internship and a one year internship in the same office) you can select multiple position types and clarify the opportunities available in your Hiring Criteria description. Schedules can also be merged or combined at a later date if needed.

Click the **Submit** button to submit your ISIP interview schedule request. Your request will be processed within 1-2 business days, and you will receive a confirmation email with the details of your request.



Request Resume Collection

DEADLINE: September 25, 2019

Resume collections can be created for employers who wish to review student resumes but not interview students on the day of ISIP. The collections are organized by country or countries of law degree and position location(s)**.**

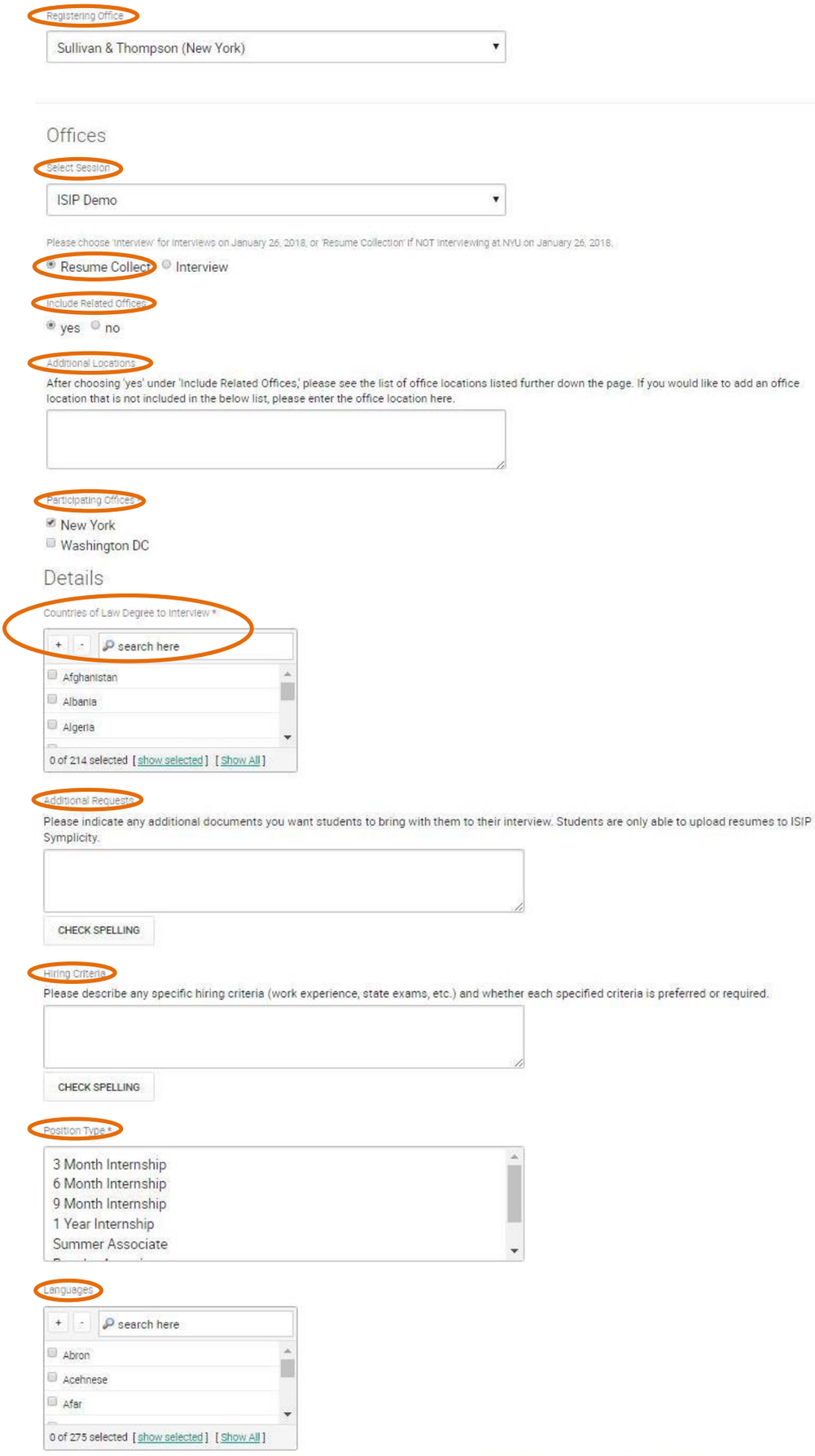
To request a resume collection, click the **ISIP** tab and select the **Schedule Requests** tab. Click the **Request A Schedule** button. Select your registering office in the **Registering Office** drop-down menu. Choose 2020 ISIP under **Select Session**. Select the 'Resume Collect' radio button (screen will refresh). For **Include Related Offices**, select the 'no' radio button for one office location and 'yes' for multiple office locations (screen will refresh). This will allow one resume collection to cover multiple offices. You can check off the other office locations further down the page. If you would like to add an office location that is not included, add the office location in the **Additional Location** box.

Please specify every country of law degree that is required for the position(s) you are seeking to fill in the **Countries of Law Degree to Interview** field. Only students with degrees from the countries selected will be allowed to submit applications. Be aware that selecting all countries may lead to hundreds of applications. You may search for a country using the search box in the upper right-hand corner, or scroll down the list. Use the **+ and -** buttons to select or de-select all countries. The United States and Puerto Rico are not included since only students whose first law degree is from outside of the United States are allowed to participate in ISIP.

Please do NOT use the **Additional Requests** field. Students are only able to upload resumes to ISIP Symplicity. Please contact students directly to request additional materials after the resumes are released on November 7.

Please provide a position description (including practice area, if relevant, and preferred level of experience) as well as a brief description of your organization in the **Hiring Criteria** field. Students will review this section when submitting their resumes for consideration, so it is essential that this section be completed to allow students to apply to employers who are seeking their background and qualifications. Be sure to specify the **Position Type** and list any **Languages** (English is assumed).

Click the **Submit** button. Your request will be processed within 1-2 business days, and you will receive a confirmation email with the details of your request.



Invoices

DEADLINE: Refer to the deadline on your invoice.

