

How to Register for Hofstra Law's Virtual Interview Program (VIP) on Symplicity

Visit <https://law-hofstra-csm.symplicity.com/employers/>

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| <p><u>To Create an Account.</u></p> <ol style="list-style-type: none">1. Click on Sign-Up.2. Enter all required information about your organization.3. Once your account is approved, you will receive a verification email from Symplicity that will prompt you to create a password. Once you sign in with your password, follow the steps below. | <p><u>Already Have an Account?</u></p> <ol style="list-style-type: none">1. Log-in.2. Follow the steps below. |
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To Register for VIP

1. Click on On-Campus Interviews or, on left side of page, select OCI.
2. Click "Schedule Request" and then "Request a Schedule."
3. You will be asked to answer the following questions:
 - a. Select Session
 - Choose "2026 VIP"
 - b. Mode
 - Resume Collect: If you do not plan to interview our students through our virtual platform but wish to receive resumes, provide the date by which resumes should be sent in the "Additional Requests" box below (point 'o').
 - Interview: If you wish to conduct virtual interviews with our students on a designated date.
 - c. Direct Send (Only if you selected Resume Collect above)
 - Set this to 'yes' to display your contact information and prevent students from applying online.
 - d. Additional emails for schedule communication
 - Add email addresses of any other contact that should be included on messages related to this schedule. If you are adding multiple email addresses, separate each email with a comma.
 - e. Days
 - If you wish to conduct more than one full-day of interviews, click the plus sign to increase the number of days.
 - f. Preferred Date(s)
 - Select only ONE date as your preferred date.
 - g. Alternate Dates
 - Please provide two to three alternate dates.
 - h. Scheduling Notes
 - Enter any notes regarding the days/dates you require.
 - i. Interview Length
 - 20 minutes
 - j. # of Interviewers
 - Input the number of interviewers who will be conducting interviews (excluding panel interviews).

- k. Session Duration
- You may choose
 - Morning 1 (9:00 am - 1:00 pm) [11 interviews, with a 20-minute break at 11am]
 - Afternoon 1 (1:00 pm - 5:00 pm) [11 interviews, with a 20-minute break at 3pm]
 - Full Day 1 [19 interviews, with two 20-minute breaks and 1 hour lunch]
- l. Virtual Interviews
- Select ‘Yes.’
- m. Class Years to Interview
- The designations refer to the students’ status the following year. For example, by selecting 2L (Full-Time), you are inviting rising 2Ls to apply. Select all that apply.
 - If you select 2L (Full-Time), we will add 3LE (Part-Time)
 - If you select 3L (Full-Time), we will add 4LE (Part-Time)
- n. Additional Document Types
- Select which documents you want to receive in addition to resumes. **We encourage you not to request cover letters or undergraduate transcripts.**
- o. Additional Requests N/A
- p. Hiring Criteria
- Please answer the questions below regarding class rank, honors, technical skills, and language capabilities. If your organization has other criteria, please include it in the text box.
- q. Policy Affirmation
- Please check the box to confirm your agreement with Hofstra Law’s non-discrimination policy.
- r. Rank
- Select from the drop-down list below the rank level required/preferred of applicants. If it is irrelevant, select No Preference.
 - If you indicate the top X% is **REQUIRED**, we will send you only those applications that fit or are materially close. If you indicate the top X% is **PREFERRED**, we will send you all applications.
- s. Journal/Law Review/Moot Court/Mock Trial
- If you require applicants to be a member of a journal, moot court team, or mock trial team, select each applicable honor. Such information will be communicated to applicants. However, we will not eliminate applications of students that do not possess such honors.
- t. Technical Background
- Indicate whether a technical background and/or an advanced degree is required.
- u. Foreign Language
- Indicate whether you require/prefer an applicant to be able to speak/translate a foreign language and specify which languages.
- v. Compensation (**REQUIRED** hourly rate for interns or annual salary for post-graduates)

4. Click “Submit”