



## STUDENT ISIP SYMPPLICITY INSTRUCTIONS

Direct all ISIP related questions to your school's coordinator.

The following screen shots' dates and deadlines do not correlate with 2019 ISIP's actual dates and deadlines.

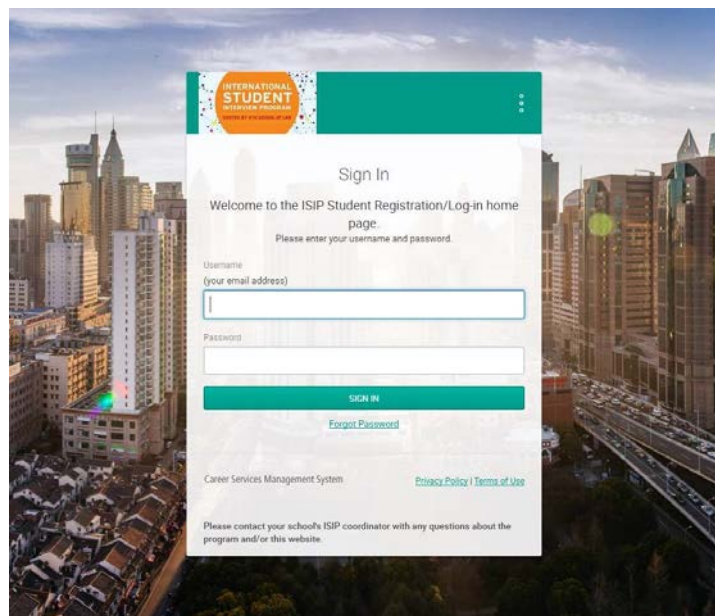
### Important Dates and Deadlines:

- 1) **Student Bidding Opens:** October 9 (Tuesday)
- 2) **Student Bidding Deadline:** November 5 (Monday)
- 3) **Interview Invitation Results Available:** December 19 (Wednesday)
- 4) **Preselect/Alternate Accept or Decline Deadline:** January 4 (Friday)
- 5) **Preliminary Schedules Released:** January 9 (Wednesday)
- 6) **Final Schedules Released:** January 18 (Friday)

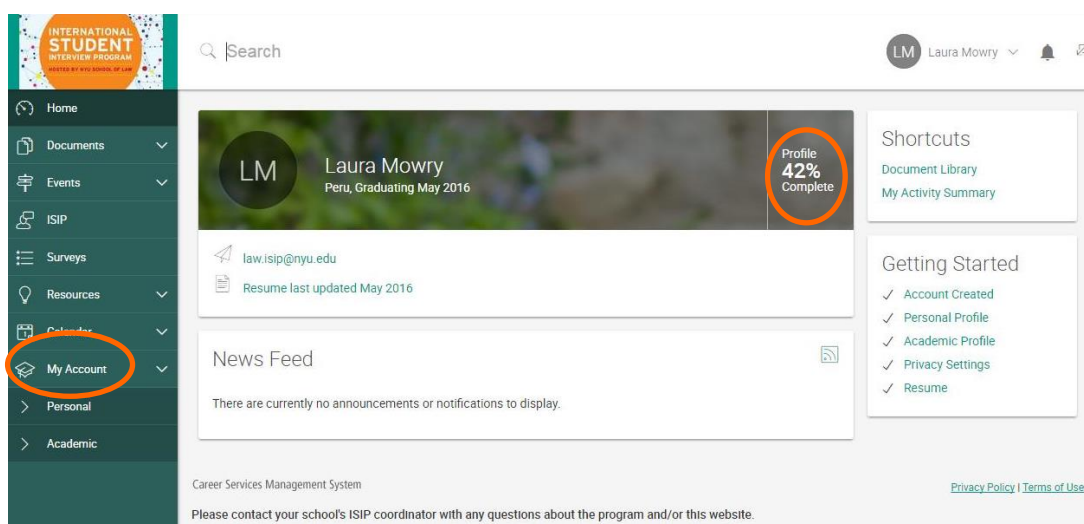
### Login to ISIP Symplcity

**BIDDING OPENS: October 9, 2018**

Go to the [ISIP Symplcity Student Login](#) and bookmark the page since you will be returning frequently. Enter the **Username** and **Password** provided to you by your school's coordinator.