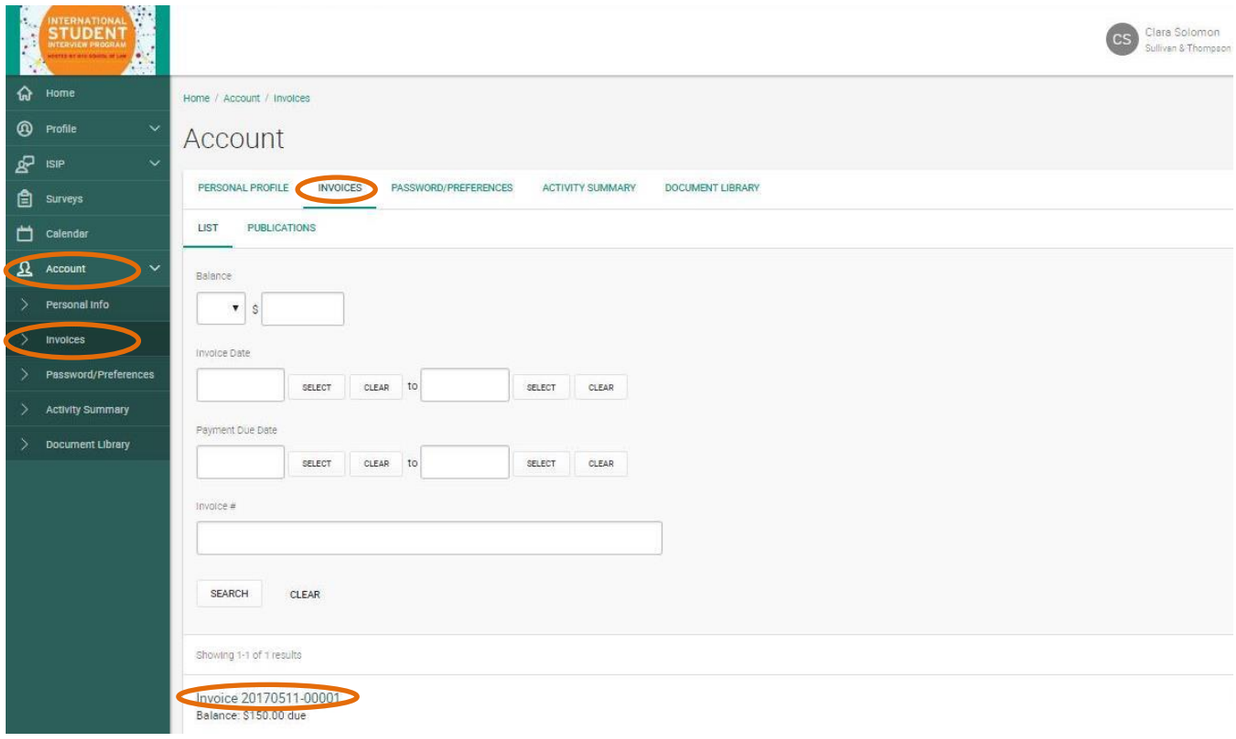
NYU <u>does not</u> accept wire transfers.

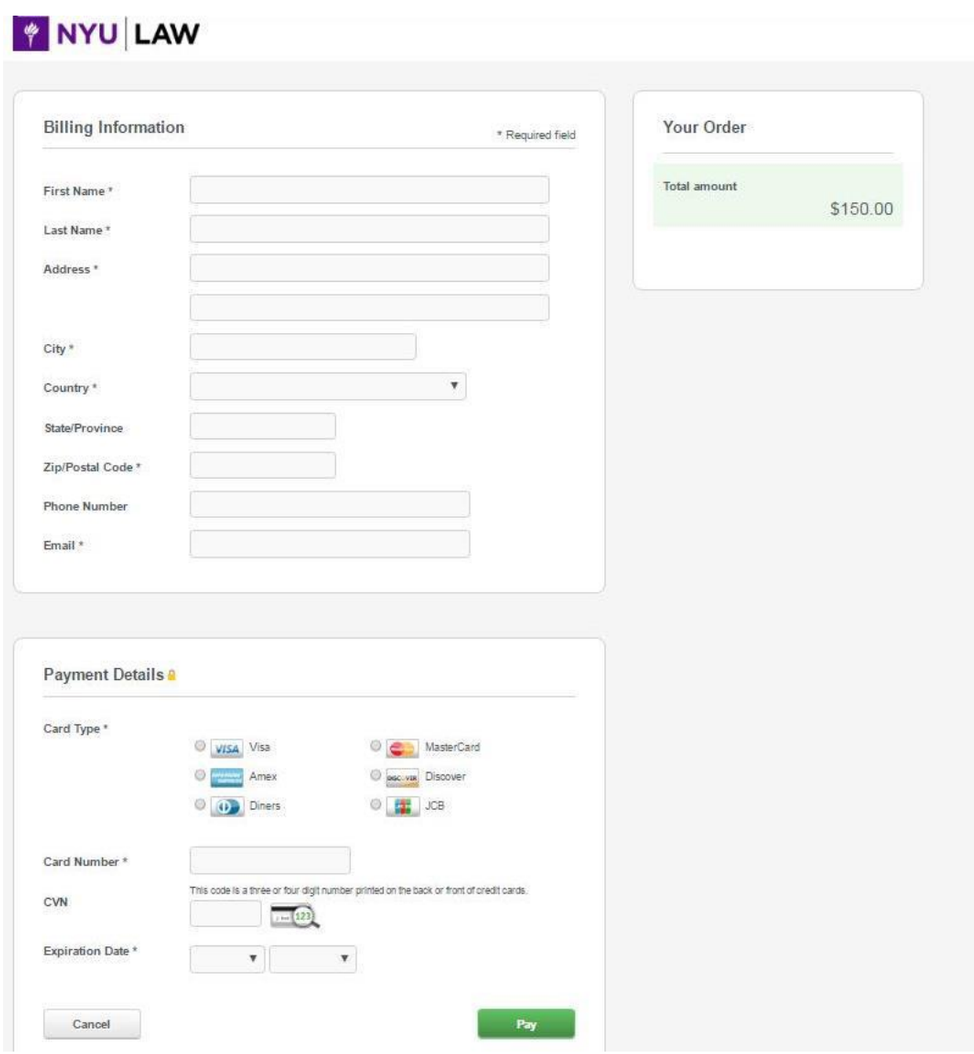
Invoices will be sent as a PDF by email within two weeks of your schedule/resume collection confirmation. Additional interviewer fees will be invoiced after January 31. Invoices are automatically sent to the registering contact associated with a schedule and/or resume collection.

