



STUDENT ISIP SYMPPLICITY INSTRUCTIONS

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

*Please note all screen shots used have dates and deadlines that do not correlate with 2015 ISIP's actual dates and deadlines.


Important Dates and Deadlines (put these on your calendar):

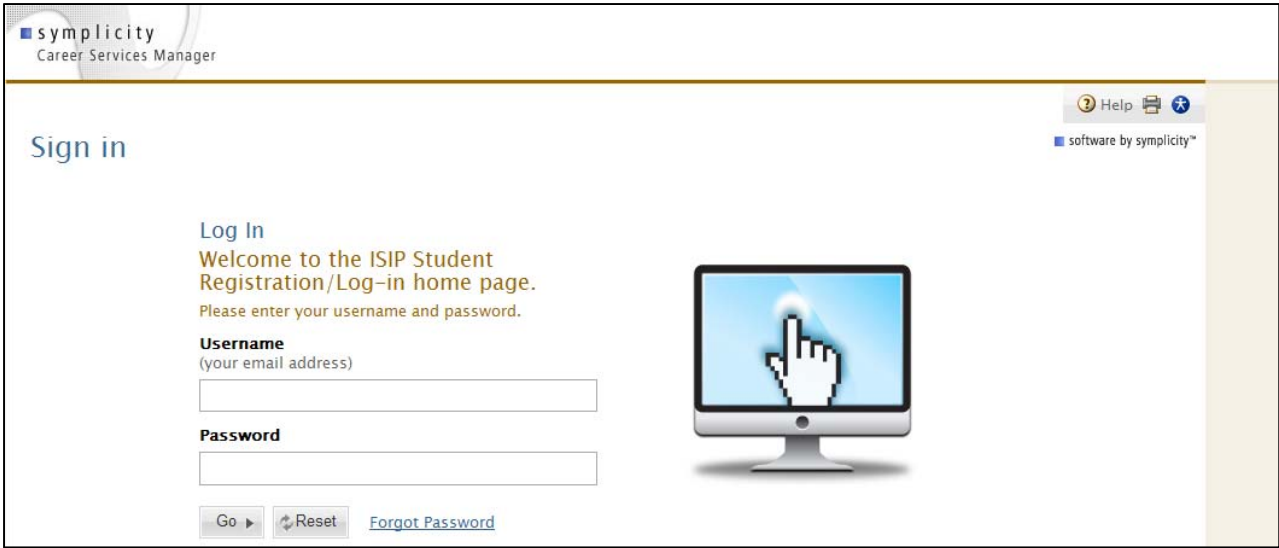
- 1) **Student bidding period opens:** October 13 (Monday)
- 2) **Student bidding deadline:** November 3 (Monday)
- 3) **Interview invitation results available:** December 17 (Wednesday)
- 4) **Preselect/alternate accept or decline deadline:** January 9 (Friday)
- 5) **Preliminary schedules released:** January 14 (Wednesday)
- 6) **Final schedules released:** January 23 (Wednesday)

Log In to ISIP Symplicity

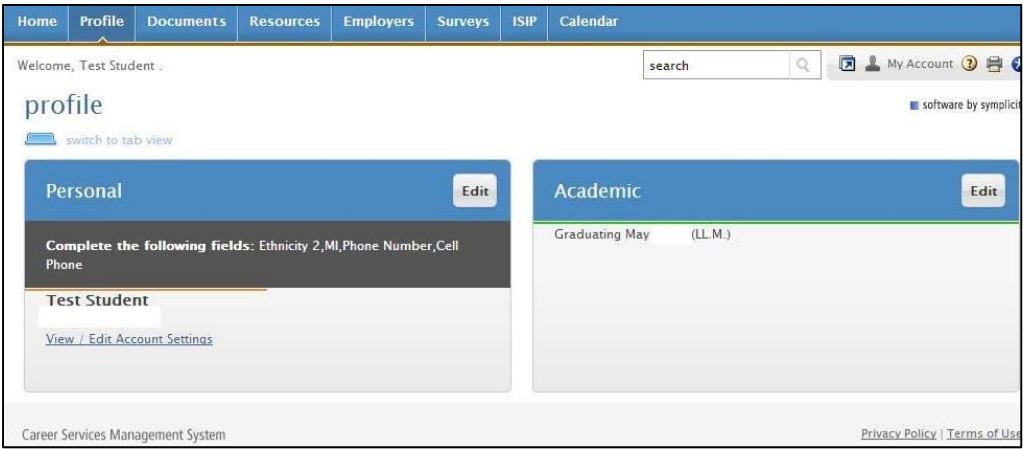
BIDDING OPENS: October 13, 2014

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 your school's ISIP coordinator. Click  to continue.



