



## 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 2023 ISIP's actual dates and deadlines.

### Important Dates and Deadlines:

- 1) **Student Bidding Opens:** October 3 (Monday)
- 2) **Student Bidding Deadline:** November 4 (Friday)
- 3) **Interview Invitation Results Available:** December 16 (Friday)
- 4) **Preselect/Alternate Accept or Decline Deadline:** January 6 (Friday)
- 5) **Preliminary Schedules Released:** January 20 (Friday)
- 6) **Final Schedules Released:** January 24 (Tuesday)

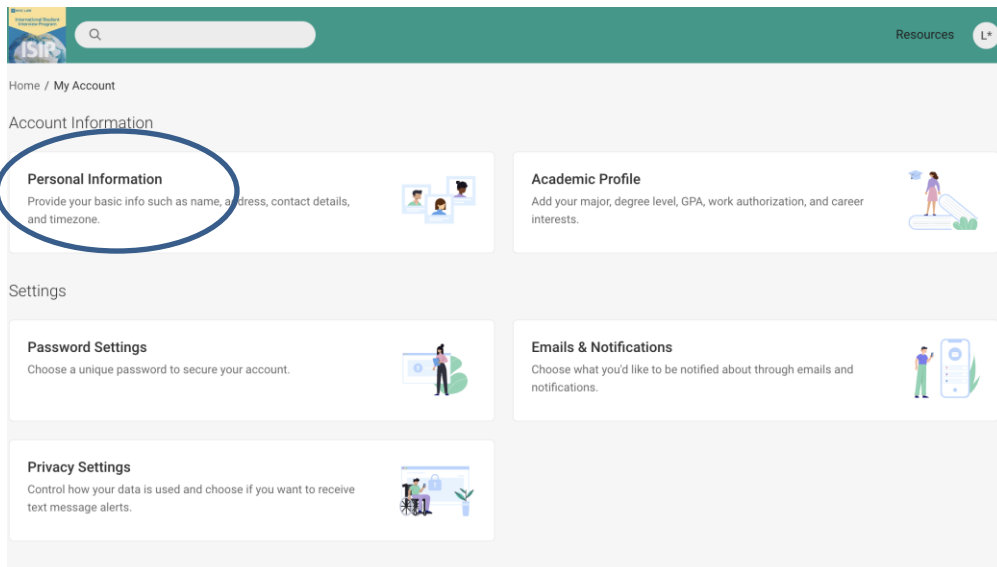
### Login to ISIP Symplicity

**BIDDING OPENS: October 3, 2022**

Go to the [ISIP Symplicity Student Login](#) and bookmark the page since you will be returning frequently. Enter the **Username** and **Password** provided to you by the ISIP School Coordinator.

You will be directed to the ISIP Symplicity page to complete your profile. After completing the prompts, click on the **My Account** under the drop down menu with your initials on your right to complete the rest of your profile. You must complete the required fields (marked with a \*) of your profile before ISIP Symplicity allows you to bid on interview schedules.

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



## Student Information

### Full name \*

Enter your full name (first mi last).

LLM ISIP \*Demo

### First Name

LLM

### MI

ISIP

### Last Name

\*Demo

### Preferred Name

### Email \*

law.isip@nyu.edu

### Phone Number

(###) ###-####

## 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, resume, 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 coordinators in the consortium for purposes of managing ISIP participation. I acknowledge that I can prevent my name or credentials from being available to employers through the privacy settings in my ISIP Symplicity profile.



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

### Current Law School

**Law School \***

New York University School of Law

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

May 2021

**Degree \***

LL.M.

**Country of Law Degree \***

Canada

**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

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### 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 review the [Privacy Settings](#) tab under Settings. 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.

**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

For security purposes you should change your password during the initial login. Select the [Password Settings](#) tab under Settings. 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 Symlicity Student Login](#) page to reset it at any time.