NYU accepts all major credit cards and checks. To pay by check, send your check to the ISIP Coordinator, Elena Lee, at 245 Sullivan Street, Room 430, New York, NY 10012. **Checks must be made payable to *<u>New York University School of Law</u>*.** Once a check has been received, the payment will be indicated in ISIP Symplicity. Checks must be drawn from a US bank or a US branch of an international bank. A correspondent law firm with a New York office may issue the check. <u>We will not accept checks that do not have a US routing number at the bottom of the check</u>. We accept domestic or international money orders in US dollars. Some banks may

charge a processing fee on international checks. Please check with your bank about any fees in order to ensure NYU Law receives the proper payment amount.

To pay by credit card, login to ISIP Symplicity and select the **Invoices** tab under the **Accounts** tab. Click on the invoice number link under **Invoice #** to view the invoice details. To submit a credit card payment, 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. Employers cannot adjust the amount. We process registration and interview schedule fees and additional interviewer fees separately, so you may have more than one invoice. **Please make sure you pay each individual invoice.** If the payment is successful, employers will be redirected to the ISIP Symplicity invoice with an updated invoice balance displayed. If the payment is *unsuccessful*, employers will be redirected to the ISIP Symplicity invoice with an *unpaid balance displayed*.

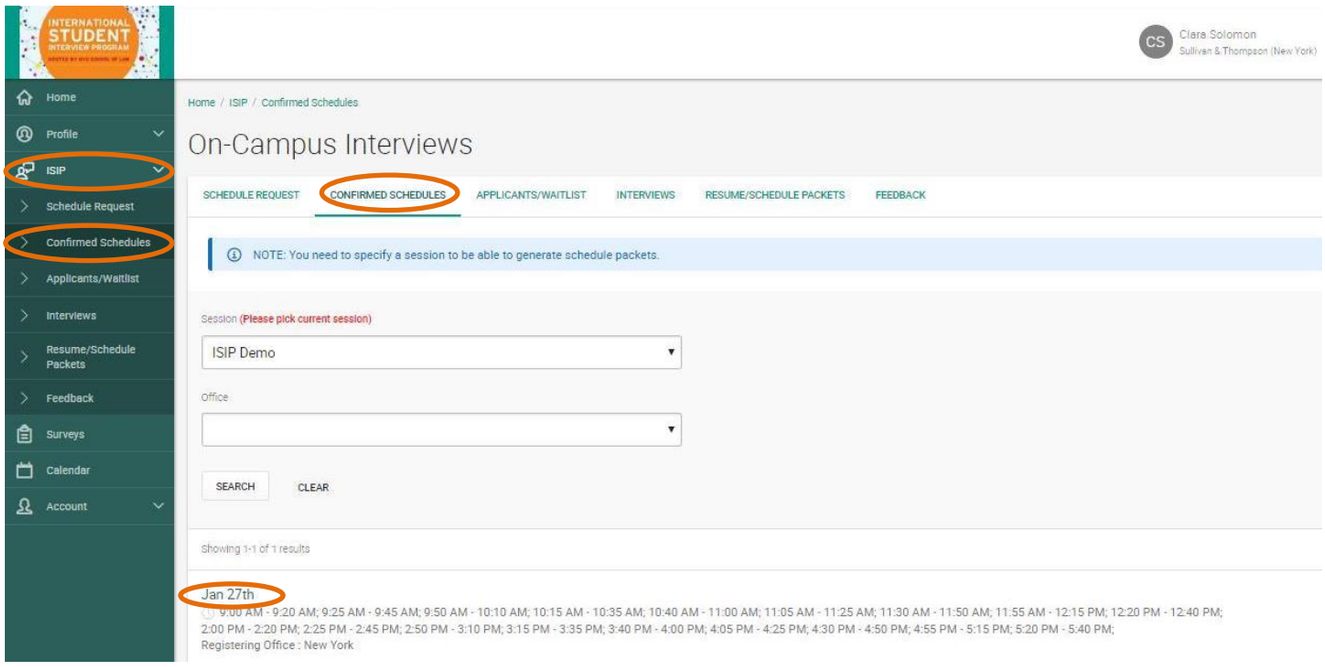


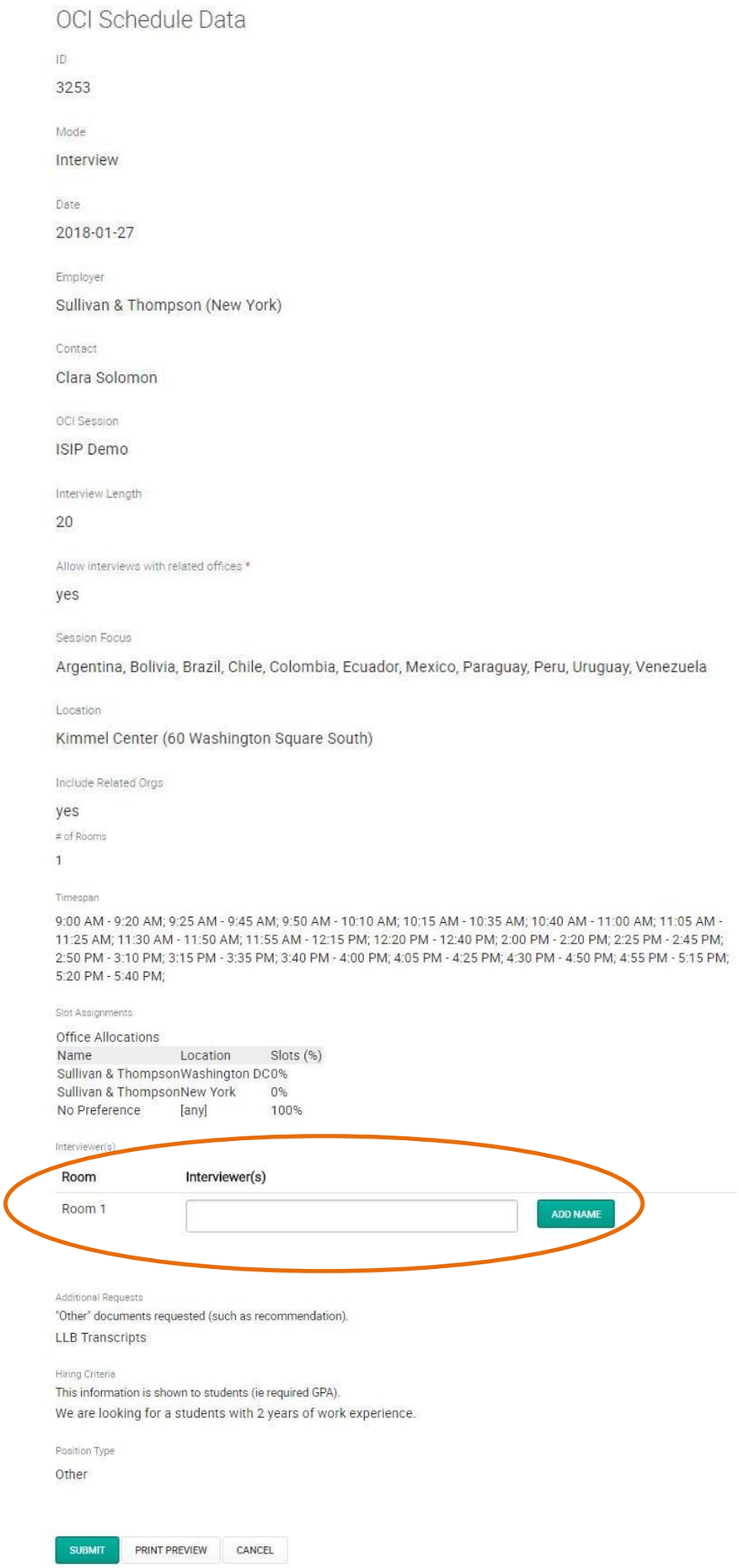


View / Update Confirmed Interview Schedule(s)

DEADLINE: September 25, 2019

Once your schedule is confirmed, you may login to the ISIP system to view the details of your schedule and input/update interviewer names. Click the **ISIP** tab and select the **Confirmed Schedules** tab. Click on the **Date** of the interview in order to view interview schedule details or add interviewer name(s) in the **Interviewer(s)** field. In order to add more than one interviewer, click the **Add Name** button. Please make sure you add the interviewer's name(s) into the system by January 21, 2020.





OCI Schedule Data

ID
3253

Mode
Interview

Date
2018-01-27

Employer
Sullivan & Thompson (New York)

Contact
Clara Solomon

OCI Session
ISIP Demo

Interview Length
20

Allow interviews with related offices *
yes

Session Focus
Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Mexico, Paraguay, Peru, Uruguay, Venezuela

Location
Kimmel Center (60 Washington Square South)

Include Related Orgs
yes

# of Rooms
1

Timespan
9:00 AM - 9:20 AM; 9:25 AM - 9:45 AM; 9:50 AM - 10:10 AM; 10:15 AM - 10:35 AM; 10:40 AM - 11:00 AM; 11:05 AM - 11:25 AM; 11:30 AM - 11:50 AM; 11:55 AM - 12:15 PM; 12:20 PM - 12:40 PM; 2:00 PM - 2:20 PM; 2:25 PM - 2:45 PM; 2:50 PM - 3:10 PM; 3:15 PM - 3:35 PM; 3:40 PM - 4:00 PM; 4:05 PM - 4:25 PM; 4:30 PM - 4:50 PM; 4:55 PM - 5:15 PM; 5:20 PM - 5:40 PM;

Slot Assignments
Office Allocations

Name	Location	Slots (%)
Sullivan & Thompson	Washington DC	0%
Sullivan & Thompson	New York	0%
No Preference	[any]	100%

Interviewer(s)

Room	Interviewer(s)
Room 1	ADD NAME

Additional Requests
"Other" documents requested (such as recommendation).
LLB Transcripts

Hiring Criteria
This information is shown to students (ie required GPA).
We are looking for a students with 2 years of work experience.