You will be directed to the ISIP Symplcity home page. Click on the **My Account** tab to complete your profile. You must complete the required fields (marked with a \*) of your profile before ISIP Symplcity allows you to bid on interview schedules. Some fields are not required by your school or NYU, so ISIP Symplcity will not list your profile as 100% complete. Do not worry about the percentage shown.



Update your name, if necessary, under the **Personal** tab. **You may NOT change your email address.** Read and agree to the **Policy Affirmation** and click the **Save Changes and Continue** button to continue.

Home / My Account / Personal

## My Account

**PERSONAL** ACADEMIC PRIVACY PASSWORD ACTIVITY SUMMARY NOTIFICATION SETTINGS

**SAVE CHANGES** SAVE CHANGES AND CONTINUE CANCEL

\* Indicates a required field

### Student Information

Full name \*  
Enter your full name (first mi last):

First Name

MI

Last Name

Email \*

Phone Number  
(###) ###-####

Cell Phone  
(###) ###-####

### Terms of Use

Policy Affirmation \*  
I hereby affirm that I am a currently enrolled in an LLM program in one of the International Student Interview Program (ISIP) consortium schools. I agree to use the online Symplicity system solely to participate in the International Student Interview Program and understand that a violation of this policy may result in cancellation of my online access to ISIP Symplicity. I understand that my name, profile information (includes addresses, schools attended, work experience, language proficiency, bar membership, etc.) and e-mail address are available to NYU School of Law administrative offices and the ISIP coordinator at my school. I acknowledge that I can prevent my name or credentials from being available to employers through the privacy settings in my ISIP Symplicity profile.

### Settings

Accessible Mode  
Improves accessibility and compatibility with screen reader software  
 yes  no

**SAVE CHANGES** **SAVE CHANGES AND CONTINUE** CANCEL

< PREVIOUS NEXT >

You will then be directed to the **Academic** tab. Please fill out the required information, such as **Graduation Date, Degree, Degree Specialty, Practice Area, Languages, and Years of Legal Experience (post qualification)**. When finished, click the **Save Changes and Continue** button. Note that this information is **not provided to employers** and is used for ISIP statistics and marketing purposes only.

Home / My Account / Academic

## My Account

PERSONAL **ACADEMIC** PRIVACY PASSWORD ACTIVITY SUMMARY NOTIFICATION SETTINGS

**SAVE CHANGES** **SAVE CHANGES AND CONTINUE** CANCEL

\* indicates a required field

### Current Law School

Law School \*  
New York University School of Law

Graduation Date \*  
Enter the expected date of your graduation.  
May 2017

Degree \*  
LL.M.

Country of Law Degree \*  
Peru

Degree Specialty \*  
Corporate Law ADD...

Practice Area(s) \*  
Select all that apply.  
Consumer Rights  
Corporate/Finance/M&A  
Criminal Law  
Disability Rights  
Education Law  
Elder Law

### Personal Information

Languages \*  
Choose all languages in which you have fluency or near fluency.  
Spanish ADD...

Years of Legal Experience \*  
2

**SAVE CHANGES** **SAVE CHANGES AND CONTINUE** CANCEL

< PREVIOUS NEXT >

Next you will be directed to the **Privacy** tab. For the option **Release My Resume to Employers**, select the **yes** radio button to release your resume to all ISIP employers. This affords you additional opportunities as some interview schedule and resume collection requests may come in after the employer registration deadline. Select the **no** radio button if you do not want employers other than those you have bid on to see your resume. Click the **Save Changes and Continue** button to save all information.

Home / My Account / Privacy

## My Account

PERSONAL ACADEMIC **PRIVACY** PASSWORD ACTIVITY SUMMARY NOTIFICATION SETTINGS

SAVE CHANGES SAVE CHANGES AND CONTINUE CANCEL

\* indicates a required field

Release My Resume to Employers \*

Please note that by choosing 'yes' you agree to release your resume to all participating ISIP employers, including those to whom you do not submit your resume directly.

yes  no

Enable Text Message Alerts \*

Choose "yes" to receive text message alert

yes  no

SAVE CHANGES SAVE CHANGES AND CONTINUE CANCEL

< PREVIOUS NEXT >

For security purposes you should change your password during the initial login. Select the **Password** tab. Enter the **Old Password** provided to you by your school's coordinator and then enter your **New Password**. Click the **Submit** button to confirm your new password. If you forget your new password go to the **Forgot Password** button on the **ISIP Symplicity Student Login** page to reset it at any time.