Home / My Account / Password

## My Account

Personal Academic Privacy Emails & Notifications **Password**

\* indicates a required field

**Old Password**  
Please enter your current password.

**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.

# Upload Resume

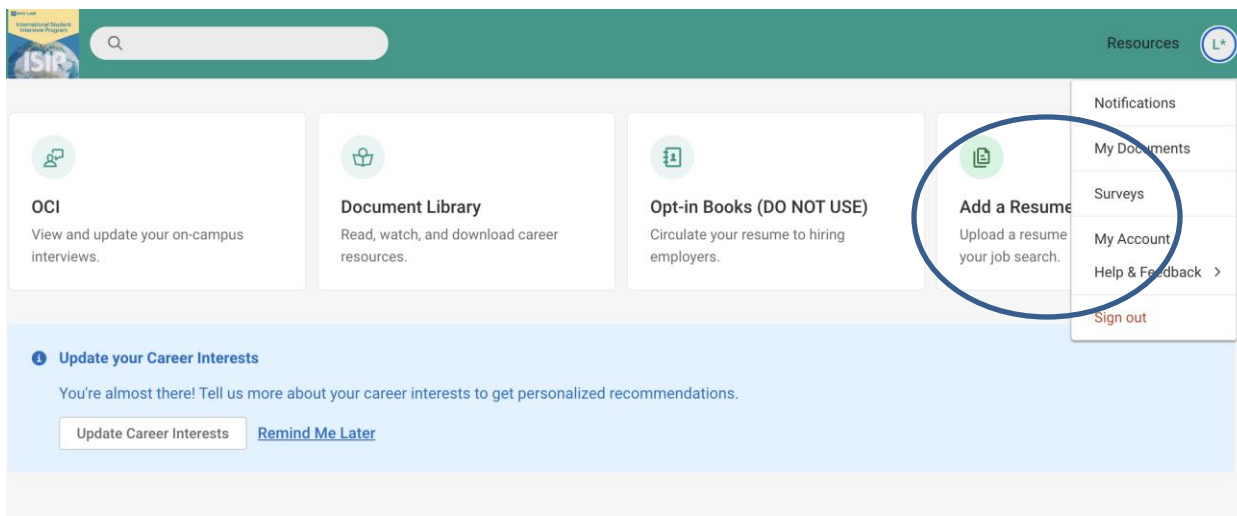
Students will provide other requested documents to employers via email.

**DEADLINE: November 4, 2022**

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 documents, click on the **Add a Resume** tab, then My Documents, 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.

To prevent document conversion incompatibilities, documents created on Mac computers in the Pages application should be saved as either .RTF or .PDF files prior to uploading. To ensure your document is converted properly, please click on "View as PDF" after you upload your documents. If you are unable to open the PDF from the "View as PDF" link, re-save the document as a PDF and re-upload it to the system.

\* indicates a required field

Student Document

Label \*

Maximum file size: 4 MB

File \*

Please select your document to upload.

no file selected

You may only upload resumes to ISIP Symplicity. **Do not upload additional documents such as cover letters or writing samples. Only resumes** will be considered by employers when making their interview selections. If an employer has requested additional documents, the employer will reach out to you separately. Resume collection only employers will contact students in late May if they require additional documents. **\*Note, you may need to refresh the page after uploading your resume so the system may identify your default resume.**

The **ONLY** exception to this rule is for **JSD students** who are **NOT** graduating in May 2023. 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 2022 do not need to submit a cover letter with their resume since their availability is the same as that of the LLM students.

## View/Apply to Interview Schedules and Resume Collections

**DEADLINE: November 4, 2021**

The deadline to bid on ISIP interview schedules and resume collections is **November 4, 2022 at 11:59 PM (ET)**. **No late bids will be considered under any circumstances.** All interview schedules you qualify to bid on will be displayed under the **OCI** 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 the **Document Library** tab on the home screen. See below for information on submitting manual bids to employers that do not appear in your ISIP bidding tab.