Position Type
Other

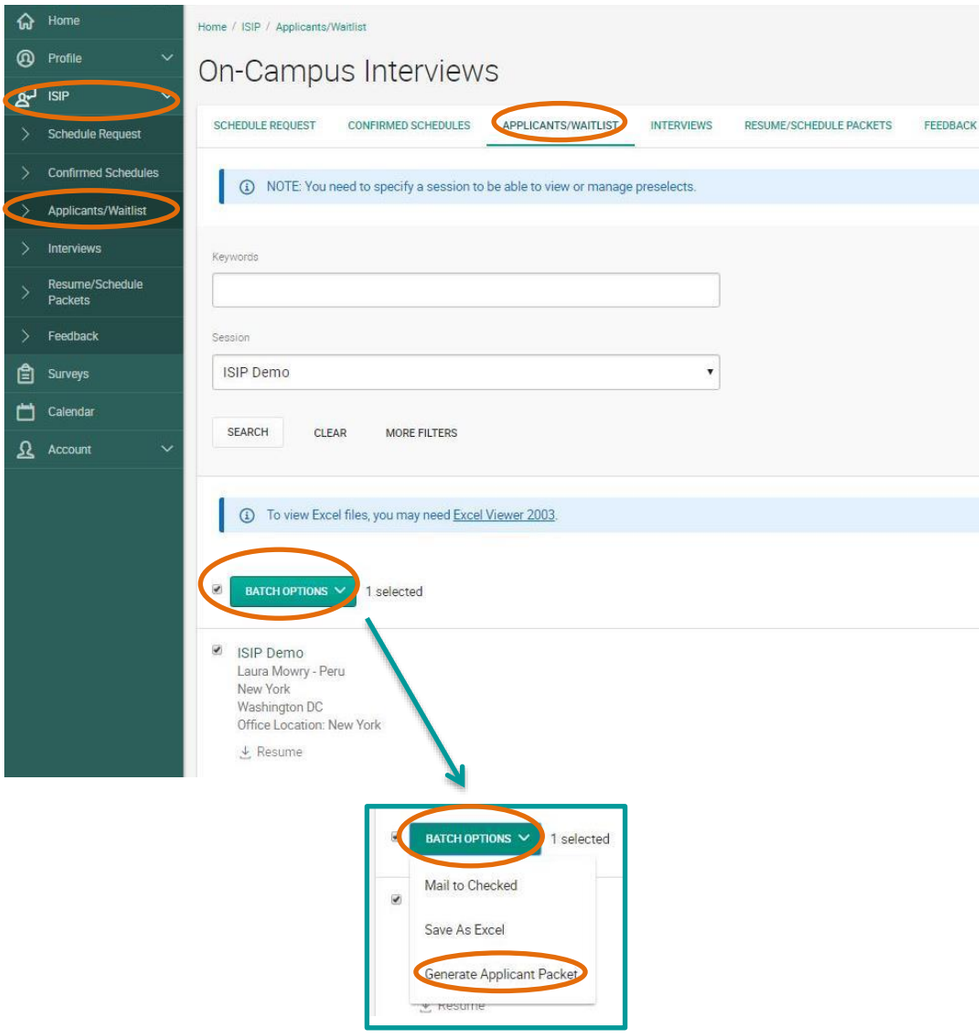
SUBMIT PRINT PREVIEW CANCEL

Review Student Resumes

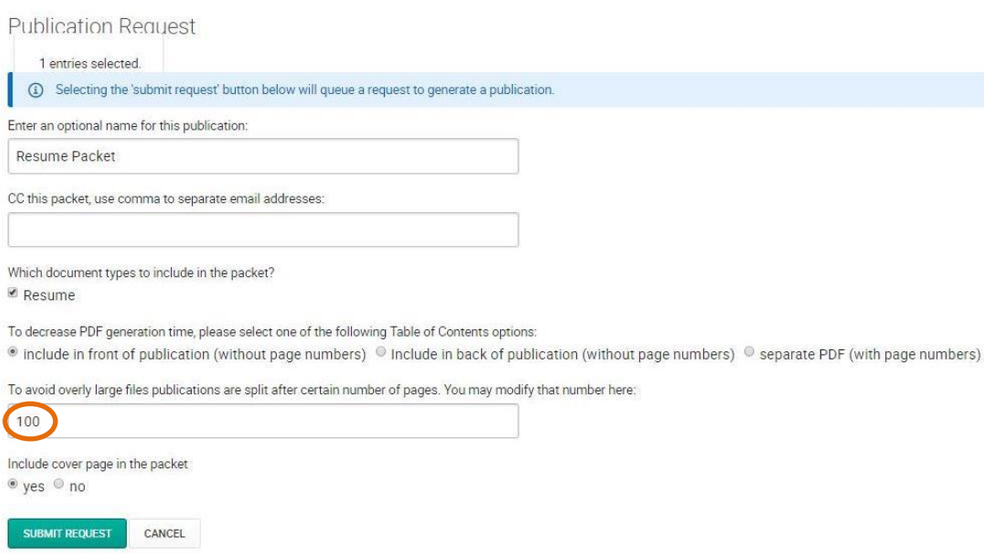
AVAILABLE: November 7, 2019

Student resumes will be ready for your review on November 7, 2019. To view the resumes of students that bid on your ISIP interview schedule(s) and/or resume collection(s), click the **ISIP** tab and select the **Applicants/Waitlist** tab. Please make sure you filter for the **Session** (2019 ISIP) and **Office** location.

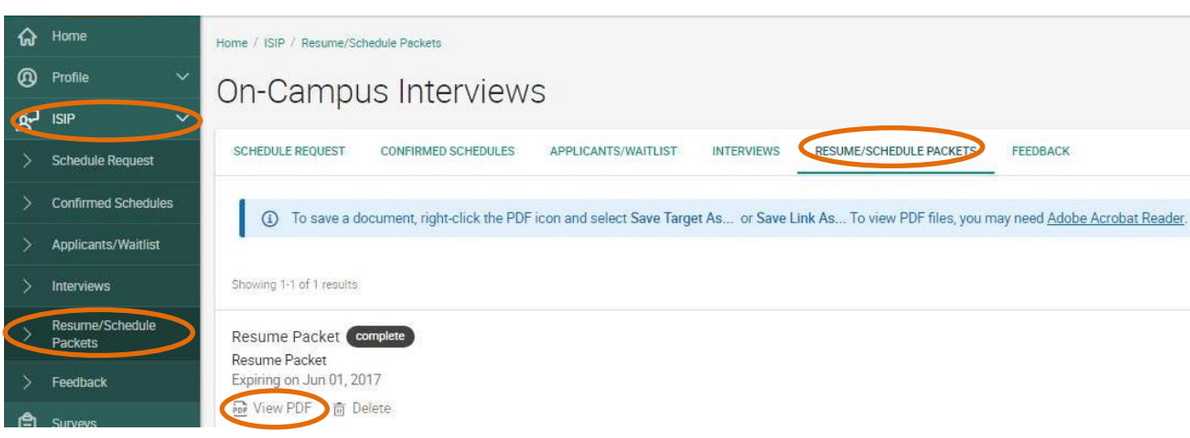
To generate a resume packet select the checkbox next to the candidate whose resume you wish to include in the packet. Use the checkbox next to the **Batch Options** button to select or de-select all entries. Click the **Batch Options** button and then the **Generate Applicant Packet** button. To create one single packet with multiple position locations, select the first location from the **Office** drop-down menu and select all entries. Repeat for the second office.



Enter the appropriate name of the resume packet (i.e. New York Resume Packet). If there are 100+ resumes per interview schedule you can increase the number of pages per resume packet in the final field to 1000 in order to view all resumes in one file. Click the **Submit Request** button to generate the resume packet. Within ten minutes you will receive an email notification once your PDF resume packet has been generated.