Home / My Account / Password

## My Account

PERSONAL ACADEMIC PRIVACY **PASSWORD** ACTIVITY SUMMARY NOTIFICATION SETTINGS

SUBMIT CANCEL

\* indicates a required field

Old Password

Please enter your current password.

Password

Assign Password: Enter a new password here.

Verify Password

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

SUBMIT CANCEL

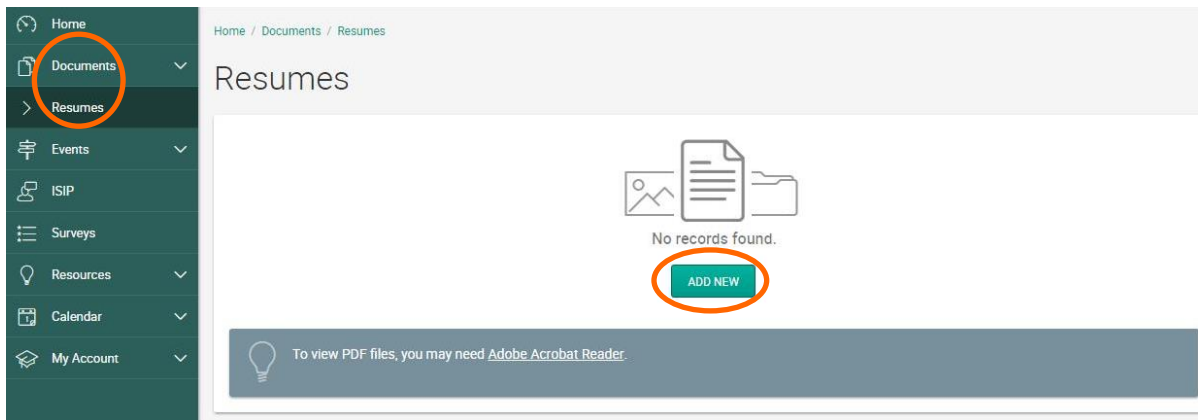
## Upload Resume

Students will provide additional requested documents to employers on January 25.

**DEADLINE: November 5, 2018**

You must upload your resume to ISIP Symplicity in order to view and bid on ISIP employer interview schedules and resume collections. Your resume may be uploaded in PDF or Microsoft Word format but will be converted to PDF format by ISIP Symplicity. We recommend that you upload your resume as a PDF to ensure your resume formatting is not ruined during a Word to PDF conversion on ISIP Symplicity. **Please make sure your PDF or Word document does not have security settings enabled; security settings can create problems with your resume on ISIP Symplicity.** There is a file size limit of 4 MB. Please format your resume so that it does not exceed this size. You should view your uploaded resume to make sure it is formatted correctly. **Uploading your resume will not automatically submit a bid for you.**

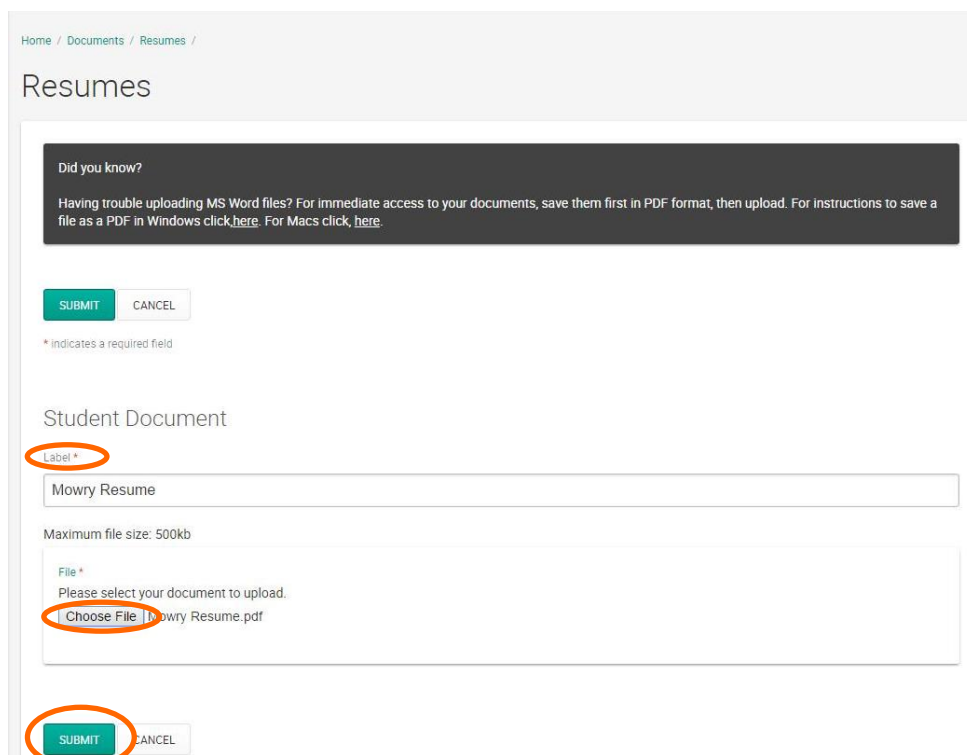
To upload your resume, click on the **Resumes** tab, then the **Documents** tab, and finally the **Add New** button to add your resume.



