

UCLA LL.M. Interview Program Simplicity Instructions for Coordinators

To Login to Simplicity

- Go to the [UCLA LL.M. Interview Program Simplicity](#) system.
- Your university email address is your login. If you forgot your password, please email Andrea Monos at monos@law.ucla.edu and request a password reset.

To View Student Documents (from Dec. 3, 2021, to Feb. 25, 2022)

- Select "Students" on the left of the home screen.
- Select the subentry "Students."
- From the "Student List" tab, select "More Filters" and select your law school from the dropdown list.
- "Apply Search," and you will see a list of all registered students from your school.
- To see a specific student's documents, click the student's name, then select the "Documents" tab within the student's record to access their resume and other submitted documents.

To View Participating Employers, Bids, and Interview Schedules (Dec. 10, 2021, to Feb. 25, 2022)

- Select "OCI" on the left of the home screen.
- Select "Overview," and make sure the 2022 Interview Program is selected as the "Session."
- "Apply Search" to view a list of participating employers.
- Select "Schedules" under "OCI" to view employers' interview slots and hiring criteria.
- Select "Bids" to see how many bids have been placed by students.
- Select "Interviews" to get a list of students' interview schedules.