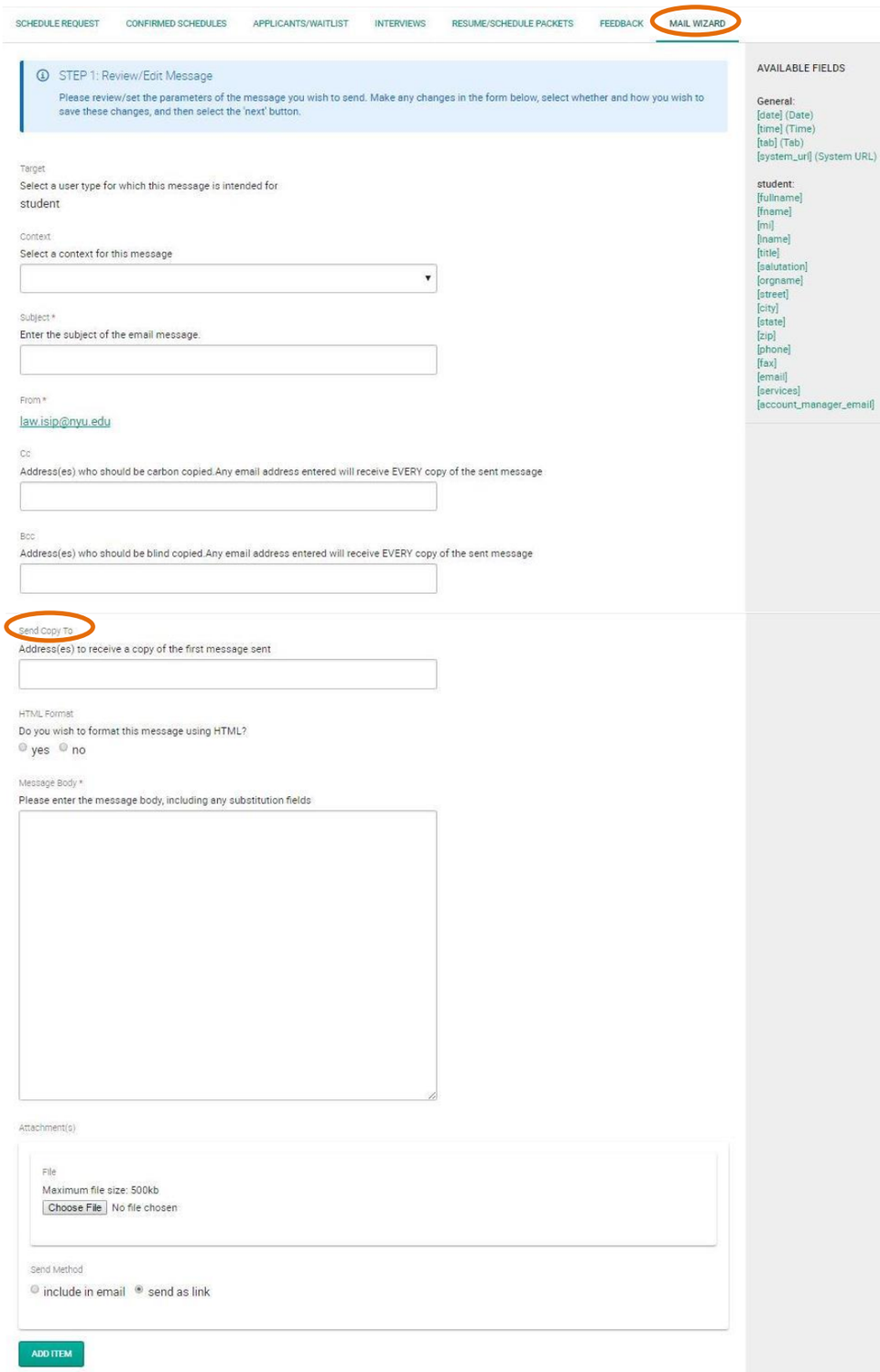


To download your resume packet(s), click the **ISIP** tab and select the **Resume/Schedule Packets** tab. Click the **PDF** icon to download the resume packet.



The ISIP Coordinator keeps resume books, which include resumes from all students who have agreed to have their resumes released to all employers. If you were not satisfied with the number of resumes you received, you may contact our office at **law.isip@nyu.edu** to request a packet of resumes from students with law degrees from your target countries. After reviewing the additional resumes, you are welcome to contact those students to invite them to interview with your firm, even if they did not initially place a bid with your firm. Notify the ISIP Coordinator about which students you would like to invite to interview so that the students are added in the system.

Employers may also email students who applied to the firm's interview schedule through ISIP Symplicity. In the **Applicants/Waitlist** tab, check off the box next to a student(s) name. Click the **Batch Options** button and then the **Mail to Checked** button. You will be taken to a **Mail Wizard** tab. Note: The Cc and Bcc fields will copy you on every individual email sent by you when sending an email to multiple students. The Send Copy To field will send a copy of only the first email sent by you.



