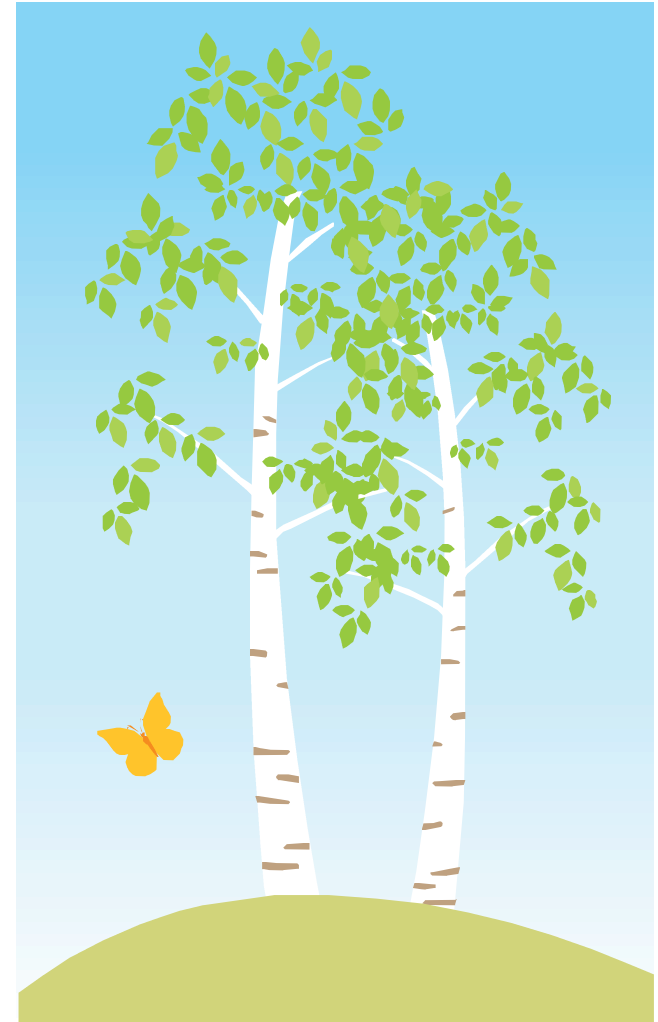


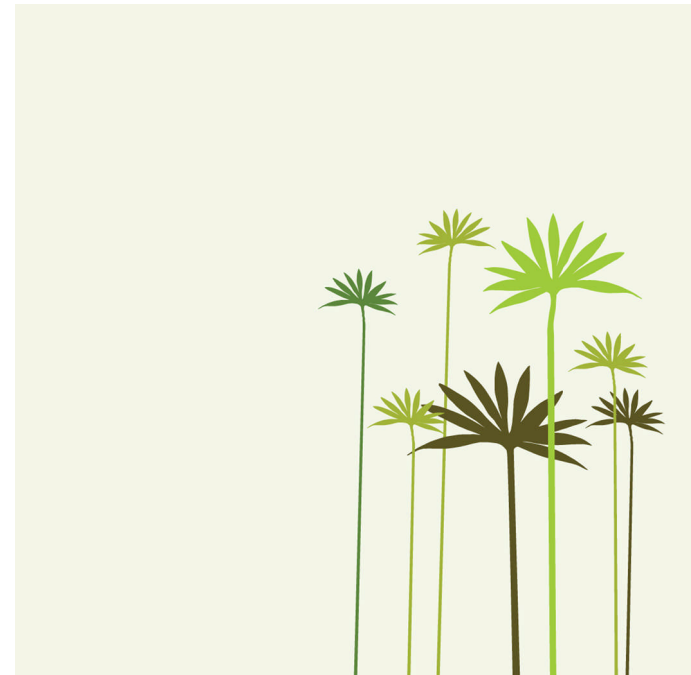
MSU Accounting Spring Orientation

March 2011



Agenda/Contents

Recruiting Timeline & Process
How to Prepare for Recruiting
Career Fair Tips
Successful Interviewing



Recruiting Timeline

When does recruiting for Accounting internships and full-time positions occur?

Firms will be on campus during Fall 2011 for Winter and Summer 2012 internships as well as Fall 2012 full-time recruiting.

