

*Summer Recruiting Program***REGISTRATION INSTRUCTIONS**

To register for SIP & EAP, please log in or create an account in Symplicity.

- On the left-hand navigation panel, click the 'OCI' tab, followed by the 'Schedule Request' tab. Scroll down until you see the 'Request a Schedule' button. Please note:

In order to participate in both SIP & EAP, you MUST request schedule(s) under BOTH session names:

- *2024 Summer Interview Program (SIP)*
- *2024 Early Application Period (EAP)*

NOTE:

- If you are interviewing for more than one location for EAP, you must register for a separate schedule for each location.
- You may register for a traditional multi-office schedule through SIP.
- **All locations registering for EAP must also participate in SIP.**
- Helpful hints to complete these forms in as much detail as possible are listed on page 2.

If you wish to talk through your registration, please contact Jennifer Torres at jl6185@columbia.edu

*Summer Recruiting Program***SCHEDULE REQUEST - HELPFUL HINTS**

- **Registering Office:** Choose the office for which you are requesting a schedule from the drop-down menu. If you are requesting a multi-office schedule for the Summer Interview Program (SIP), please see the 'Multi-Office Schedules' note below. NOTE: If you are interviewing for more than one location for the Early Application Period (EAP), you must register for a separate schedule for each location.
- **Session:** The session should default to '2024 Summer Interview Program'. To register for EAP, select '2024 Early Application Period' from the drop-down menu.
- **Multiple Office Schedules (for SIP only):** Only select 'Yes' if the registering office is interviewing for additional locations and you want a student interested in all of these locations to be combined on one schedule (aka multi-office or firm-wide schedules). You will be prompted to select which offices the schedule should include at the bottom of the form. If any offices are missing, please reach out to our office directly or indicate this in the additional locations box. If you want students separated into different schedules by location then you must submit a separate registration form for each office. If you are registering for multiple office locations through EAP, please register for a separate schedule/registration form per location.
- **Days Required:** The number of days you would like to interview.
- **Allow Interview w/ Multiple Office:** For contacts submitting more than one registration. Click 'Yes' if you want students to interview separately with each office in which they are interested. Click 'No' if you only want to interview students on one schedule.
- **Class Years to Interview:** Select 2L, 3L, or both.
- **Class Allocations:** Symplicity will automatically default to a 75% 2L and 25% 3L schedule when choosing both. Please indicate any specific splits in the Scheduling Notes section. 'Alternate' means that if your schedule does not get filled by the class you selected through the lottery, you can fill the remaining spots with students from the other class year.
- **Interview Length:** All interviews are 20 minutes.
- **Rooms:** The number of interview schedules you would like.
- **Interview Time Spans:** Select a Full or Half day schedule (**AM: 8:40 am - 1:15 pm** or **PM: 2:05 pm - 6:45 pm**). All times in EDT. If you are in an alternate time zone and have a special time change request, please indicate this in the notes and we will be in touch with you directly to coordinate.
- **Additional Locations:** Please see the 'Multiple Offices' section above. If you are not prompted to select a specific location, please list it here.
- **Hiring Criteria:** Please indicate any hiring criteria; i.e. if there are any language or technical skills required.
- **Application Materials:** Resumes and transcripts will be provided for all interviews. Please use this space to indicate any additional document requests, which will be provided during the interview on Flo Recruit. We do not allow employers to request cover letters.
- **Scheduling Notes:** Please use this space to notify us of any special scheduling or day-of-interview requests, e.g., accessibility requirements, late start times for interviews or any other requests our office can assist you with.
- **Position Description:** Provide a position description. Note: It is important to complete this field if your firm/office is hiring into a specific practice group or if a specific technical background is required.
- **Submit:** After you have completed the entire form, click 'Submit'.

If you need to make changes after submitting a schedule request, please contact Jennifer Torres at jl6185@columbia.edu for assistance.