



## COORDINATOR ISIP SYMPPLICITY INSTRUCTIONS

The following screen shots' dates and deadlines do not correlate with 2023 ISIP's actual dates and deadlines.

### 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 displays the Symplicity interface for school coordinators. On the left, a navigation sidebar includes options like Home, Calendar, Students, Pathways, Resume Book, Job Postings, Employers, Events, ISIP Setup, and Communications. The 'Students' option is highlighted with an orange circle. The main content area is titled 'Students' and features a search bar with the text 'elena lee'. Below the search bar are buttons for 'Apply Search', 'Clear', 'Save Defaults', and 'More Filters'. A table below the search results shows a list of students. The first row is highlighted, with the last name 'Lee' and first name 'Elena' circled in orange. The table columns include Actions, Last, First, Student ID, Email, Class Level, and Graduation Date.

Actions	Last	First	Student ID	Email	Class Level	Graduation Date
<input type="checkbox"/>	Lee	Elena		law.isip@nyu.edu	Germany	May, 2021

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. If a student needs the country of law degree changed for any reason, please alert the ISIP School Coordinator and ensure the student did not submit any bids.

Overview **Core** Documents Employment Activi... Survey Responses Pathways **Login As**

Main Profile **Account** Notes Following

Submit Save Cancel Delete

\* indicates a required field

Student ID

Full name \* Enter the student's full name (first mi last).

First Name

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 Activi... Survey Responses Pathways Login As

Main Profile **Account** Notes Following

Authentication

Submit Save Cancel

\* indicates a required field

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 re  
 Unblocked  
 Blocked  
 Soft Block

Account expires on

Password Assign Password: Enter a new password here.

× At least 6 total characters  
× Strength  Weak

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

The screenshot shows the 'Students' search interface. At the top, there are tabs for 'Student List', 'Detailed Search', 'Saved Searches', 'Duplicate Search', and 'Archived Students'. Below the tabs, there is a 'Keywords' section with a text input field and a 'Begins With' label. Below the input field, there are four buttons: 'Apply Search', 'Clear', 'Save Defaults', and 'More Filters'.

This screenshot shows the 'Students' search interface with a sidebar on the left. The sidebar contains a navigation menu with items: Home, Calendar, Students (expanded), Students, Pathways, Resume Book, Job Postings, Employers, Events, ISIP Setup, Communications, and Analytics. The main content area shows the 'Students' search interface with tabs for 'Student List', 'Detailed Search', 'Saved Searches', and 'Duplicate Search'. Below the tabs, there are several filter options: 'Keywords' (text input), 'Status' (dropdown), 'Class Level' (dropdown), 'Degree Level' (dropdown), 'Languages' (text input), and 'Has resume' (radio buttons for 'Yes' and 'No').

This screenshot shows the 'Students' search interface with the 'Batch Options' button circled in orange. The interface includes the same search and filter options as the previous screenshots. Below the filters, there are three buttons: 'Apply Search', 'Clear', and 'Save Defaults'. Below these buttons, there is a '+ Add New' button and a 'Batch Options' button with a dropdown arrow, which is circled in orange. To the right of the 'Batch Options' button, it says 'Items 1-20 of 244'. Below this, there is a table with columns for 'Actions', 'Last', 'First', and 'Student'. The table contains two rows of student data:

Actions	Last	First	Student
<input type="checkbox"/>	Abah	Walter	
<input type="checkbox"/>	Abdalla	Tarig	

You may now use the **Analytics** tab. There is a "2023 Bids, Selections, Interviews" report available for every school's use. Instructions on how to run the report are in the description field.

Home | Calendar | Students | Job Postings | Employers | Events | ISIP Setup | Communications | **Analytics** | Standard Dashboards | Custom Dashboards | Standard Reports | **Custom Reports**

Custom Reports < Back

Keywords Searches label and description.

Apply Search More Filters

+ Add New + Add New Legacy Report Batch Options Iter

	Class	Label	Description
<input type="checkbox"/>	OCI Bid	2022 Bids, Selections, Interviews	Keep: Change filters depending on what information needed.
<input type="checkbox"/>	2024 ISIP		Keep: Employer and School

## Register School & Submit Payment

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.

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](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, Justin Ryan, 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

CS Ciera Solomon Sullivan & Thompson

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 \*

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

CVN

Expiration Date \*

## Uploading Students

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. 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..

Last	First	MI	Email	Country of Law Degree
Mowry	Laura	L	<a href="mailto:law.isip@nyu.edu">law.isip@nyu.edu</a>	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 Justin Ryan at [law.isip@nyu.edu](mailto:law.isip@nyu.edu). 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 if they have received an interview invitation.

## Student Bidding

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 [Document Library](#) 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 [Document Library](#) 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 2023 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.

## Pre-select/Alternate Accept or Decline

Students will be able to login to ISIP Symplicity 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. 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 7**; 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, 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 2023 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

Employer: [keyword]

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

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

Preliminary schedules will be published to ISIP Symplicity. **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. 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.

**OCI Interview Management**

Keywords: searches student name and email address

Employer: [keyword]

Session: ISIP Demo

Year: [keyword]

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

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:**  
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**New York, NY 10012**  
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