Purpose is three-fold:

- Increase ability to place referrals into locations outside of Montana, Oregon and Washington
- Increase professional participation in intern recruiting by being out of the “busy season” timeframe
- Limit disruptions on campus

Eligibility

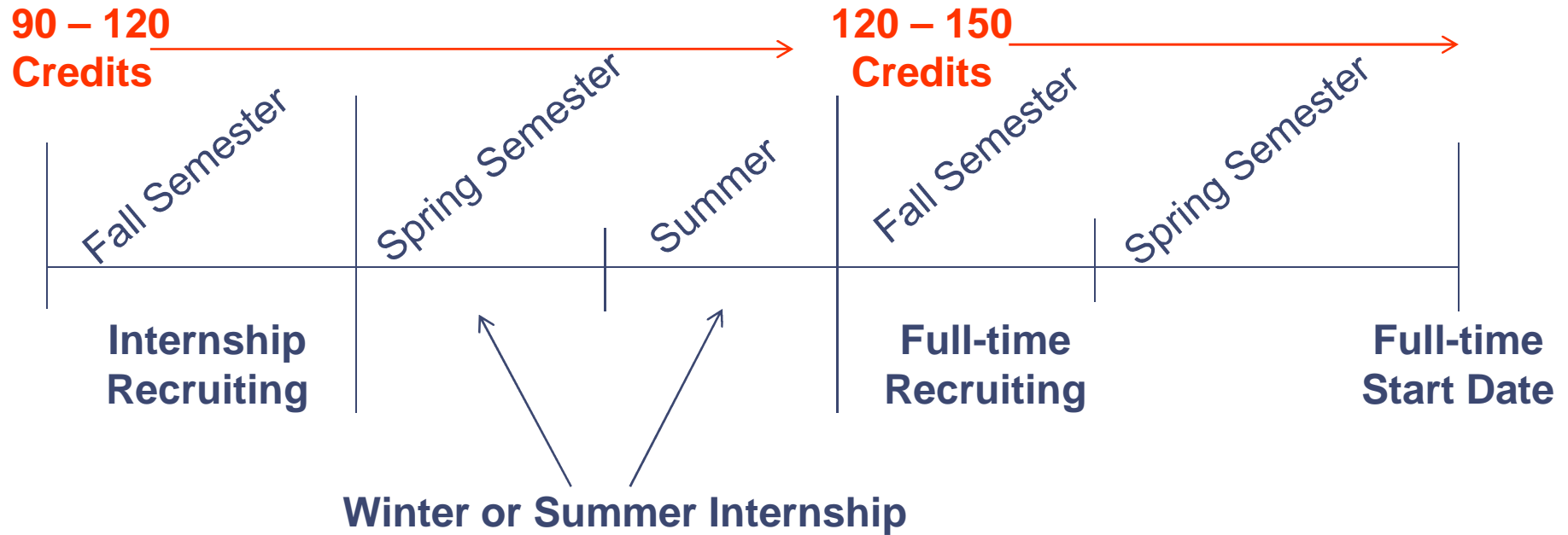
Students are eligible for full-time positions if they are graduating and will be CPA eligible between December 2011 and August 2012.

Students are eligible to apply for Winter or Summer 2012 internships if they are graduating and will be CPA eligible between December 2012 and August 2013.

Please do not apply if you are too early or too late in the process.

Not sure when you will be CPA eligible? Schedule an appointment with your Academic Advisor.

Recruiting Timeline



Recruiting Timeline

Key Dates

8/29 Classes begin

9/15 Meet the Accounting Recruiters Career Fair

9/16 Application Deadline Date

Weeks of 9/19 and 9/26 – Campus Interviews

Office visits vary by location – usually late October through mid-November

- What should you expect with office visits?

Recruiting Timeline

Special Circumstances

If you are planning to study abroad fall semester, please contact one of your recruiters as soon as possible.

Deloitte	Amanda Willott	Awillott@deloitte.com
KPMG	Carol Bergquist	cbergquist@kpmg.com
Moss Adams	Caitlin Lodzinski	Caitlin.Lodzinski@mossadams.com
	Stefanie Langfeldt	Stefanie.Langfeldt@mossadams.com
PwC	Carrie Rees	Carrie.rees@us.pwc.com

How to Prepare for Recruiting

Start Now – Get Involved!

Prepare your Look

Research the Firms

Understand the Application Process & Get Ready!

How to Prepare for the Recruiting Process

Start now – Get Involved!