You may upload up to **10** different resumes and name them using the **Label** field. Browse for your resume in the **File** field, and click the **Submit** button to continue. You may wish to upload different versions of your resume for different employers – for example a US format resume for US employers and a home-country format resume for employers from your home country.

You may only upload resumes to ISIP Symplicity. **Do not upload additional documents such as cover letters or transcripts. Only resumes** will be considered by employers when making their interview selections. If an employer has requested additional documents, you should bring those on the day of the interview. Resume collection only employers will contact students in late November if they require additional documents.

The **ONLY** exception to this rule is for **JSD students** who are **NOT** graduating in May 2019. JSD students continuing their studies during the following fall semester will need to make their need for a summer associate/intern position very clear in a **required cover letter** to be submitted along with their resume as **one document** to each ISIP employer. Anticipated date of graduation must also be made clear on the resume. JSD students graduating in May 2019 do not need to submit a cover letter with their resume since their availability is the same as that of the LLM students.



## View/Bid on Interview Schedules and Resume Collections

**DEADLINE: November 5, 2018**

The deadline to bid on ISIP interview schedules and resume collections is **November 5 at 5:00 PM (EST)**. **No late bids will be considered under any circumstances.** To bid on interview schedules and/or resume collections, click the **ISIP** tab. All interview schedules you qualify to bid on will be displayed under the **Employer/Bidding/Application** tab. Click the **Review** button next to a schedule to view details and apply. Employers request to review applications based on country of first law degree, and the system filters students and interview schedules based on this qualification. When you login to the system, you will only be able to see those employers who have requested to receive resumes from your first country of law degree. You may view a list of ALL interview schedules, entitled *Employer List*, by clicking on the **Resources** tab and then the **Document Library** tab. See below for information on submitting manual bids to employers that do not appear in your ISIP bidding tab. **Note: You will not be able to see your bids after November 5. Please keep your own bidding records.**

## On-Campus Interviews

EMPLOYERS/BIDDING/APPLICATION SCHEDULED INTERVIEWS

**For ISIP, please ignore the following numbers. . 1 of 100**

Please note that 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 campus. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

When more than one office location is listed within a single schedule, students may rank office location preferences when applying.

**Default OCI Resume**

Mowry Resume\*

UPDATE DEFAULT UPDATE ALL

The resume selected above will be used with all bids you make from this list from now on. Different resumes may be selected for individual bids by clicking on Review.

**Important Dates**

Bidding/Application

Session: ISIP Demo

Employers: Show All

APPLY SEARCH CLEAR

Legend

- Interview once for all office locations
- instructions from employer

Items 1-3 of 3 SORT BY: Bidding/Application

	Employer	Interview Dates	documents	Bidding
REVIEW	Miyagi & Morales (Lima)	Jan 27th	<b>Employer with different schedules for each office.</b>	APPLY
REVIEW	Miyagi & Morales (Washington DC)	N/A (Resume Collection)		APPLY
REVIEW	Sullivan & Thompson (New York) 2 Offices: New York; Washington DC	Jan 27th	<b>Employer with single schedule for two offices.</b>	APPLY

The details of each ISIP interview schedule include the **Date** of the interview, the **Position Location** (under Interviewing for), **Additional Requests** for materials to bring to the interview in addition to your resume, and the **Hiring Criteria**. Employers may be interviewing for multiple offices; therefore, please pay close attention to which office you are applying for. Note also that some employers may share applications between offices. When the interview results are released, you may find that you've been selected by an office for which you did not initially apply. See below for information about accepting or declining interview invitations.