You will be directed to the ISIP Symplicity home page. Click on the [Profile](#) tab to complete your profile. You must complete your profile before you can bid on interview schedules. **Switch to the tab view.** This will take you to the next steps.



Update your name, if necessary, under the **Personal** tab. You may **NOT** change your email address.

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > Profile > Personal

search

My Account

software

PersonalAcademicPrivacyPassword/PreferencesActivity Summary

Save ChangesSave Changes And ContinueReset FormCancel

* Indicates a required field

COMPLETION STATUS

Personal Information

☐ Ethnicity 2

☒ Full name

☒ First Name

☐ MI

☒ Last Name

☒ Email

☐ Phone Number

☐ Cell Phone

☒ Policy Affirmation

Academic Information

Privacy

Documents

☐ 0 documents uploaded.

Student Information

Ethnicity 2:

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

Test Student

First Name:

Test

MI:

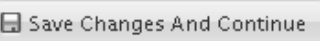
Last Name:

Student

Email*:

isip@nyu.edu

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

Read and agree to the **Policy Affirmation** at the bottom of this page and click  to continue.

Terms of Use

Policy Affirmation*: I hereby affirm that I am a currently registered full-time LL.M. 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 on-line access to 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, as well as employers participating in the International Student Interview Program. I acknowledge that I can prevent my name or credentials from being available to employers using the NYU Career Services Manager by affirmatively indicating that my credentials not be available to employers when completing my personal profile upon initial registration. I acknowledge and agree, however, that NYU and my school coordinator will at all times have access to my personal profile and e-mail address regardless of my election to list my credentials.

☒

Save ChangesSave Changes And ContinueReset FormCancel

PreviousNext

You will then be directed to the **Academic** tab after this section is completed. Please fill out the required information, such as **Graduation Date, Degree, Degree Specialty, Country of Citizenship, Languages, Years of Legal Experience, and Visa Status**. All information in the Academic tab, excluding your **Law School**, is for the use of your career services offices and the ISIP coordinator only and will not be released to employers. When finished, click .

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > Profile > Academic

search

My Account

software

PersonalAcademicPrivacyPassword/PreferencesActivity Summary

Save ChangesSave Changes And ContinueCancel

* Indicates a required field

COMPLETION STATUS

Personal Information

Academic Information

☒ Law School

☒ Graduation Date

☒ Degree

☒ Degree Specialty

☒ Country of Citizenship

☒ Languages

☒ Years of Legal Experience

☒ Visa Status

Privacy

Documents

☐ 0 documents uploaded.

Current Law School

Law School*:New York University School of Law

Graduation Date*:Enter the expected date of your graduation

May

Degree *:LL.M.

Degree Specialty*:General

Personal Information

Country of Citizenship*:select all that apply

Canada

Languages*:Choose all languages in which you have fluency or near fluency

English

French

Years of Legal Experience*:2

Visa Status*:F-1

Save ChangesSave Changes And ContinueCancel

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 for interview schedules and resumes collection requests

that 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 [Save Changes And Continue](#) to save all information.

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > Profile > Privacy

search

Help

profile

software by simplicity™

PersonalAcademicPrivacyPassword/PreferencesActivity Summary

Save ChangesSave Changes And ContinueCancel

* Indicates a required field

Release My Resume to Employers*:

yes

no

Enable Text Message Alerts*:

yes

no

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.
Choose "yes" to receive text message alert

Save ChangesSave Changes And ContinueCancel

[Previous](#)[Next](#)

Completion Status

Personal Information

Academic Information

Privacy

Release My Resume to Employers

Synchronizing Options

Enable Text Message Alerts

Receive Email Job Blasts

Sync Events from the system with your Google Calendar

Documents

0 documents uploaded.

For security purposes you should change your password during the initial log in. Select the [Password/Preferences](#). Enter the **Old Password** provided to you by your ISIP coordinator and then enter your **New Password**. Click [Submit](#) to confirm your new password. If you forget your new password go to [Forgot Password](#) on the [ISIP Symplicity Student Login](#) page to reset it at any time.