Submit Candidate Invitations

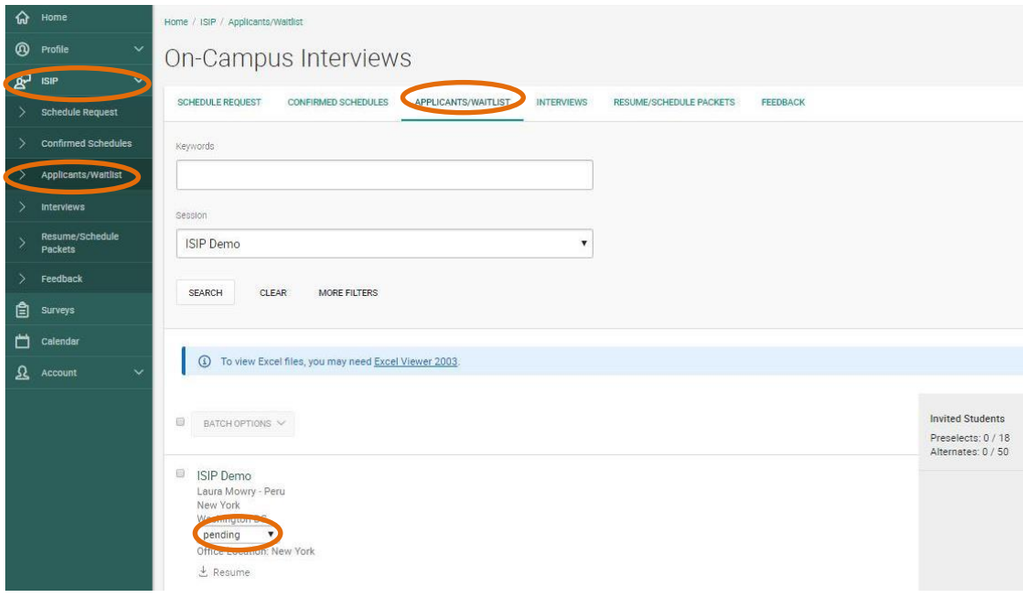
DEADLINE: December 4, 2019

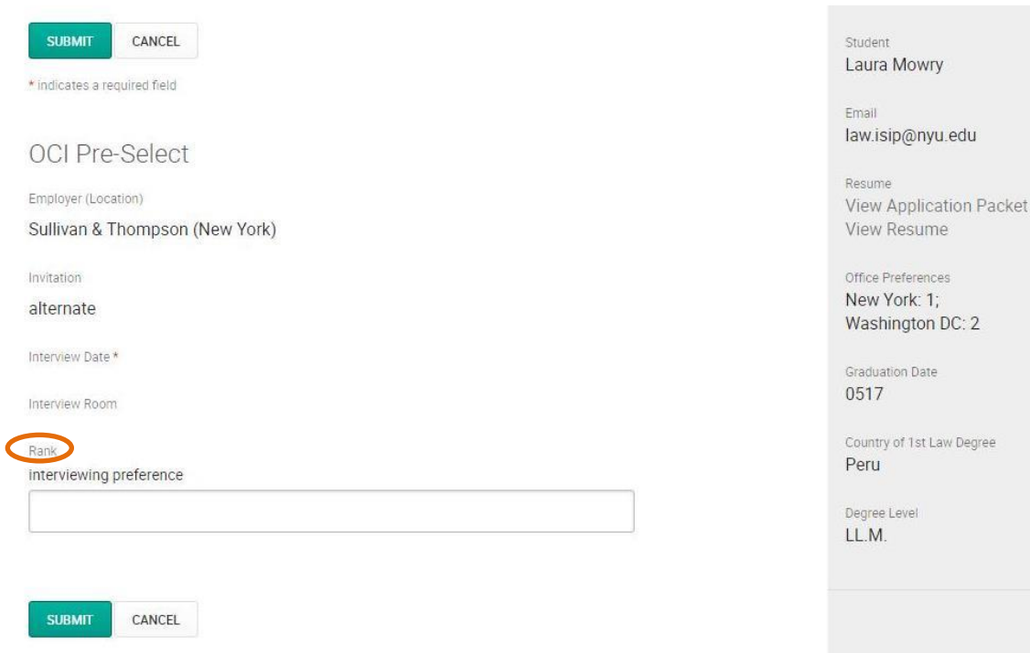
Resume collection only employers do not need to provide student selections.

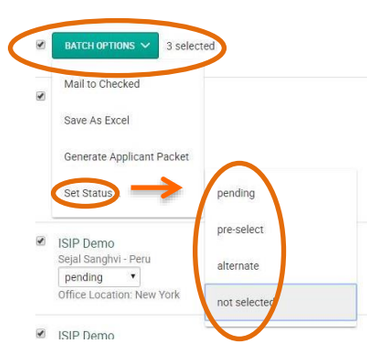
To select students for interviews on January 31, click the **ISIP** tab and select the **Applicants/Waitlist** tab. Please make sure you choose the correct session (2020 ISIP) and the office if necessary, and click the **Search** button.

You can change each student's invitation status individually by using the drop-down menu below each student's name. To choose more than one student at a time, either individually click the empty box to the left of their name, or use the checkbox next to the **Batch Options** button to select or de-select all entries. You may also use the **Keywords** box to search for a student's name. Click the **Batch Options** button and then the **Set Status** button.