To submit your bid to a specific employer, you must first select the resume you wish to use from the **Resume** drop-down menu. You may rank offices within a single schedule when multiple office locations are listed. For such schedules, ranking boxes will appear above the Apply button. Click the **Apply** button to complete the submission of the bid.

# On-Campus Interviews

### OCI Schedule

Employer  
Sullivan & Thompson (New York)

Interview Length  
20 minutes

Country of Law Degree  
Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Mexico, Paraguay, Peru, Uruguay, Venezuela

Interview Location  
Kimmel Center (60 Washington Square South)

Position Type  
Other

### Employer's Schedule

1 results [enable paging](#)

Date	Interviewing For	Allows Multiple Interviews	Additional Requests	Hiring Criteria
2018-01-27	New York, Washington DC	yes	LLB Transcripts	We are looking for a students with 2 years of work experience.

[BACK TO LIST](#)

#### Details

Employer: Sullivan & Thompson (New York)  
not applied

Resume: Mowry Resume\*

Preferred Location(s)  
Please rank office locations (1, 2, 3...) in order of preference.  
New York:   
Washington DC:

[APPLY](#)

#### Related Resources

[2017 Statement to Students Regarding Offer Timing](#)

If you make changes to your resume before the November 5 deadline and want it to be reflected in bids you have already submitted, you must upload your new resume into the system. After uploading a new resume return to the **Employer/Bidding/Application** tab. In the middle of the page there is a section labeled **Default OCI Resume**. This section shows the default resume and a button to **Update All** bids. You will need to choose your new resume in the drop down menu and click the **Update All** button. This will change your resume for all bids. Alternatively, you can manually change the resume selected for individual bids by going into each employer schedule and changing the submitted resume. **If you update your resume, please be sure to double-check each bid to ensure that the updated resume was submitted.**

## On-Campus Interviews

EMPLOYERS/BIDDING/APPLICATION   SCHEDULED INTERVIEWS

Please note that 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 campus. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

### Default OCI Resume

Updated Mowry Resume

[UPDATE DEFAULT](#)   [UPDATE ALL](#)

Resume selected above will be used with all bids you make from this list from now on. Different resume may be selected for individual bids by clicking on Review.

### Important Dates

Bidding/Application

Session  
ISIP Demo

Employers  
Show All

[APPLY SEARCH](#)   CLEAR

### Legend

- 🚨 interview once for all office locations
- 📄 instructions from employer

A **withdraw button will show up under Bidding/Application after successfully submitting a bid.** You may click the **Withdraw** button to cancel your bid prior to the November 5 student bidding deadline. After this deadline you will not be able to modify your bid.

Home / ISIP / Employers/Bidding/Application

## On-Campus Interviews

**EMPLOYERS/BIDDING/APPLICATION** SCHEDULED INTERVIEWS

Please note that 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 campus. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

**Default OCI Resume**

Mowry Resume\*

UPDATE DEFAULT UPDATE ALL

Resume selected above will be used with all bids you make from this list from now on. Different resume may be selected for individual bids by clicking on Review.

**Important Dates**

Bidding/Application

Session: ISIP Demo

Employers: Show All

APPLY SEARCH CLEAR

Items 1-3 of 3 SORT BY: Bidding/Application

	Employer	Interview Dates	Invitations	documents	Bidding
REVIEW ⓘ	Miyagi & Morales (Lima)	Jan 27th	pending	Mowry Resume (def)	WITHDRAW
REVIEW	Miyagi & Morales (Washington DC)	N/A (Resume Collection)		Mowry Resume (def)	WITHDRAW
REVIEW ⓘ ⓘ	Sullivan & Thompson (New York) 2 Offices: New York; Washington DC	Jan 27th	pending	Mowry Resume (def)	WITHDRAW

You may click on the **Resources** tab and then the **Document Library** tab to review a complete list of participating employers.

If you wish to bid on an employer in the *Employer List* document and are unable to see this employer under your **Employer/Bidding/Application** tab, you can submit a manual bid to your school's coordinator. In order to submit a manual bid, create a single PDF file containing a resume and cover letter explaining your qualifications for the position for each manual bid. Name the file with the employer's schedule ID number and your last name (e.g., "2401 Mowry.pdf") and forward it to your school's coordinator for approval. Your manual bid will be placed in a booklet presented to the employer, who will make all final interview decisions. All manual bids must be submitted by your school's coordinator to NYU by the November 5 student bidding deadline. Please check with your school to see if there is an earlier deadline for submission of manual bids. **Important:** You should only submit manual bids for employers for which you can truly make a strong case that you meet their employment qualifications. If an employer is hiring Latin American-trained students for a New York office, and you have no affiliation with Latin America, you should not bid on this firm. If you were trained in Paris, but are fluent in Portuguese and have significant professional experience with Latin American clients, then you can make a targeted cover letter explaining your qualifications for that position. Please consult with your school's coordinator if you are unsure about whether to apply to a particular position.