Default OCI Resume

Lee 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**

<b>Bidding/Application</b>	Pre-Select Sign-Up
<b>Jan 05, 9:00 AM to Jan 06, 11:59 PM</b>	Mar 11, 12:00 PM to Mar 12, 11:59 PM

Search
Clear

15 results

Bidding/Application ▾ Show 20 ▾

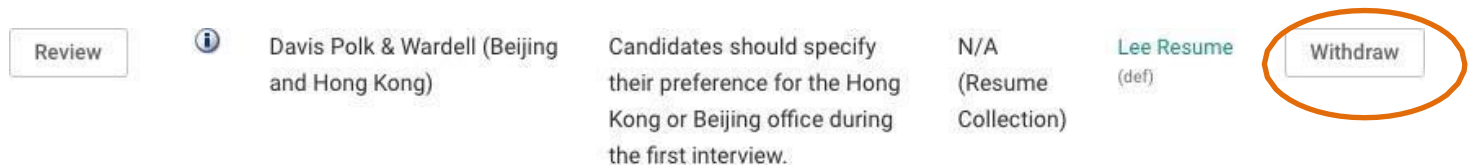
	Employer	Locations Interviewing For	Interview Dates	Documents	Bidding
<span style="border: 1px solid #ccc; padding: 2px 5px;">Review</span>	<span style="color: orange; font-weight: bold;">⚠</span> Allen & Overy (London - US Corporate Finance Only & NY Bar Eligible)		Mar 15th		<span style="background-color: #2e8b57; color: white; padding: 5px 10px; border: none;">Apply</span>
<span style="border: 1px solid #ccc; padding: 2px 5px;">Review</span>	<span style="color: blue; font-weight: bold;">i</span> Asian Infrastructure Investment Bank (AIIB) (Beijing)	Beijing only.	Mar 15th		<span style="background-color: #2e8b57; color: white; padding: 5px 10px; border: none;">Apply</span>
<span style="border: 1px solid #ccc; padding: 2px 5px;">Review</span>	<span style="color: blue; font-weight: bold;">i</span> Baker McKenzie (Mexico City) 5 Offices: Guadalajara; Juárez; Mexico City; Monterrey; Tijuana		Mar 15th		<span style="background-color: #2e8b57; color: white; padding: 5px 10px; border: none;">Apply</span>
<span style="border: 1px solid #ccc; padding: 2px 5px;">Review</span>	<span style="color: blue; font-weight: bold;">i</span> Baker McKenzie (Palo Alto)	San Francisco, California Palo Alto, California	N/A (Resume Collection)		<span style="background-color: #2e8b57; color: white; padding: 5px 10px; border: none;">Apply</span>

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.

If you make changes to your resume before the November 4 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 **OCI** 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.**

**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 4 student bidding deadline. After this deadline you will not be able to modify your bid.



You may click on the **Document Library** tab on the home page 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 **OCI** 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 Lee.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 bidding deadline, November 4**. 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.

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## Preselect/Alternate Accept or Decline

**DEADLINE: January 6, 2023**

Beginning on December 16, you will be able to view interview invitations, interview dates ranging January 26 – January 27, depending on the firm's region, through the **Employer/Bidding/Application** tab. Under the **Invitations** column, each bid should indicate one of the following: **Accept Pre- Select, Accept Alternate, Not Selected (blank also indicates this)**. The ISIP Coordinator will email students who submitted manual bids and have received an interview invitation during the virtual interviewing period. These students will not see their interview invitations in ISIP Symlicity.

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 Symlicity 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 7. 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 2022 ISIP. Resume Collection Only employers will contact students of interest directly to set up a mutually convenient time to interview.

