

UCLA LL.M. Interview Program Symplicity User Instructions for Students

During the Registration Period—November 1 to December 2, 2019, you will need to do the following:

To Register for the 2020 UCLA LL.M. Interview Program

- Go to <https://law-uclallminterview-csm.symplicity.com/students>.
- Click on the “Sign Up” button.
- Complete the form with your information and click “Submit.”
- Make Sure to **Verify** your email address by following the instructions sent via a Symplicity-generated message to the email address you have provided.

To Upload Your Resume:

- Log on to <https://law-uclallminterview-csm.symplicity.com/students>. Your login and password will be sent to you via a Symplicity message *after your email verification and your coordinator’s approval of your registration*.
- Click on the “Documents” tab in the home screen.
- Click on “Add New.”
- Name the document in the “Label” field and select the appropriate document type.
- Enter the file name or click on “Browse” to upload your resume and/or other relevant documents.
- You may upload more than one version of your resume, but if you do, you must select one to be the default. The system will allow you to upload multiple resumes, and select which ones to upload for specific employers.
- When finished, click the “Submit” tab.

During the Bidding Period—December 13, 2019 to January 6, 2020

To View Employer Profile:

- Log on to <https://law-uclallminterview-csm.symplicity.com/students>
- Click the “Employers” tab in the home screen.
- Select the appropriate employer that you want to view.
- Click the employer name and you will be able to access the employer profile.
- For more information about the employer, you may also visit their website via the address provided in the profile.

To Place Your Bids:

- You will not be able to bid until you upload your resume.
- Go to the tab entitled “OCI.”
- On the “Employer/Bidding” page, under the “OCI” tab, you’ll see a list of all the participating employers and their countries of interest.
- Before placing a bid for an employer, you **MUST** first click on the “Review” button to view information about the Employer and their schedule, such as required languages, work experience or background. To place a bid for a particular employer, click on the “Apply” button under the “Bid” column.
- You may bid for any employer for which you meet the stated country and qualification criteria.
- Even if you are satisfied with your bids, you should check back on the system shortly before it closes in the event that new employers have been added.

During the Interview Selection Period—From February 1 to February 7, 2020

To View Your Application Status and Select Interview Assignments:

- Once you have submitted your bids for employers, your uploaded resumes and other documents will be automatically sent via Simplicity to the relevant employers.
- The employers will select the students they would like to interview during the period of January 8 to January 30, 2020.
- You will be able to view your application status starting February 1, 2020. You can log onto Simplicity and click “OCI.” Your application status will be indicated under “Invitation” in a bid that was submitted to an employer. If you are selected as a Preselect to interview, it shows “Accept Preselect” under “Invitation.”
- If you are a “Preselect”, you need to select an interview time via Simplicity between February 1 and February 7, 2020. Press “Accept Preselect” to access an interview schedule. If you are selected for multiple interviews, be sure that you do not schedule simultaneous interviews.

To View Your Interview Schedule:

- After you have selected your interview times, your assigned interviews will appear under the “Scheduled Interviews” tab.
- To view an entire employer’s schedule, click on the interview date in the left-hand column and the full schedule will appear.

To Cancel an Interview:

- Preselected students have until February 7, 2020 to cancel an interview; Alternates’ cancellation deadline is February 7 as well.
- Under the “OCI” tab, go to “Scheduled Interviews.”
- Locate the interview you wish to cancel, click on the interview date and cancel the interview.
- You **MAY NOT** cancel interviews after February 7, 2020. If you have an emergency and must cancel an interview after the allowed time, you must contact UCLA School of Law’s Career Services Office (310-206-1117).

Alternates

- Students who are selected as alternates will find out their *Alternate* status via Simplicity starting February 1, 2020.
- Alternates should check the schedules of the employers that selected them on February 8, 2020 only. These interview slots will be selected on a first come, first served basis, if there are any openings.