## Preselect/Alternate Accept or Decline

**DEADLINE: January 4, 2019**

Beginning on December 19, you will be able to view interview invitations for January 25 through the **Employer/Bidding/Application** tab. Under the **Invitations** column, each bid should indicate one of the following: **Accept Pre-Select**, **Accept Alternate**, or **Not Invited**. The ISIP Coordinator will email students who submitted manual bids and have received an interview invitation on December 19. These students will not see their interview invitations in ISIP Symplicity.

Acceptance of a pre-select or alternate status does not guarantee that you will be scheduled for an interview, but if you accept either pre-select or alternate status, you **must** attend any interviews scheduled. When the system schedules interviews, priority will be given to pre-selected students, and an interview is guaranteed for those students, as long as they have space in their schedule. If you have been selected for more than 18 interviews, you are encouraged to consult with your school's coordinator regarding how to prioritize choices, as ISIP Symplicity may not be able to fit more than 18 interviews into one day. The system will schedule alternates after all pre-selected students have been scheduled, if there are additional spaces in the employer's schedule.



If you have a **Pre-select** and/or **Alternate** status you will have four options.

**Accept Pre-select:** If you wish to accept an interview invitation with an employer, click the **Accept Pre-select** button. There is no prompt asking you if you want to proceed. Please double check before clicking!

**Accept Alternate:** If you wish to accept an alternate invitation, click the **Accept Alternate** button. Note that this does not guarantee an interview, but if the system is able to schedule an interview, you must attend. There is no prompt asking you if you want to proceed. Please double check before clicking!

**Decline:** If you wish to decline an invitation, click the **Decline** button. A prompt will appear asking if you are certain you want to proceed with declining the invitation. You cannot reverse this decision.

**Cancellation:** If you do not wish to accept an interview with an employer, you should decline the interview invitation before January 4. We will be unable to accept cancellations after this date, except for emergencies or due to the acceptance of a job offer.

Please note that 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 during 2019 ISIP. Resume Collection Only employers will contact students of interest directly to set up a mutually convenient time to interview.

Home / ISIP / Employers/Bidding/Application

## On-Campus Interviews

EMPLOYERS/BIDDING/APPLICATION SCHEDULED INTERVIEWS

Please note that 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 campus. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

**Default OCI Resume**

Mowry Resume\*

UPDATE DEFAULT UPDATE ALL

Resume selected above will be used with all bids you make from this list from now on. Different resume may be selected for individual bids by clicking on Review.

**Important Dates**

Bidding/Application Pre-Select Sign-Up Alternate Sign-Up

Session: ISIP Demo

Employers: Show All

APPLY SEARCH CLEAR

Items 1-4 of 4 SORT BY: Bidding/Application

	Employer	Interview Dates	Invitations	documents	Bidding
REVIEW	Miyagi & Morales (Lima)	Jan 27th	ACCEPT PRE-SELECT DECLINE	Mowry Resume (def)	WITHDRAW
REVIEW	Miyagi & Morales (Washington DC)	N/A (Resume Collection)		Mowry Resume (def)	WITHDRAW
REVIEW	Sullivan & Thompson (New York) 2 Offices: New York; Washington DC	Jan 27th	ACCEPT ALTERNATE DECLINE	Mowry Resume (def)	WITHDRAW
REVIEW	Sullivan & Thompson (Miami)	Jan 27th	not invited	Mowry Resume (def)	WITHDRAW

