

# Accounting Internship Interviews

October 5 – 16, 2009

## Student Timeline

Present – Sept. 14      **Create an account in the Experience Job Board (REQUIRED for participation)**

Internship candidates must create an account *in advance* on the Experience Job Board to participate in these interviews. Your completed account includes uploading your resume and Student Information Form (in Microsoft Word format).

**You must also submit your resume and Student Information Form to Dr. Linda Zucca (550 BSA) no later than noon on Monday, September 14, in order to participate in this program.**

**Need help with your resume?** See a Career Counselor during drop-in counseling hours in the Career Resource Library, 261 MSC.

Sept. 8, 9, & 10      **Attend Accounting Internship Information Session**

Attend one of three presentations to learn more about the Accounting Internship Program including how to create an account on the Experience Job Board, sign up for interviews, and the benefits of attending *Meet the Accountants Night*.

**Presentation options (allow 45 minutes):**

- \* Tuesday, Sept. 8 at 9 a.m. - (A325 BSA)
- \* Wednesday, Sept. 9 at 12:30 p.m. – Career Services Center (261 MSC)
- \* Thursday, Sept. 10 at 4:45 p.m. - Beta Alpha Psi meeting (TBA)

Present – Sept. 18  
(11:59 p.m.)      **Apply (pre-select) to organizations you would like to have consider you for an interview**

- **Log into the Experience Job Board**
- **Under 1-Click Searches on the home page**, choose *Accounting Internship Interview Participants* to view organizations coming to campus and their available internship opportunities.
- View specific internship positions by clicking on the *Accounting Internship Interview Participant* job title next to each organization name.

To *Apply/Pre-Select* to a position, scroll to the bottom of the position description and click on the *Apply* button in the *How to Apply* box. (*The Apply option will only be displayed if you meet the qualifications of the position.*)

*Apply/Pre-Select* by **submitting both your resume and Student Information Form** to each organization you wish to have consider you for an interview.

Sept. 17      **Attend Meet the Accountants Night**

Over 40 organizations participate in this networking event held from **5:30 - 8:00 p.m., in the Kent Student Center Ballroom**. If you have submitted your resume for pre-selection to an employer, it is highly recommended that you introduce yourself to these employers at this event, including offering them an additional copy of your resume and Student Information Form.

Sept. 23 – 27

### **Receive emails indicating employer decisions**

At the end of the pre-selection sign-up period, organizations will review the candidates' resumes. Candidates will then receive emails from Experience eRecruiting indicating whether you have been *accepted*, *declined*, or *chosen as an alternate* for each organization to which you have applied. To view these employer decisions in the Experience Job Board, go to the **Applications** tab under **Your Active Applications**.

If the employer decision remains undecided after Sept 27, and the employer elected to use open sign-ups (check the internship schedule page in the **trigger dates** box), you will be eligible to schedule an interview beginning Oct. 1.

Beginning  
Sept. 28  
(10:00 p.m.)

### **Obtain interview time slots if Accepted**

Candidates **accepted** for an interview may log into the Experience Job Board to select an interview time slot. To do this, go to the **Applications** tab under **Your Active Applications**. From there, click on **Details** next to the organizations that have *accepted* you. Choose your interview time slot.

Print out your interview schedule by clicking on the **Calendar** tab and then **Your Up-Coming Events**. Review your schedule to ensure that there are no time conflicts.

**NOTE:** Candidates are granted interviews on a **first-come, first-serve basis** during this period. As a result, being offered an interview *does not guarantee* a spot on an interview schedule.

Beginning  
Sept. 30  
(10:00 p.m.)

### **Obtain interview time slots if Alternate**

Candidates selected as an **alternate** may log into the Experience Job Board to select an interview time slot. To do this, go to the **Applications** tab under **Your Active Applications**. From there, click on **Details** next to those organizations that have selected you as an alternate. Choose your interview time slot.

Print out your interview schedule by clicking on the **Calendar** tab and then **Your Up-coming Events**. Review your schedule to ensure that there are no time conflicts.

Beginning  
Oct. 1  
(10:00 p.m.)

### **Open sign-ups**

All students matching job criteria can sign up for any remaining interview slots not filled through pre-selection. Sign-ups are available until two days prior to each employer's interview date.

**Note:** Not all organizations use open sign-ups. Candidates occasionally withdraw from interview time slots, so be sure to check the interview schedules often.

Oct. 5 – 16

### **Accounting internship interviews**

All interviews are held in the Career Services Center, 261 Schwartz Center, between the hours of 8:30 a.m. and 4:30 p.m.

Candidates are required to adhere to the [Interview Cancellation and No Show Policy](#).