

Building Relationships with Employers and Getting Prepared for Recruiting Activities

In General

Be open to exploring all opportunities available to you in public accounting, industry, financial services, and in government. Strike a balance between your recruiting activities and your other responsibilities and commitments (academic, extracurricular, social, and work related). Take advantage of any time prospective employers are on campus and attend as many recruiting events as you can, but always remember if your academic performance deteriorates because you are devoting too much time to recruiting activities, your marketability may be adversely affected.

- Be involved. Join student organizations and be active in community service in a way that fits in with all your other responsibilities.
- Build relationships with prospective employers early by attending casual events such as informal meet and greet events commonly held on the Babicz terrace in Gerson Hall.
- Be curious about the world that surrounds you including current affairs, and developments in the world of business.
- It's OK to say no. If you have narrowed your search to one or two employers but have many office visit offers, consider declining those that will detract from your other responsibilities.

Communications Etiquette:

Accounting is a services industry and success requires a balance of technical proficiency and effective professional communications. Your technical proficiency is easily measured by your transcripts, but your communications skills are more subtly evaluated. Things to remember include:

- You are always being evaluated even at the most casual of events. In addition, prospective employers may speak about you to your professors or even your classmates.
- Respond to firm emails and calls in a timely manner (within 24 hours) using appropriate grammar and writing in complete well-thought-out sentences. Avoid rambling or abbreviated responses.
- Make sure your voice mail recorded message and your email address (and email signature) has a professional tone.
- If you have a roommate, make sure they share voice messages with you.

Professional Appearance:

First impressions are lasting impressions. It only takes two to four minutes to make a first impression. Elements of a first impression include handshake, posture, eye contact and appearance. Dress appropriately and avoid jewelry in nontraditional piercings. If you are unsure of the dress, contact the recruiter or organizer of the event to ask for clarification.

Men's Business Professional

- Simple, Conservative Suits - Grey, black, or navy
- Men's Dress Shirts - Wear long sleeves
- Accessorize with a Tie - Stick to solid colors or simple patterns
- Make sure your ensemble is pressed and ironed

Women's Business Professional

- Suits - Skirt/Blouse/Jacket or Pantsuits
- Shoes - Should be closed toe
- Color for Interviews
 - Suit: Navy, Black, Gray, Tan
 - Blouse: Can be colorful
- Accessories - Keep it simple

Business Casual for All Students: There are variations in business casual attire. If in doubt, and you can't ask in time, err on the conservative side—e.g., wear a casual button down long-sleeve shirt with no tie instead of a polo shirt.

- Crisp and clean
- Khakis, slacks
- Skirts and dresses
- Polo shirts
- Casual button down collar, long sleeve shirts
- Sweaters
- NO Jeans, sneakers, or sandals

Interviews and Resume:

Keep your resume current and have it critiqued by the Career Resource Center or other comparable organization

- List your overall *and* major GPA (junior and above accounting courses) on your resume.
- List your graduation date for your bachelors *and* your masters on your resume.

Landing an Interview

- Join an accounting organization
- Attend as many prospective employer socials and on-campus speaking events as possible
- Network with professionals and remember names of those you meet
- Do not miss deadlines
- Follow-up with a personalized correspondence thanking professionals and recruiters for their time

The Interview:

Be prepared for a multitude of common types of interview questions. Consider mock interviews provided by the Career Resource Center or other comparable organization. Regardless of the type of question be sure to take time to think through the question, break eye-contact, and use examples from your personal life, extracurricular activities, and work experiences. Do your best not to ramble, be redundant, or steer off-track.

Self-Assessment Interviewing Tips

- Focus is on your personal experiences
- Questions may include: "Tell me about yourself", "Tell me about your interest in ...", or "Tell me about your experiences at ..."

Technical Interviewing Tips

- Focus is on your area of expertise. Questions may include "Tell me about your audit class. What are you studying?"
- Be specific and give concise, qualitative answers using a strong example

Behavioral Interviewing Tips

- Is an objective evaluation where the emphasis is predicting behavior through knowledge and examples of what someone has done in the past in order to predict future behavior
- Be prepared – know your resume
- Be specific—include times, events, names, dates, places, etc.
- Select a recent example from your past that is related to the question, and clearly describes your role