Beta Alpha Psi

Accounting Club

Volunteer Activities

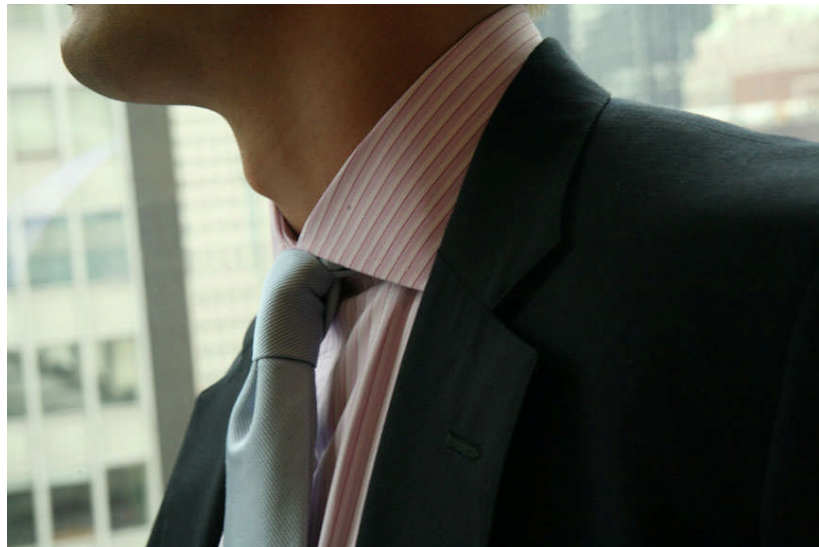


How to Prepare for the Recruiting Process

Prepare your Look

Purchase the basics... a suit, tops, tie for men and shoes

Be aware of too much jewelry, make-up, perfume or cologne, etc.



What do you want people to remember about you?



Research the Firms

Visit our websites!

Biggest decision...Line of Service and location

Identify what factors of employment are important to you

Identify values and traits of each firm that resonate with you

Use your network

How to Prepare for the Recruiting Process

Understand the Application Process & Get Ready!

Make sure you are familiar with the Bracken Center and the MSU Career Services & Student Employment

Register with MyCatCareers through MSU Career Services

USE THESE RESOURCES!



How to Prepare for the Recruiting Process

Understand the Application Process & Get Ready!

Get your materials prepared...

1) Cover Letter

- Easy-to-read Format
- One page
- Same font throughout
- Explain reasons you're interested in the job and why we should be interested in you
- INCLUDE: grad date, CPA eligibility date, interested in Tax or Audit, location preference

2) Resume

- Contact information at top
- Education – include date you will graduate with 150 semester credit hours
- Work Experience, Leadership Positions, Extracurricular Activities, Honors, etc
- PROOF READ!!!

How to Prepare for the Recruiting Process

Understand the Application Process & Get Ready!

Application Process

- 1) Job descriptions will be posted to MyCatCareers in August
- 2) Submit ALL of the following:
 - a) Cover Letter
 - b) Resume
 - c) Unofficial Transcripts
- 3) Apply through MyCatCareers AND each firm's website

**Make sure to apply to both MyCatCareers and the firms' websites by
FRIDAY, SEPTEMBER 16th, 2011**

CL2

Slide 14

CL2

Update

Caitlin Lodzinski, 3/11/2010

Career Fair Tips

Preparation

At the career fair

After the Career Fair

Career Fair Tips

Prepare

You've got 1 minute to convince each employer they should consider you! Think about it...would you hire you? Why?

Know yourself – your interests, why Accounting, why your location preference?

Know what companies are going to be at the fair and prepare questions in advance

Bring fresh, professional copies of your resume

Think about what you're going to wear – remember, first impressions are lasting

Practice!

At the career fair

Map out which employers you want to talk to and prioritize

Stay professional, positive and energetic the whole time

Conversational Do's

- Be honest and yourself
- Be respectful of employer's time
- Name repetition
- Listen
- Get their card
- Be able to discuss your strengths, interests, etc but don't push them on the recruiter
- Try to develop a relationship

Conversational Don'ts

- Don't come on too strong
- Don't ask about pay, benefits or other things that will be discussed once you are being considered for the position
- Don't pretend you're something you are not
- Don't leave without inquiring about next steps
- Don't forget to thank them for their time

After the Career Fair

#1 TO DO...

FOLLOW UP!

Maximizing the Value of the Career Fair

Is it really worth my time?

