COORDINATOR ISIP SYMPLICITY 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**.

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.

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 **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.

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 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.

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	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 Justin Ryan at **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 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 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.

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.

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