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## Preliminary and Final Schedules Available

**AVAILABLE: January 20, 2023 and January 24, 2023**

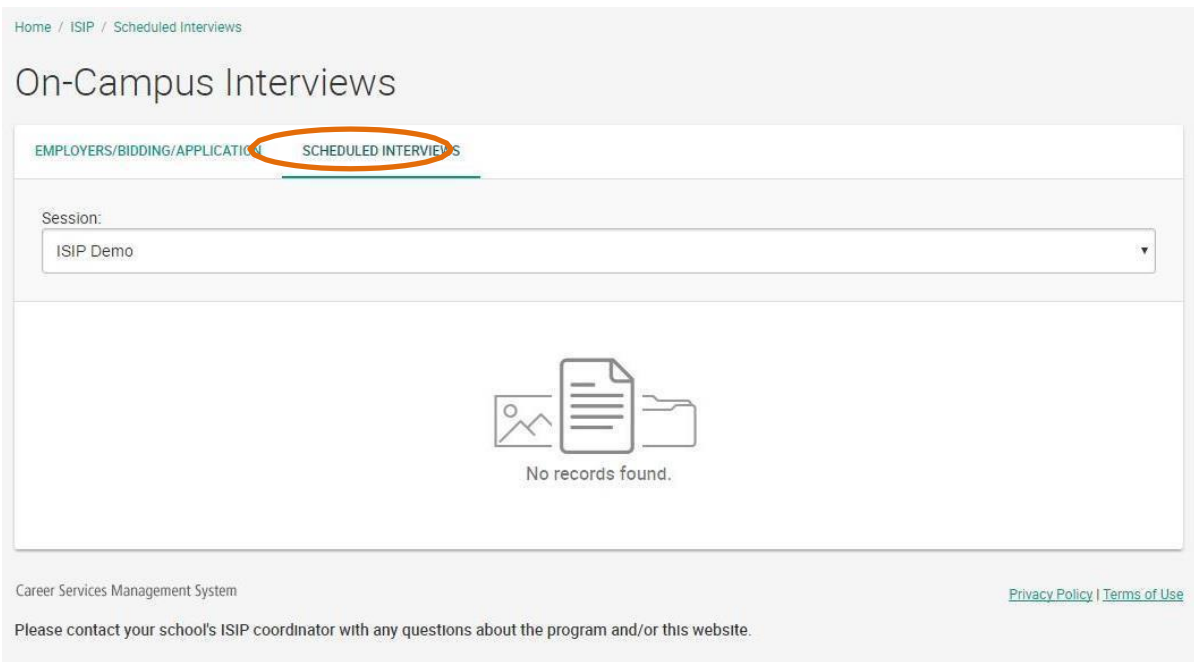
Preliminary schedules will be published to ISIP Symplicity on January 20, 2022. You will receive an email notification containing instructions on how to review your final schedule **only if you have a scheduled interview**. Note that schedules are **subject to change** based on employer needs and will not be finalized until January 24.

