



Accounting On Campus Recruiting Guidelines for Seniors 2013-14

Requirements

- Accountancy major in good standing at JCU
- Anticipated graduation date this year
- Currently seeking employment after graduation
- Completed profile in Career Connection
 - 4th/5th Year Class Standing
 - Accountancy Major
 - GPA and Major GPA
 - Bachelors/Masters/MBA eligible
 - Entry Level – Work Level Preference
- **Activated** resume (including any internship experiences) in Career Connection – however, uploading your resume is not the same as signing up for interviews! Your resume must be activated by the Career Center in order to sign up for on campus interviews.

Points of Interest

- Jobs are competitive
 - Must meet ALL employer's qualifications to sign up for interviews
 - Consider all types of employment (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
- Sign up deadline is 48 hours prior to the interview date
- **Cancellation policy:** Up to 48 hours prior to the interview, you can cancel in Career Connection under Interviews/Events. After the 48 hour window passes, contact Barb Koeth at 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
 - 6-8 interviews can turn into 18-24 after 2nd/3rd round interviews; interviews held during the day sometimes during midterms
- All interviews are held in the Career Center -arrive 15 minutes early in professional interview attire
 - 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 2nd and 3rd round interviews as well.
- Offers for Seniors can be made at any time
- We ask employers to allow students 2 weeks to make an informed decision on offers
- Once you have accepted an offer, you are ethically bound to that offer; all remaining interviews should be cancelled
- For more information regarding On Campus Recruiting, check out our online information at <http://sites.jcu.edu/careercenter/pages/students/interviewing/>

Upcoming Networking Opportunities

- **September 16th**- Meet The Accountants Night 7-9 PM DJ Lombardo Student Center Conference Room
- **February 6th** - JCU Annual Career Fair 4:30-7 PM The Dolan Center for Science and Technology

9/2013