You may select from the following invitation selections:

not selected: for students with whom you do not wish to meet
pre-select: for candidates you wish to interview (18 per schedule)
alternate: for candidates you wish to interview in the event of a pre-select candidate declining their invitation (5 per schedule). You will be prompted to rank these students 1-5. 1 is first priority to interview. We will automatically schedule interviews for alternate candidates if you have open spaces in your schedule, so it is essential that you rank your candidates.





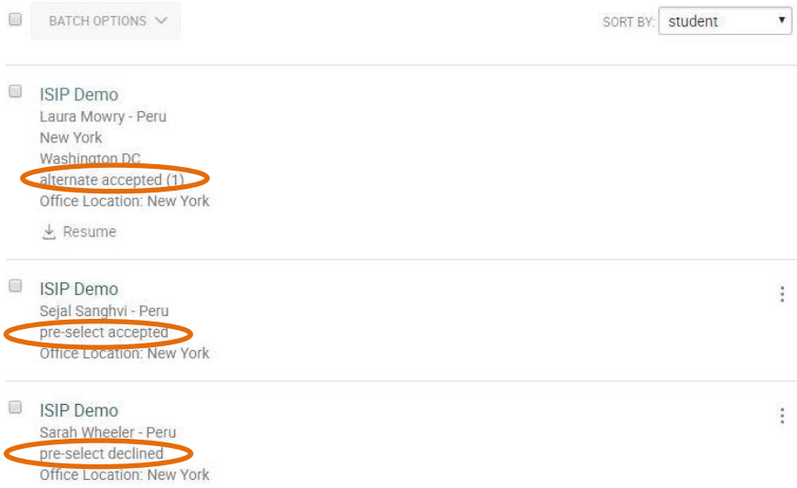


Preliminary Interview Results Available

AVAILIBLE: January 14, 2020

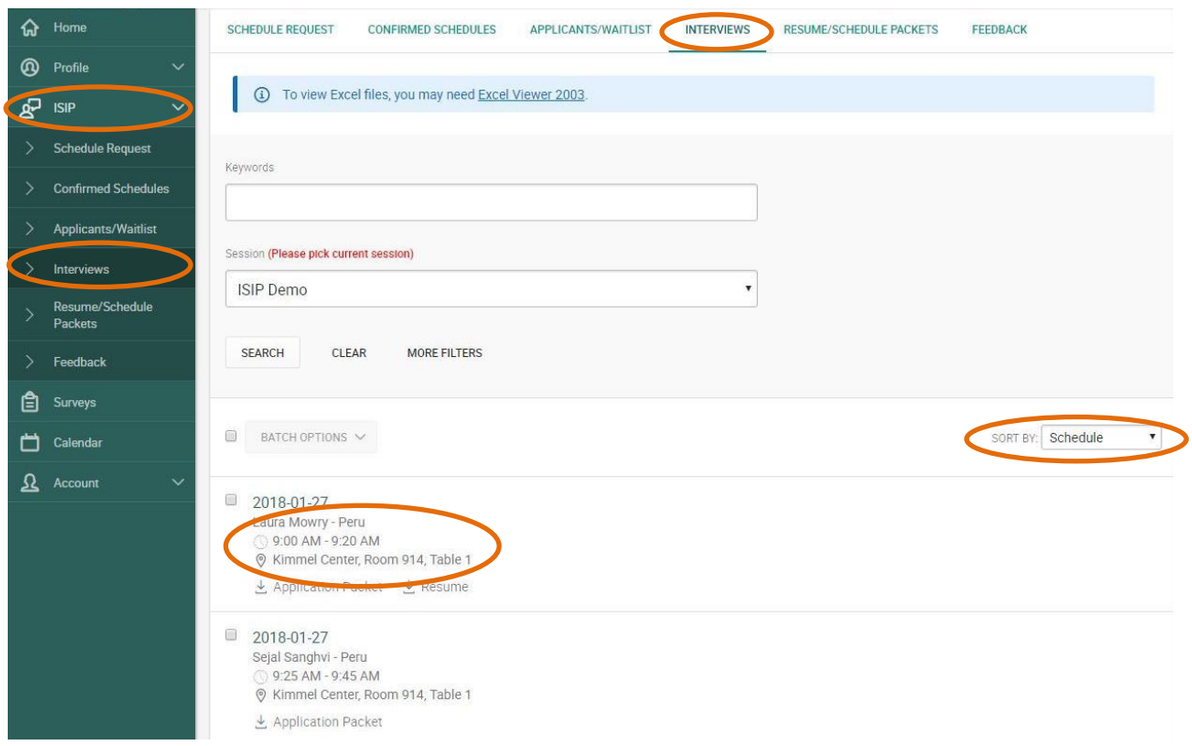
Students will choose to accept or decline employer invitations by January 10, 2020; we have given students this option in an effort to maximize interview opportunities for all students and to minimize last minute cancellations.

