

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 2, 2022, with instructions to set password and log in to [UCLA LL.M. Interview Program Simplicity](#).
 - Your Username is your email provided by your school to register you for the program.
 - 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 password reset link at the email used to register you for the program.

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

- Go to the [UCLA LL.M. Interview Program Simplicity](#).
- 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 provided by your school to register you for the program.

To Upload Your Resume or Other Documents

- Log in to the [UCLA LL.M. Interview Program Simplicity](#).
- Click on your initials on the upper right of your home screen.
- Select “My Documents” from the dropdown list
- Select the blue “Add New” box.
- Name the document in the “Label” field and select the appropriate Document Type.
- Click “Choose File” and select a file to upload.
- You may upload more than one version of your resume, but if you do, you must select one as the default. The system will allow you to select which resume to upload for each employer.
- When finished, click “Submit.”

During the Bidding Period—December 12, 2022, to January 6, 2023

To View Participating Employers:

- Login to the [UCLA LL.M. Interview Program Simplicity](#).
- Select “OCI” on the upper right of the home screen.
- On the “Employers/Bidding/Application” tab, you’ll see a list of participating employers.
- Select “Review” next to an employer to view details about the employer, job description, or hiring criteria. Different employers have provided varying amounts of information.
- Some employers are doing Resume Collection, and others are doing Virtual Interviews.

- **Resume Collection:** employers doing Resume Collection will view the resumes of students who bid then will directly contact (by email or telephone) students they wish to meet.
- **Virtual Interviews:** employers doing Virtual Interviews will select students to invite for interviews during our program on February 24. Students will log in to Symplicity to see if they have been selected for interviews.
- **How to tell if an employer is doing Resume Collection or Virtual Interviews:** on the "Employers/Bidding/Application" tab, check the "Date" column on the right of the page. For employers doing Virtual Interviews, the date of their interviews will be listed (February 24 for most employers). For employers doing Resume Collection, "RC" will be listed.
- For more information about the employer, you may also visit its website. Use the website address (if provided) or do your own research to find it.

To Place Your Bids:

- You must upload a resume before you may place bids.
- Login to the [UCLA LL.M. Interview Program Symplicity](#).
- Select "OCI" on the upper right of the home screen.
- 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 Symplicity shortly before bidding closes on January 6 to confirm that your bids are accurate and to check if new employers have been added.

During the Interview Selection Period—From February 3 to February 8, 2023

To View Your Application Status and Select Interview Times:

- Once you have submitted your bids, your uploaded resumes and other requested documents will be sent to the employers on whom you have bid. Employers participating in Virtual Interviews will select students they would like to invite to interview, and invitation results will be available on Symplicity on February 3, 2023.
- To view your interview invitations, starting on February 3, 2023, log in to Symplicity and click "OCI." On the "Employers/Bidding/Application" tab, interview status will be indicated 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 3 and February 8 at 11:59 pm PST. Select "Accept Preselect" to access available interview times. 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, February 9, 2023, to select an interview time (see below).
- Note that employers doing Resume Collections will directly contact any students they want to meet, and the "Invitations" column will be blank.

To View Your Interview Schedule:

- After you have selected your interview times, your assigned interviews will appear under the "Scheduled Interviews" tab.
- Your final interview schedule will be visible under the "Scheduled Interviews" tab on February 13, 2023.

To Cancel an Interview:

- Preselected students have until February 8, 2023, to cancel an interview; Alternates' cancellation deadline is February 10, 2023.
- Select "OCI" on the upper right of the home screen.
- Go to the "Scheduled Interviews" tab to see your interview schedule.
- Locate the interview you wish to cancel, click the interview date, and cancel the interview.
- You MAY NOT cancel interviews after February 8, 2023 (Feb. 10 for alternates). If you have an emergency and must cancel an interview after the cancellation deadline, you must notify your law school's UCLA LL.M. Interview Program Advisor immediately. You will be required to write a letter of apology to the employer.
- As interviews are remote, via Flo Recruit, we anticipate very few reasons that an emergency cancellation would be required.

Alternates:

- If you were selected as an Alternate to interview, "Alternate" will be indicated in the "Invitations" column. (See above for how to "View Your Application Status.")
- Alternates should check the schedules of the employers that selected them on February 9 and schedule an interview if an opening exists. Students select these slots on a first come, first served basis.