



## Accounting Internship On Campus Recruiting Guidelines for Juniors 2013-14

### Eligibility Requirements

- Accountancy major in good standing
- Completed Principles of AC
- Completed or currently enrolled in Intermediate AC
- Completed profile in Career Connection
  - 3<sup>rd</sup> or 4th year Class Standing
  - Accountancy Major
  - GPA and Major GPA
  - Bachelors – Degree Type
  - Internship/Co-op – Work Level Preference
- **Activated, updated** resume in Career Connection. If you do not currently have an activated resume in Career Connection, you must make an appointment for a resume review session in the Career Center. To schedule an appointment please call 216-397-4237. Once your resume is uploaded and activated you may submit your resume for pre-selection consideration. Uploading your resume is not the same as pre-selecting for interviews! You will be notified via Career Connection if you are selected for an interview.

### Points of Interest

- Internships are competitive
  - Must meet ALL employer's qualifications to submit your resume and/or sign up
  - Keep an open mind when signing up for interviews (Big/Small; Public/Private; Industry)
  - Read all job descriptions for details and procedures (pre-nights, website registration, transcripts)
  - Do your research on the company prior to the interview; prepare questions
- You must submit your resume for each company you are interested in interviewing with

### Important Financial Aid/JCU Info

- Register for Spring classes in the event that you do not receive an internship
- You will need to notify Financial Aid in writing once you have accepted an internship for the Spring
  - Holds your place for insurance, loans, grants, scholarships
  - You will be required to complete the Summer Aid form (available in the Financial Aid office) to have your funds applied to Summer instead of Spring
- Also want to notify Dining Services if you have a meal plan and want to reduce it while out on internship

### Credit Options

- CE 199
  - Noncredit transcript notation
  - **Required** to remain enrolled as JCU student while doing your internship in the Spring (optional in summer)
  - Internship listed on transcript
  - As soon as you accept offer, make appointment with Nikki Marzano – Experiential Coordinator in the Career Center at 216-397-4237 to get APR form and paperwork!
  - Agreement/evaluations completed by you and your supervisor at the internship



- CE 102,103,104
  - Earn academic credit (1-3 hours) for your experience
  - Will be required to pay for class at normal tuition rates

### On Campus Interviewing Policies

- Sign up closes 48 hours prior to the interview date (Sign up for Monday interviews closes on Fridays)
- **Cancellation policy:** Up to 48 hours prior to the interview, you can cancel your interview in Career Connection. After the 48 hour window passes, contact Barb Koeth at 216-397-4431. Your account status will change to Inactive and you will be required to send an apology letter to the employer after which time you can resume on campus interviewing
- Don't overbook yourself
- All interviews are held in the Career Center - arrive 15 minutes early in professional interview attire
  - Review Behavior Based Interview Technique and S/TAR response
  - Practice using Interview Stream
  - You can do a Mock Interview in our office to prepare
- Ask for a business card and send a thank you letter to each person that interviews you within 48 hours of interview. This should be done for 2<sup>nd</sup> and 3<sup>rd</sup> round interviews as well.
- For more information regarding On Campus Recruiting, check out our online information at <http://sites.jcu.edu/careercenter/pages/students/interviewing/>
- We ask employers to allow students 2 weeks to make an informed decision on offers

### Important Dates

- **September 16th**
  - Meet the Accountants Night 7-9 PM LSC Conference Room DJ Lombardo Student Center
- **September 17th**, 11:59 p.m.
  - Last day to submit your resume to be considered for pre-selection
- **September 19th**, 12:01 a.m.
  - Sign up begins for students pre-selected
- **September 23rd**
  - Interviewing begins!
- **October 16th**
  - Employers can begin making offers
- **February 6th**
  - JCU Annual Career Fair 4:30-7:00 PM- The Dolan Center for Science and Technology