To register for EIP & 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 EIP & EAP, you MUST request your schedule(s) as separate requests under both session names:**
  - 2023 Virtual Early Interview Program
  - 2023 Early Application Period

- If you are registering for multiple offices, you may choose whether to submit separate schedule requests or include multiple offices on the same schedule in the same request.

- **IMPORTANT: Your EAP schedule requests MUST mirror your EIP schedule requests.** Thus, if offices are registered as separate schedules for EIP, they should also be registered as separate schedules for EAP.

- Helpful hints to complete these forms in as much detail as possible are listed on page 2.

In order to approve your schedule request(s) for EIP/EAP, you will have needed to complete your 2022 Summer Program Outcome and OCI Feedback forms in Symplicity. If you have not filled out these forms, you will be contacted by Krystal Szerszen at ks4081@columbia.edu.

**If you wish to talk through your registration, please contact Jennifer Torres at jl6185@columbia.edu**
Registering Office: This is for contacts connected to multiple office locations. Choose the office for which you are requesting a schedule from the drop-down menu. NOTE: You will need to enter a new schedule request for each office location if you wish for students to interview separately for each office.

Session: The session should default to '2023 Virtual Early Interview Program'. To register for EAP, select '2023 Early Application Period' from the drop down.

Multiple Offices: 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 you want students separated out onto different schedules by location then you must submit a separate registration form for each office.

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: We 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 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.

Time Slot/Time Spans: Select a Full or Half day schedule (AM or PM). All times in EST.
- Full Day 1: AM: 9:00am - 1:10pm  PM: 2:00pm - 6:10pm
- Full Day 2: AM: 11:10am - 3:20pm  PM: 4:10pm - 8:20pm

Additional Locations: Please see ‘Multiple Offices’ section above. If you are not prompted to select a specific location, then it can be listed here.

Hiring Criteria: Please indicate any hiring criteria; i.e. if there are any language or technical skills required.

Additional Requests: Resumes and transcripts will be provided for all interviews. Please use this space to indicate any additional document requests. 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. NOTE: Interview Dates are assigned on a rotation.

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.

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.