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > Profile > Password/Preferences

search

My Account

profile

software by simplicity™

PersonalAcademicPrivacyPassword/PreferencesActivity Summary

SubmitCancel

* indicates a required field

Accessible Mode:

Improves accessibility and compatibility with screen reader software

yes

no

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.

Upload Resume Only (All other materials are for the day of ISIP.)

DEADLINE: November 3, 2014

You must upload your resume to the ISIP Symplicity system 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 the ISIP Symplicity system. There is a file size limit of 200 kb. Please format your resume so that it does not exceed this size.

NOTE: Uploading your resume will not automatically submit a bid for you.

To upload your resume, click on the [Documents](#) tab at the top of the page and click [+ Add New](#) to add your resume.

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > Documents > Resumes

search

My Account

Log Out



resumes

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To view PDF files, you may need [Adobe Acrobat Reader](#).

No records found.

+ Add New

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  to continue. Please be patient while your Word document converts to PDF format. Once your resume has converted to PDF format you should view it to make sure it is formatted correctly by clicking on the  icon.

NOTE: You may only upload resumes to the ISIP Symplicity system. **Do not upload additional documents such as cover letters or transcripts.** Only resumes will be considered by employers when making their candidate selections. If an employer has requested additional documents, you should bring those on the day of the interview. The **ONLY** exception to this rule is for JSD students who are **NOT** graduating in May 2015– See instructions for JSD candidates below, or speak with your school's ISIP Coordinator.

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > Documents > Resumes >

search

My AccountLog Out

software by simplicity™

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit

Cancel

Student Document

Label*

Demo Resume

Maximum file size: 200kb

File*

Please select your document to upload.

F:\PLC\DOCUMENT\LLM\

Browse...

Submit

Cancel

View / Bid on Interview Schedules and Resume Collections

DEADLINE: November 3, 2014

The deadline to bid on ISIP interview schedules and resume collections is **November 3 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 at the top of the page.

All interview schedules you qualify to bid on will be displayed under the **Employer/Bidding/Application** tab. Click **Review** next to a schedule to view details and apply. 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 3. Please keep your own bidding records.**

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > ISIP > Employers/Bidding/Application

search

Help

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Employers/Bidding/Application

Scheduled Interviews

To view PDF files, you may need [Adobe Acrobat Reader](#).

Bidding/Application period in progress. 0 out of 100 bid/application used

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 during ISIP 2013. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

Search Filters:

Session2013 ISIP

EmployersShow All

Search

Clear

Default OCI Resume:

Demo 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 Apr 09, 12:00pm to Nov 02, 11:59pm

CancellationsDec 14, 12:00pm to Jan 14, 11:59pm

Resume ReviewOct 15, 12:00pm to Nov 02, 11:59pm

Legend: no multiple interviews instructions from employer

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ALL]

Items 1 - 2 of 2

SHOW 20 per page

	Employer	Locations Interviewing For	Interview Dates	documents	Bidding/Application
<div>Review</div>	Acme, Inc (Washington DC) 2 Offices: China; Washington DC		Feb 1st	Demo Resume (def)	<div>Apply</div>
<div>Review</div>	Acme, Inc (China) 2 Offices: China; Washington DC		Feb 1st		<div>Apply</div>

Items 1 - 2 of 2

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. Click [Apply](#) to complete the submission of the bid. You can upload up to 10 different resumes tailored for different submissions. Click [Back To List](#) at the bottom of the reviewed schedule to return to the [Employer/Bidding/Application](#) tab.

Home | Profile | Documents | Resources | Employers | Surveys | **ISIP** | Calendar

Home > ISIP > Employers/Bidding/Application > Jan 25th

search

Help | Log Out

on-campus interviews

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OCI Schedule

Employer:

NYU Inc. (New York)

Interview Length:

20 minutes

Class Years

Finland, France, French Guiana, Gabon, Gambia, Georgia, Germany, Ghana, Grand Cayman Island, Greece, Greenland, Grenada, Guadeloupe, Guatemala, Guinea, Guinea-Bissau, Republic of, Guyana, Haiti, Honduras

Interviewing:

Interview Location:

Kimmel Center (60 Washington Square South)

Position Type:

3-month Internship, 9-month Internship

Bid/Application Details

Office:

[NYU Inc. \(New York\)](#)

Bid/Application:

not applied

Resume:

Updated Demo Resume

Updated Demo Resume

Demo Resume*

Apply

Employer's Schedules

Date	Interviewing For	Additional Requests	Hiring Criteria
2013-01-25	New York	2 letters of recommendation, writing sample, and J.D. transcript	We are looking for a student with at least 2 years of work experience.