## Preliminary and Final Schedules Available

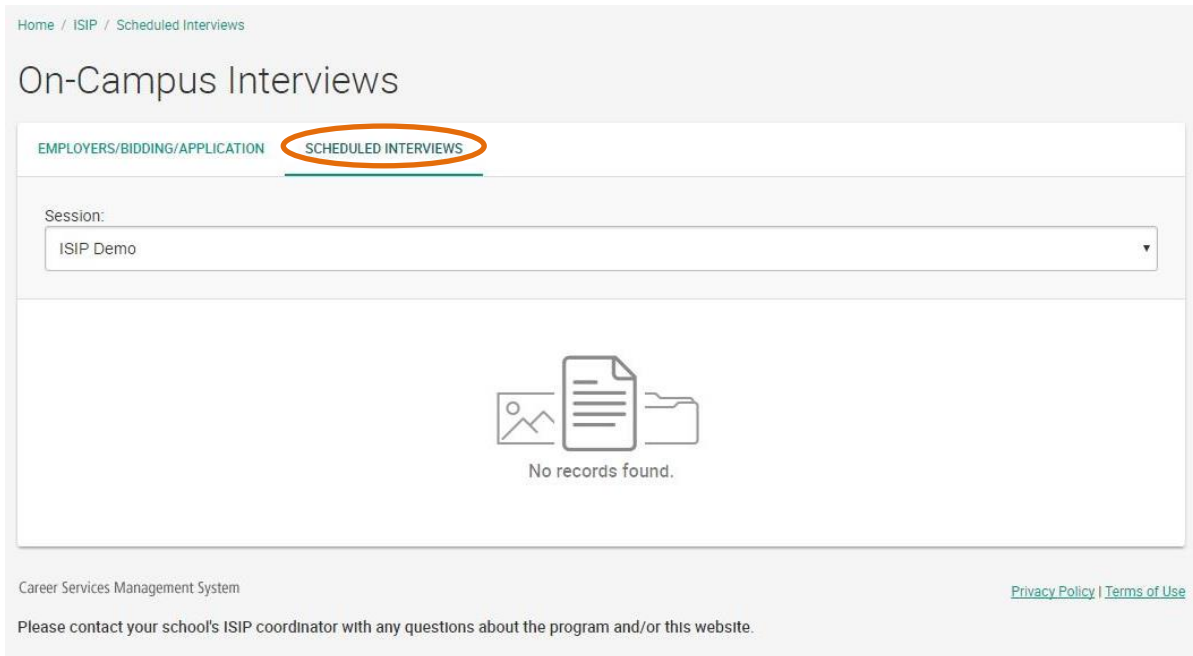
**AVAILABLE: January 9, 2019 and January 18, 2019**

Preliminary schedules will be published to ISIP Symplicity on January 9, 2019. You will receive an email notification containing instructions on how to review your final schedule **only if you have a scheduled interview**. Note that schedules are **subject to change** based on employer needs and will not be finalized until January 18.

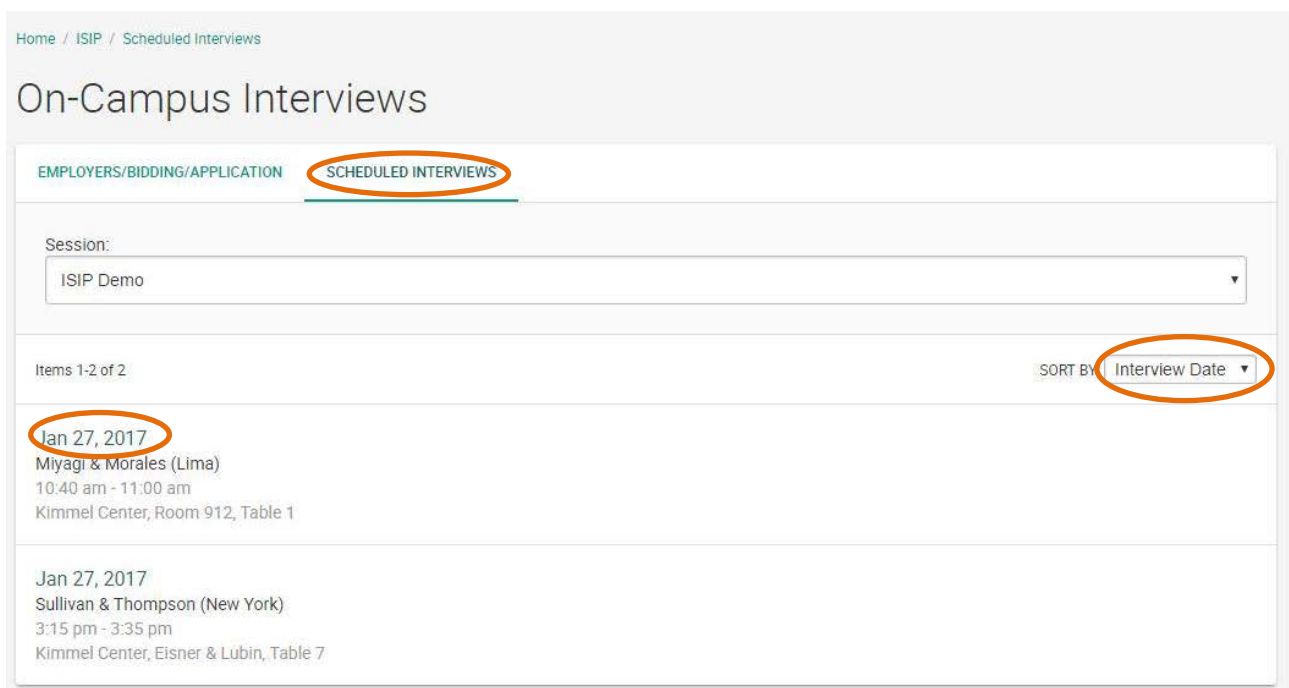
To view your ISIP interview schedule click the **ISIP** tab and select the **Scheduled Interviews** tab.

