

UCLA LL.M. Interview Program Simplicity Instructions for Coordinators

To Login to Simplicity

- Go to the [UCLA LL.M. Interview Program Simplicity](#) system.
- Your university email address is your login. If you forgot your password, please email Andrea Monos at monos@law.ucla.edu and request a password reset.

To View Student Documents (from Dec. 2, 2022, to Feb. 24, 2023)

- Select "Students" on the left of the home screen.
- Select the subentry "Students."
- From the "Student List" tab, select "More Filters" and select your law school from the dropdown list.
- "Apply Search," and you will see a list of all registered students from your school.
- To see a specific student's documents, click the student's name, then select the "Documents" tab within the student's record to access their resume and other submitted documents.

To View Participating Employers, Bids, and Interview Schedules (Dec. 12, 2022, to Feb. 24, 2023)

- Select "OCI" on the left of the home screen.
- Select "Overview," and make sure the 2023 Interview Program is selected as the "Session."
- "Apply Search" to view a list of all participating employers. For employers doing Virtual Interviews, the interview date will be listed under the "Date" column on the right. For employers doing Resume Collection, "RC" will be listed under the "Date" column on the right.
- Select "Bids" under "OCI" to see bids placed by students. Select "More Filters" to sort the list by school and/or student.
- Select "Interviews" under "OCI" to see a list of student interview schedules. Select "More Filters" to sort the list by school and/or student.
- To see which employers have open interview slots, select "Schedules" under "OCI," then click "show counts" on the Legend in the upper right corner.