

# OVERSEAS-TRAINED LL.M. INTERVIEW PROGRAM



## Interview Program Portal

Where you will find information about :

- Registration;
- Invoicing and payments;
- Selecting candidates for the interview program (January Program Only); and
- Viewing the final interview schedule

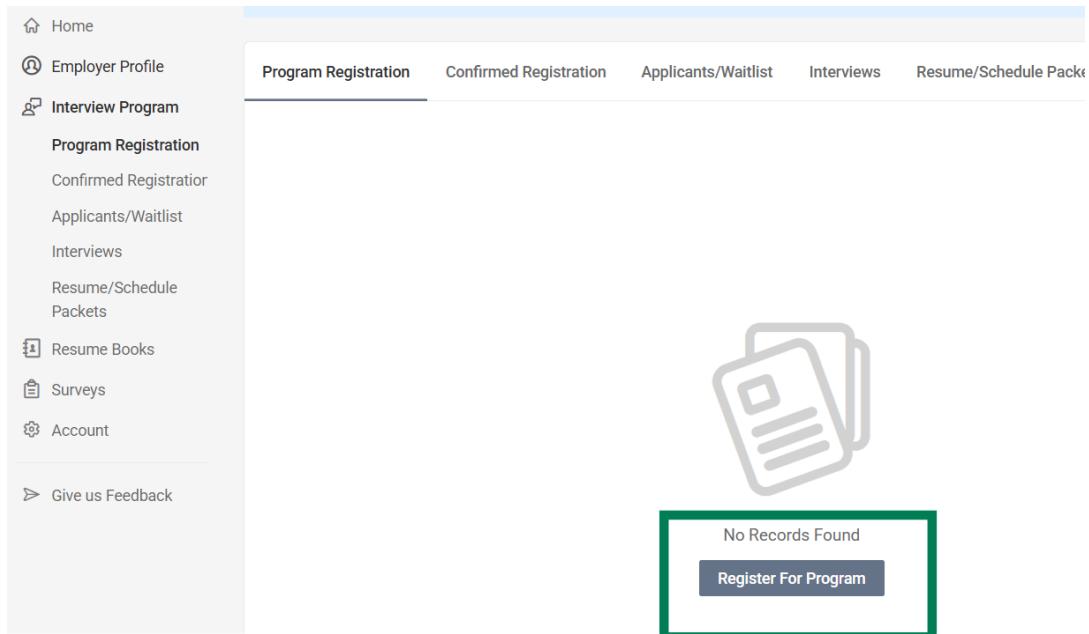
We recommend you bookmark the site for convenience.

## **Complete Registration Form**

[Register via LL.M. Consortium Symplicity](#). Click on the 'On Campus Interviews Button', followed by 'Register for Program'. Click on one of the below sessions to register. You will need to enter a separate registration for each session in which you wish to participate.

- 2025 Fall Resume Collection
- 2026 Winter Interview Program (Virtual)
- 2026 Spring Resume Collection

The screenshot shows the Symplicity homepage with a dark header. On the left, a sidebar lists navigation items: Home, Employer Profile, Interview Program (which is highlighted in blue), Resume Books, Surveys, and Account. Below the sidebar is a 'Give us Feedback' link. The main content area features a stylized illustration of two people in professional attire. The text 'Welcome to Overseas-Trained LL.M Interview Program' is centered, followed by the subtext 'Ready to recruit? Get started by exploring ways to engage our incredible students.' At the bottom of the main area, there are three call-to-action boxes: 'On-Campus Interviews' (with a person icon), 'Resume Books' (with a book icon), and 'Update Employer Profile' (with a gear icon). The 'On-Campus Interviews' box is highlighted with a green border. A 'Shortcut' label is positioned at the bottom left of the main content area.



The screenshot shows a navigation sidebar on the left with links like Home, Employer Profile, Interview Program, Program Registration, etc. The main content area has tabs for Program Registration, Confirmed Registration, Applicants/Waitlist, Interviews, and Resume/Schedule Pack. The 'Program Registration' tab is active. Below the tabs, there's a large icon of three overlapping resume documents. A green-bordered box contains the text 'No Records Found' and a 'Register For Program' button.

If you wish to talk through your registration, please contact Jennifer Torres at [jl6185@columbia.edu](mailto:jl6185@columbia.edu).

## Registration Tips

The following are some of the questions you will be asked when completing the registration form:

- **Registering Office:** If your firm has more than one office, select the office you are registering for the drop down menu.
- **Additional emails for schedule communication:** Add email addresses of any contact that should be included on messages related to this schedule. If you are adding multiple email addresses, separate each email with a comma.
- **Resume Collect or Interview Program:** Select “Resume Collect” if you are only requesting a resume packet from the candidates, or “Interview Program” if you plan on interviewing during the virtual interview program on January 16, 2026.
- **Include Related Offices:** Click ‘No’.
- **Additional Locations:** Please fill out this section if you would like to include more than one location and/or practice area you are hiring for in this individual packet. We will ask students to identify their location and/or practice area preference in the text box when bidding.
  - Note: If you want applicants for individual offices/practice areas to be separated for you in different packets, then you must submit a separate registration form for each office/practice area. This will constitute an additional additional charge.
- **Allow Interviews With Multiple Offices:** This applies to ‘interview schedule’ registrations only. If you are registering for more than one schedule (e.g. a different office or practice area schedule), please select “Yes” if you are okay with students interviewing with your firm on more than one schedule via the program. Select “No” if you want students to interview only once with your firm.
- **Schedules (For January 16 ‘Interview Schedule’ Registrants Only):** Enter the number of interview schedules you would like to have on January 16. There are 22 students on a full day schedule/11 students on a half day schedule.

- **Time Span:** There are various start time options based on New York time (EST). We recommend you select one of the following timespan options (morning, afternoon, or full day) for your interviewer's region:

**TIMESPAN 1 (Recommended for North America, Central, & South America)**

Morning 1: 8:40 am - 1:15 pm (11 slots)

Afternoon 1: 2:00 pm - 6:45 pm (11 slots)

Full Day 1: 8:40 am - 6:45 pm (22 slots)

**TIMESPAN 2 (Recommended for UK, Europe, Asia, and Australia):** To best accommodate local time zones (and see a complete schedule of students - 22 slots), we encourage you to sign up for two separate morning schedules and have two interviewers conducting interviews simultaneously.

Morning 2: 7:00 am - 11:35 am (11 slots)

Full Day 2: 7:00 am - 3:15 pm (18 slots)

- **Interviewer(s):** Enter Interviewer name(s) if available.
- **Position Description & Employment Period (REQUIRED):** Indicate if the position is permanent or temporary (ex. 6 month, one year) and if your firm/office is hiring into a specific practice group. This information is required.
- **Additional Document Types:** The applicant's materials will include both the resume and country of first law degree transcript by default. Please check off any additional documents your office requires.
- **Additional Requests:** Please use this section to describe any "Other" documents requested (such as a letter of recommendation or list of references)
- **Hiring Criteria, Country of Law Degree and Foreign Language requirements:** Please describe any specific hiring criteria (such as practice experience), country of first law degree and language requirements and whether each specified criteria is preferred or required. This information is required.
- **Attachment(s):** Please include any marketing materials here.

**Survey Questions - Questions you will be asked and required to answer.**

- To ensure that the appropriate contacts receive our communications about on campus recruiting events and interview programs, please list the names, emails, and office locations of the individuals who should receive our communication.
- Is the position temporary or permanent? If temporary, please indicate for how long.
- Please list every country of first law degree that is eligible for this position.