NOTE: If you make changes to your resume before the November 3 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 [Update All](#). 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

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Employers/Bidding/Application

Scheduled Interviews

Bidding/Application period in progress. 0 out of 100 bid/application used

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 during ISIP 2013. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

Search Filters:

Session: 2013 ISIP

Employers: Show All

Search

Clear

Default OCI Resume:

Updated Demo Resume

Updated Demo Resume

Demo Resume*

Update Default

Update All

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 Apr 09, 12:00pm to Nov 02, 11:59pm

Cancellations Dec 14, 12:00pm to Jan 14, 11:59pm

Resume Review Oct 15, 12:00pm to Nov 02, 11:59pm

Legend: no multiple interviews | instructions from employer

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **(ALL)**

Items 1-2 of 2

SHOW 20 per page

	Employer	Locations Interviewing For	Interview Dates	documents	Bidding/Application
Review	Acme, Inc (Washington DC) 2 Offices: China; Washington DC		Feb 1st	Demo Resume	Apply
Review	Acme, Inc (China) 2 Offices: China; Washington DC		Feb 1st		Apply

You may click [Withdraw](#) to cancel your bid prior to the November 3 student bidding deadline. After this deadline you will not be able to modify your bid.

on-campus interviews

Employers/Bidding/Application

Scheduled Interviews

Bidding/Application period in progress. 2 out of 502 bid/application used (2 additional bids granted due to related offices and resume collects)

Bidding is now over. In order to see a full list of 2011 ISIP participating firms please look at the full list provided in your document library.

Click [here](#) for detailed instructions for bidding on interview schedules.

Search Filters:

Tip: Click hyperlinks with arrows for categorized search filters.

Session

2011 ISIP

Employers

Show All

Additional Employer Filters

Search

Clear

Default OCI Resume:

Demo 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

Sep 27, 12:00am to Oct 29

Cancellations

Dec 20, 12:00am to Jan 10

Resume Review

Sep 27, 12:00am to Oct 29

Legend:

no multiple interviews

instructions from employer

0-9ABCDEFGHIJKLMNPOQRSTUVWXYZ

Full

Items 1-20 of 72

SHOW

20

per page

Page

1

	Employer	Locations Interviewing For	Interview Dates	Invitations	documents	Bidding/Application
<div>Review</div>	<div></div> Cravath, Swaine & Moore LLP (London)		N/A (Resume Collection)		<div>Demo Resume</div> <div>(def)</div>	<div>Withdraw</div>
<div>Review</div>	<div></div> Davis Polk & Wardwell (Hong Kong)		N/A (Resume Collection)		<div>Demo Resume</div> <div>(def)</div>	<div>Withdraw</div>

NOTE: If you wish to bid on an interview schedule in the *2015 ISIP Interview Schedules* document and are unable to see this employer under your **Employer/Bidding/Application** tab, you can submit a manual bid to your school's ISIP coordinator. You may click on the Resources Tab and then the Document Library tab to review a complete list of participating employers. In order to submit a manual bid, create a single PDF file containing a cover letter and resume explaining your qualification for the position. Name the file after the employer's interview schedule and location (e.g., "Allen and Overy London.doc") and forward it to your school's ISIP coordinator for approval. If you are approved, your additional submission will be placed in a booklet presented to the employer, who will make all final interview decisions. All additional bids must be submitted by your school's ISIP coordinator to NYU by the November 3 student bidding deadline. Please check with your school to see if there is an earlier deadline for submission of additional/manual bids. **Important:** You should only submit additional/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 ISIP Coordinator if you are unsure about whether to apply to a particular position.

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 2015 do not need to submit a cover letter with their resume since their availability is the same as that of the LLM students.

Preselect/Alternate Accept or Decline

DEADLINE: January 9, 2015

Beginning on December 17, you will be able to view your bid invitation status 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**.

NOTE: 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 candidates, and an interview is guaranteed for those candidates, as long as you have space in your schedule. If you have been selected for more than 18 interviews, you are encouraged to consult with your school's ISIP coordinator regarding how to prioritize choices, as the ISIP system 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.

If you have a **Pre-select** and/or **Alternate** status you will also see three types of buttons.