The Career Fair is your opportunity to showcase your fashion sense. **FALSE**

You should attend the Career Fair and talk to the company representatives you are most interested in, even if you aren't quite ready to look for an internship. **TRUE**

As long as you drop your resume on line, you have the same chance to be selected to interview as those that attend the career fair. **FALSE**

You should find the employers you want to talk to the most and find them first. **TRUE**

Maximizing the Value of the Career Fair

Is it really worth my time?

The company website has all the information that you would learn by talking to a company representative. **FALSE**

My performance at the Career Fair is less important than my performance during the interview. **TRUE**

The Career Fair is an opportunity for me to get some useful feedback. **TRUE**

Successful Interviewing

Interview Prep

Day of the Interview

Avoid Critical Interviewing Mistakes



Interview Prep

1) Research

- Who is the company?
- Types of services provided
- Clients
- Available positions / locations

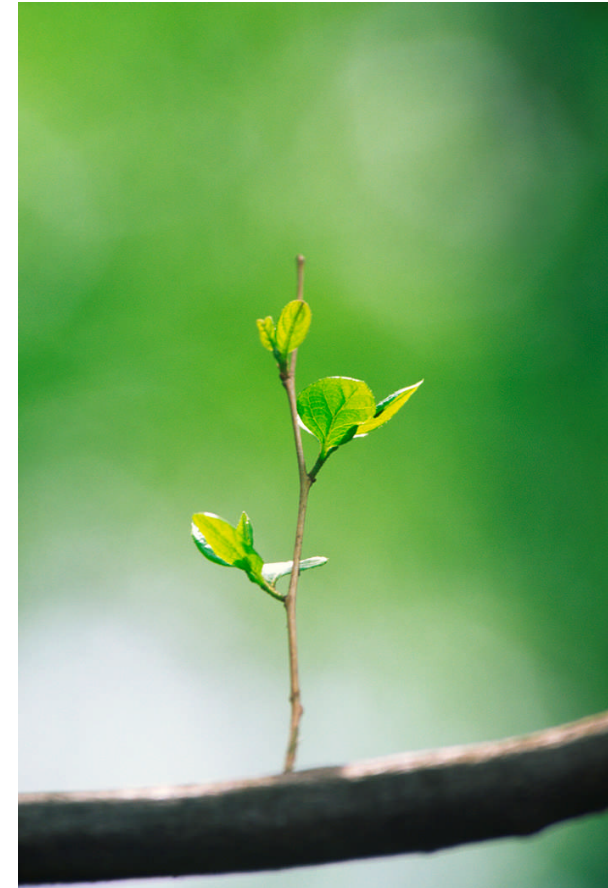
2) Type of Interview

- Behavioral
- Theoretical

3) Prepare Questions for Interviewer(s)

4) Physical Preparation

- Attire, jewelry, hair, etc



Interview Prep

5) Personal Assessment – How do I measure up?

- Strengths and weaknesses
- Change agility
- Demonstrate courage and integrity
- Acquiring and applying technical expertise
- Fit with professional services environment and specific firm culture
- Managing projects and economics
- Building and sustaining relationships
- Developing myself and others through coaching
- Communicating (verbal and written) with impact

Day of the Interview

1) Arrive on time – not too early

2) Body language

- Firm handshake
- Poise
- Eye contact

3) Verbal Communication

- Speak confidently and clearly
- Be honest
- Be succinct
- Ask questions!

4) Closing and Follow-up

- Verbal thank you
- Express your continued interest
- Inquire about next steps
- Request business card
- Send a thank you

Avoid Critical Interviewing Mistakes

Don't...prepare a resume that is misleading or that you can't speak to.

Do...capture your true experiences and be ready to discuss them more in depth

Don't...appear as if you know nothing about the firm.

Do...ask questions that are important to you and demonstrate the research you did to prepare.

Avoid Critical Interviewing Mistakes

Don't...look as if you just got up in the morning, got dressed in the dark and ran a marathon.

Do...get a good night's rest, dress professionally, and appear interested; first impressions count BIG.

Don't...get distracted and lose eye contact with the interviewer.

Do...stay focused and use nonverbal skills to your advantage.

Avoid Critical Interviewing Mistakes

Don't...respond to an interview question too quickly without thought.

Do...leverage silence like a friend and choose your best response. Make sure to LISTEN!

Don't...engage in an important interview without practice.

Do...get independent feedback and work hard at getting better. Practice, practice, practice. Use your career services.

GOOD LUCK!

We'll see you in the Fall!