On January 14, you may login to your account, go to the **ISIP** tab and select the **Applicants/Waitlist** tab. Please make sure you choose the correct session (2020 ISIP) and office, and click the **Search** button. Your applicants for the 2020 ISIP session will be visible. In the 'Invitation' column, the system will indicate whether the student accepted or declined your invitation for the opportunity to interview with your firm.



The system will automatically schedule interviews for all students who accept interview invitations. Students must actively accept invitations. A 'pre-select' status is treated as a 'decline' status starting January 11.

To view your preliminary interview results, click on the **ISIP** tab and select the **Interviews** tab. Please make sure to filter by **Session** and **Office**. For employers with multiple schedules, use the **Sort By** drop down to sort by schedule. Specific interview times and table numbers will be listed under each student's name.

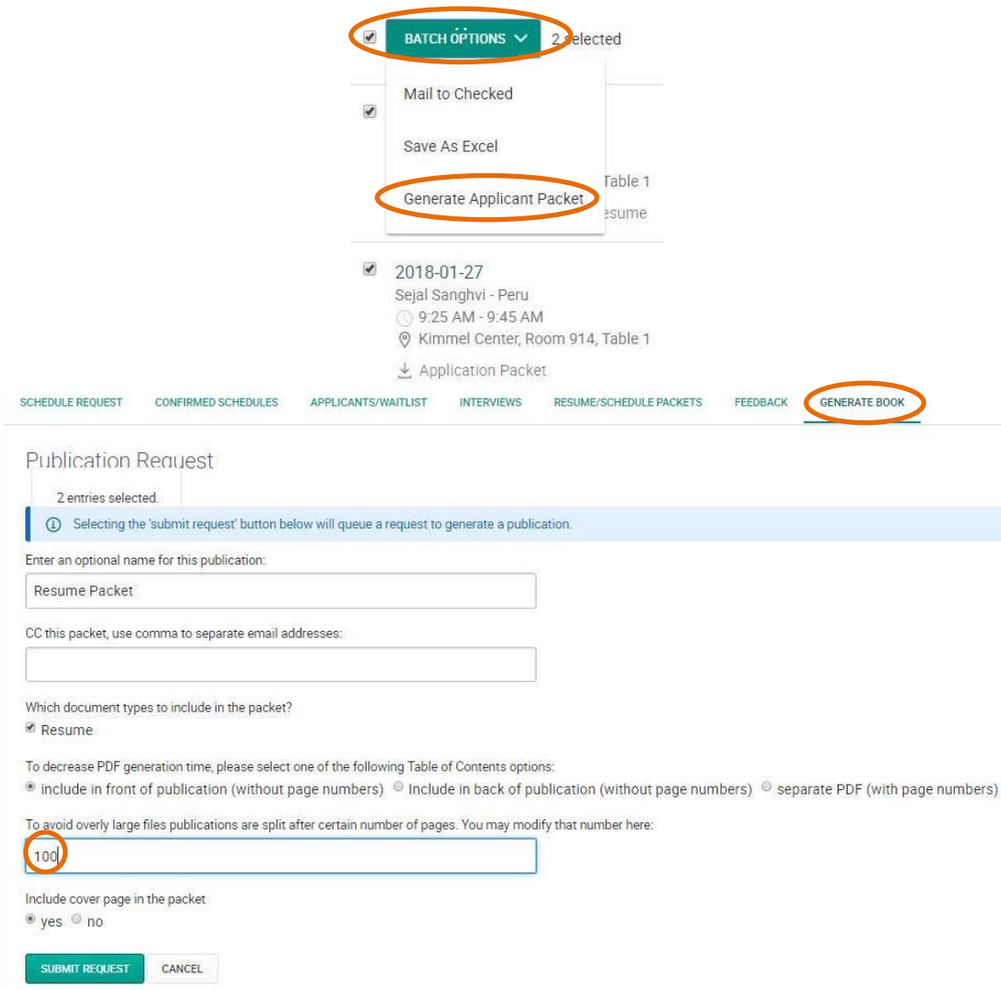


Create Interview Packets

Available: January 14, 2020

Interview schedule packets containing student resumes will be provided in hard copy on the day of the event; however, schedule packets can be generated. The ISIP Coordinator will generate interview schedule packets for each individual schedule. These packets can be found under the **Resume/Schedule Packets** tab. Employers may also create an interview schedule packet. A schedule packet may be formatted to include the resumes of all offices' candidates being interviewed or the resumes for one office's interview schedule.

Go to the **Interviews** tab. Once in the **Interviews** tab make sure to filter by **Session** and **Office**. To generate a resume book, select the checkbox next to the candidates whose resume you wish to include in the packet. Use the checkbox next to the **Batch Options** button to select or de-select all entries. Click the **Batch Options** button and then the **Generate Applicant Packet** button.



Final Schedules

Final schedules will be released on January 24. Please go to the **Interviews** tab to view final schedules.

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