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

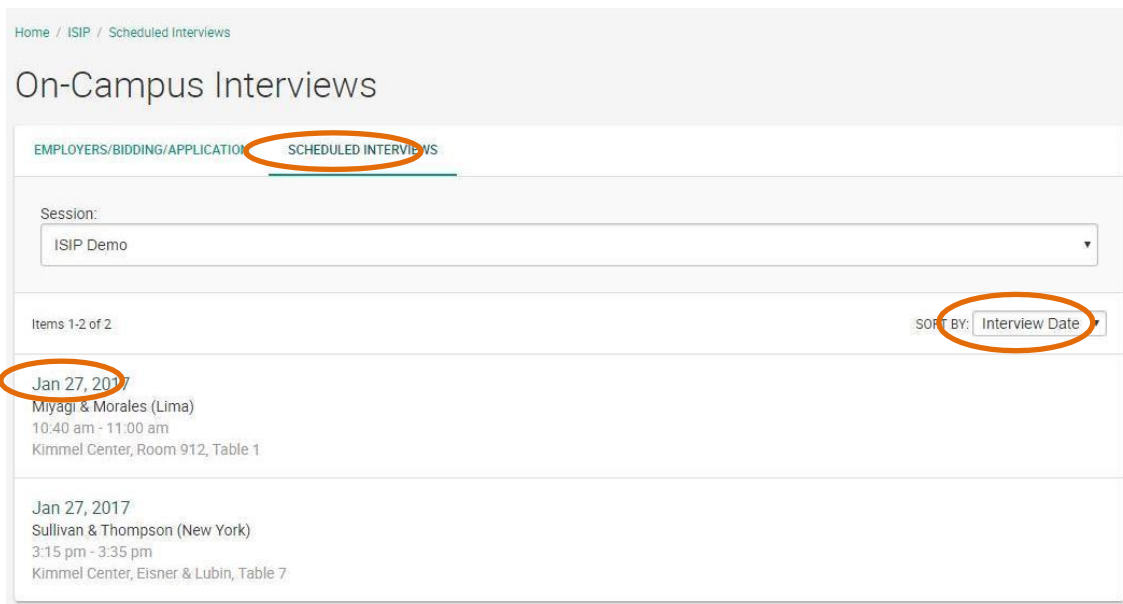
It is best to check the Scheduled Interviews tab, rather than the Employers/Bidding/Application tab, as the Scheduled Interviews tab includes employers who may have made changes at the last minute, which may not show up under bidding.

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

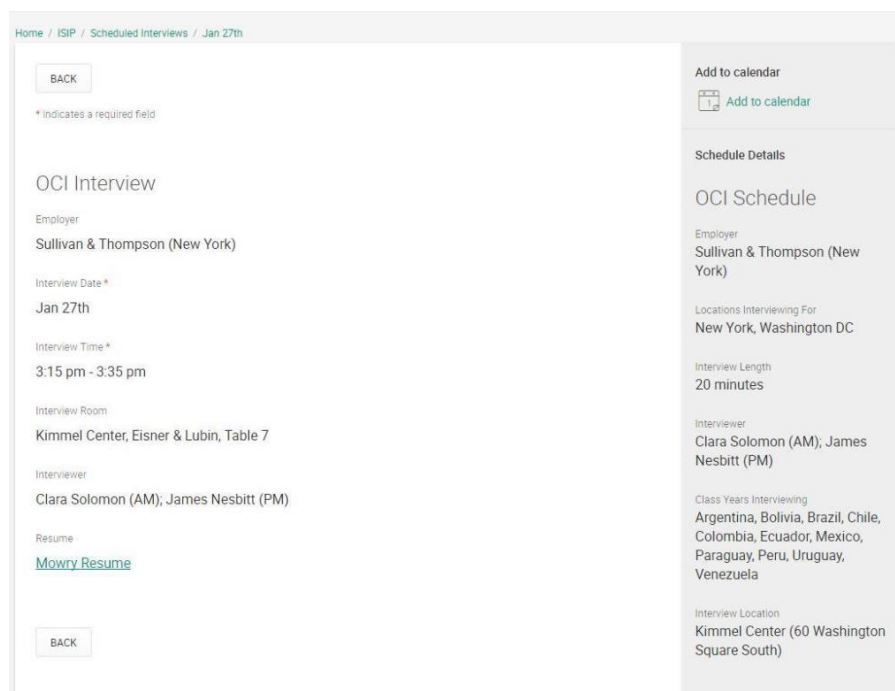




If you were selected for interviews, you will see your interview schedule in this tab and can sort by "Interview Date" to organize your interview schedule.



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 24.



All interview schedules, unless otherwise stated by the ISIP Coordinator, listed on the ISIP Symplicity website on January 24, are final and will be uploaded onto Flo Recruit. Interviews will then take place on Flo Recruit January 26-27. Please refer to the sample interviewtime schedules in the Document Library for schedules based on region.

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