

*Summer Recruiting Program***REGISTRATION INSTRUCTIONS**

To register for EAP & SIP, 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. Click on the below sessions to register.
  - **2025 Early Application Period**
  - **2025 2L Summer Interview Program**
  - **2025 3L Summer Interview Program**

**NOTE:**

- If you are accepting applications for more than one location at EAP, you must register for a separate schedule for each location.
- **If you register for EAP, your firm must also register for at least one half-day SIP schedule.**
- You may register for a traditional multi-office schedule through 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](mailto: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 '2025 Early Application Period'. To register for 2L SIP or 3L SIP, select '2025 2L Summer Interview Program' or '2025 3L Summer Interview Program' from the drop-down menu.
- **Multiple Office Schedules (for SIP only):** Click 'yes' for a firm-wide schedule. You will be prompted at the bottom of the form to select which offices the schedule should include. If any offices are not listed, please indicate this information in the additional locations box.
- **Days Required:** The number of days you would like to interview.
- **Allow Interviews w/ Multiple Offices:** 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.
- **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 in this section.
- **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](mailto:jl6185@columbia.edu).