It is best to check the Scheduled Interviews tab, rather than the Employers/Bidding/Application tab, as the Scheduled Interviews tab includes employers who may have made changes at the last minute, which may not show up under bidding.

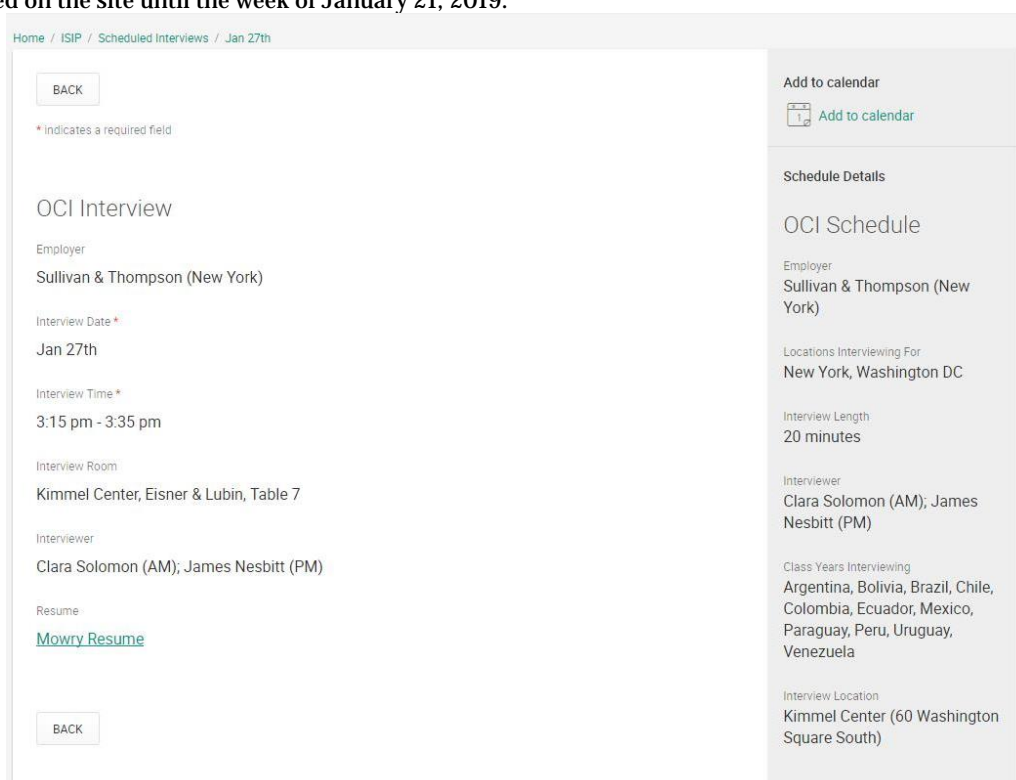
When "No Records Found" is displayed in the **Scheduled Interviews** tab, this means you were not selected for ISIP interviews.



If you were selected for interviews, you will see your interview schedule in this tab and can sort by "Interview Date" to organize your interview schedule.



You may review the details of your interview, including interviewer names (if available), by clicking the invitation date. The information displayed includes **Employer**, **Interview Date**, and **Interview Time**. The **Interview Room and Interviewer(s)** information will not be published on the site until the week of January 21, 2019.



**Direct all ISIP related questions to your school's coordinator.**