Pre-select Accept: If you wish to accept an interview invitation with an employer, click

Accept Pre-select

. There is no prompt asking you if you want to proceed. Please double-check before clicking!

Alternate Accept: If you wish to accept an alternate invitation, click

Accept Alternate

. 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 interview invitation or alternate invitation, click

Decline

. 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 9. We will be unable to accept cancellations after this date.

on-campus interviews

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Employers/Bidding/Application

Scheduled Interviews

Bidding/Application period is over. 4 out of 101 bid/application used (1 additional bids granted due to related offices and resume collects)

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 during ISIP 2013. Resume Collection only employers will contact students of interest directly to set up a mutually convenient time to interview.

Search Filters:

Session: DEMO 2013 ISIP

Employers: Show All

Search

Clear

Default OCI Resume:

Demo 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: Apr 03, 12:00pm to Apr 26, 11:59pm

Pre-Select Sign-Up: May 01, 12:00pm to May 03, 11:59pm

Alternate Sign-Up: May 01, 12:00pm to May 03, 11:59pm

Resume Review: Apr 03, 12:00pm to May 04, 11:59pm

Legend: no multiple interviews instructions from employer

0-9A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ALL]

Items 1 - 4 of 4

SHOW 20 per page

	Employer	Locations Interviewing For	Interview Dates	Invitations	documents	Bidding/Application
Review	Acme, Inc (New York)		N/A (Resume Collection)		Demo Resume (def)	applied
Review	Acme, Inc (Washington DC) 2 Offices: China, Washington DC		Jan 25th	Accept Pre-select Decline	Demo Resume (def)	applied
Review	Acme, Inc (China) 2 Offices: China, Washington DC		Jan 25th	Accept Alternate Decline	Demo Resume (def)	applied
Review	NYU Inc. (New York)		Jan 25th	not invited	Demo Resume (def)	applied

Items 1 - 4 of 4

Preliminary Schedules Available

AVAILABLE: January 14, 2015

Preliminary schedules will be published to the Symplicity system on January 14, 2015. You will receive an email notification containing instructions on how to review your final schedule. Note that schedules are **subject to change** based on employer needs and will not be finalized until January 23.

To view your ISIP interview schedule click the [ISIP](#) tab at the top of the page and select the [Scheduled Interviews](#) tab.

NOTE: 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.

- No records found.
- When 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.

Home

Profile

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Home > ISIP > Scheduled Interviews

search

My Account

on-campus interviews

software by simplicity

Employers/Bidding/Application

Scheduled Interviews

Session: ISIP

Items 1-2 of 2

SHOW 20 per page

Interview Date	Employer	Locations Interviewing For	Interview Time	Interview Room
Jan 24, 2014	Milbank Tweed Hadley & McCloy LLP (New York, NY)		10:15 am - 10:35 am	Kimmel Center, Room 912, Table 1
Jan 24, 2014	Cleary Gottlieb Steen & Hamilton LLP (New York)		3:40 pm - 4:00 pm	Global Center Room 374, Table 5

Items 1-2 of 2

Career Services Management System

[Privacy Policy](#) | [Terms of Use](#)

You may review the details of your interview, including interviewer names (if available) by clicking the date in the **Invitation Date** column. The information displayed includes information such as **Employer**, **Interview Date**, and **Interview Time**. The **Interview Location**, **Interview Room**, and **Interviewer(s)** information will not be published on the site until the week of January 26, 2015.

Click [Back](#) to return to the list of interviews.

HomeProfileDocumentsResourcesEmployersSurveysISIPCalendar

Home > ISIP > Scheduled Interviews > Jan 24th

search

My Account

software by simplicity

Back

* INDICATES A REQUIRED FIELD

JAN

24

OCI INTERVIEW

ADD TO CALENDAR

EMPLOYER:

MILBANK TWEED HADLEY & MCCLOY LLP (NEW YORK, NY)

INTERVIEW DATE*:

JAN

INTERVIEW TIME*:

10:15 AM - 10:35 AM

INTERVIEW ROOM:

KIMMEL CENTER, ROOM 912, TABLE 1

INTERVIEWER:

RESUME:

SCHEDULE DETAILS

OCI Schedule

Employer

Milbank Tweed Hadley & McCloy LLP (New York, NY)

Locations

New York, NY

Interviewing For

Interview Length

20 minutes

Interviewer

Class Years

Interviewing

Interview Location

Kimmel Center (60 Washington Square South)

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