

# UCLA LL.M. Interview Program Simplicity User Instructions for Students

## **To Access UCLA LL.M. Interview Program Simplicity for the First Time**

- Students will receive a Welcome Email on December 3, 2021, with instructions to set password and log in to [UCLA LL.M. Interview Program Simplicity system](#).
  - Your Username is your email address.
  - Click the link in the Welcome Email to set your password.
  - Note that the link is live for 24 hours from the time the email is sent. To set your password after the link has expired, simply click “Forgot Password” and you’ll receive a link to reset your password at the email used to register your account.

## **To Log in to UCLA LL.M. Interview Program Simplicity after Setting Password**

- Go to the [UCLA LL.M. Interview Program Simplicity system](#).
- Enter your Username and Password.
- If you can’t remember your Password, click “Forgot Password” and you’ll receive a link to reset it at the email used to register your account.

## **To Upload Your Resume or Other Documents**

- Log in to the [UCLA LL.M. Interview Program Simplicity system](#).
- Click on the “Documents” tab on the upper left of your “Home” screen.
- Select “My Documents.”
- Select the blue “Add New” box.
- Name the document in the “Label” field and select the appropriate Document Type.
- Select “Choose File” and choose the correct file.
- 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 select which resume to upload for specific employers.
- When finished, click the “Submit” box.

## **During the Bidding Period—December 10, 2021, to January 7, 2022**

### ***To View Employer Profiles:***

- Login to the [UCLA LL.M. Interview Program Simplicity system](#).
- Select “OCI” on the upper left of the home screen.
- Select “Scheduling” under “OCI.”
- On the “Employers/Bidding/Application” tab, you’ll see a list of participating employers.
- Select “Review” next to a particular employer to view details about the employer or hiring criteria. Note that different employers have provided varying amounts of information.

- For more information about the employer, you may also visit their website. Use the website address (if provided) or do your own research to locate it.

### ***To Place Your Bids:***

- You will not be able to bid until you upload your resume.
- Login to the [UCLA LL.M. Interview Program Symplicity system](#).
- Select "OCI" on the upper left of the home screen.
- Select "Scheduling" under "OCI."
- On the "Employers/Bidding/Application" tab, you'll see a list of participating employers.
- Before placing a bid for an employer, you MUST first click "Review" to view information about the employer and any hiring criteria such as required languages, work experience or background. To place a bid for a particular employer, click "Apply" under the "Bidding" column.
- You may bid on any employer for which you meet the stated hiring criteria.  
**\*\*All students are limited to a maximum of 15 bids.\*\***
- Even if you are satisfied with your bids, you should check back on the system shortly before bidding closes on January 7<sup>th</sup> to check if new employers have been added.

## **During the Interview Selection Period—From February 4 to February 9, 2022**

### ***To View Your Application Status and Select Interview Assignments:***

- Once you have submitted your bids, your uploaded resumes and other documents will be sent automatically via Symplicity to the relevant employers.
- From January 14 to January 28, 2022, employers will select students they would like to interview.
- You will be able to view your application status starting February 4, 2022. Log in to Symplicity and click "OCI" then "Scheduling." Interview status will be noted in the "Invitations" column as:
  - "Preselect," which means you were chosen for an interview,
  - "Alternate," which means you may receive an interview if space is available (see "Alternate" section below for instructions) or
  - "Not Invited" (a blank space in the "Invitations" column also indicates "not invited.")
- If you are a "Preselect," you must accept your interview and select an interview time via Symplicity between February 4 and February 9 at 11:59 pm PST. Select "Accept Preselect" to access an interview schedule. If you're selected for multiple interviews, be sure not to schedule simultaneous interviews.
- If you were selected as an "Alternate," you must wait until Thursday, Feb. 10<sup>th</sup> to select an interview time (see below).

### ***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.
- Your final interview schedule will be visible on February 14, 2022.

**To Cancel an Interview:**

- Preselected students have until February 9, 2022, to cancel an interview; Alternates' cancellation deadline is February 11, 2022.
- 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 9, 2022 (Feb. 11 for alternates). 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 at (310) 206-1117, and you will be required to write a letter of apology to the employer.

**Alternates:**

- Students who are selected as Alternates will find out their Alternate status via Symplicity starting February 4, 2022. Log in to Symplicity and click "OCI" then "Scheduling." If you were selected as an Alternate to interview, "Alternate" will be indicated in the "Invitations" column.
- Alternates should check the schedules of the employers that selected them on February 10<sup>th</sup> and schedule an interview if openings exist. Students select these slots on a first come, first served basis, if openings are available.