



Preparing for Fall Accounting Recruiting 2018

WHAT IS ACCOUNTING RECRUITING? Accounting recruiting consists of local and national public accounting firms, government agencies, industry employers looking to recruit interns and full-time associates for hire.

Typically interviews take place on a UW campus or at the company's office during the month of October. This is the one time of year that most of these companies recruit new hires, so if you are interested in working at any of the organizations participating in the fall accounting recruiting process, this is your chance to work for them for the upcoming winter or summer.

The purpose of accounting recruiting is to help you get a great job or internship and explore your career options!

ACCOUNTING RECRUITING ELEGIBILITY

Generally speaking, to be eligible for fall accounting recruiting you must be a junior, senior, or fifth year student with a 3.0 GPA or above. Each firm has different requirements however, so you may be eligible to recruit with just a few firms or you may be eligible for all of them.

FALL RECRUITING CHECKLIST

If you plan to go through public accounting recruiting fall quarter, here is a checklist and recommended timeline:

➤ **ASAP**

- Get involved with Beta Alpha Psi**
 - For more information visit <http://uwbbap.com/> or email club advisor Ron Tilden at rtilden@uw.edu
- Login and get familiar with Handshake**
 - <https://uw.joinhandshake.com>
 - Set up your profile - check that the details are accurate and complete.
 - See **Using Handshake for Accounting Recruiting** document for more details on Handshake.
- Research companies**
 - Thoroughly research each company's website. Talk to representatives and alumni at the firms. Know which firms or companies you want to work for.
 - Many of the firms will offer summer networking events – do your best to attend as many as you can – this will make you stand out as a candidate.
- Decide on Audit, Tax, or Advisory Focus**
 - Decide if you want an audit or tax job or internship. Not sure which way you're leaning? Do a few informational interviews or talk to some of your accounting professors.
- Determine if and when you will be CPA eligible**
 - Are you planning on taking the CPA exam? Determine when you will reach 225 credits and be CPA eligible. You will want to list this information on your resume.
<http://www.cpaboard.wa.gov/individual-licensing/education-requirements>

➤ SEPTEMBER

- **Prepare or update your résumé and cover letter, then upload to Handshake**
 - Assistant Career Advisors are available and trained on accounting resumes and can assist you with the process of preparing your application materials. Make an appointment at www.uwb.edu/careers/appointments. You will need to login with your NetID/UW email and select *Career Services* under *Appointment type*.
 - Make sure to accurately name your resumes and cover letters for each firm (for example, MossAdamsCL.doc), it will simplify the application process and prevent mix-ups.
 - Your updated resumes and cover letters will go under the “Documents Tab” in Handshake.
- **Find out what the application procedures are for the firms you’re interested in**
 - The positions will be posted on Handshake and open for applications at the beginning of September. Begin completing your applications right away, as each application is different and has different essay questions that may take some time.
 - Be aware some companies/organizations/firms may ask you to apply in Handshake and to their internal application system.
- **Put together your outfit for professional events and interviewing**
 - Suit, conservative shirt (cut and color), minimal jewelry, scent-free, socks or hose that blend well with your suit, closed-toed, polished shoes (not too high of a heel)
 - Need help? Visit Career Services for advice on how to dress for an interview or go to <http://www.uwb.edu/careers/job-search-tools/interviews/wear>.
- **Check your UW email regularly**
 - BAP, Career Services, and individual firm recruiters will be communicating details with you over the summer and throughout the year – make sure to keep checking your email, even if you’re not taking classes.

➤ OCTOBER

- **Attend firm events and information sessions**
 - BAP and specific firms will host pizza dinners, office visits, information sessions at UW Bothell or UW Seattle or other special firm events, including "Meet the Professionals Night," which is typically the first Friday in October.
 - Information on dates and times available through Beta Alpha Psi.
- **Check out the UW Bothell All-Industries Career Fair + Tech & Engineering Fair**
 - Multiple non-accounting-firm organizations looking for accounting students as interns and full-time professionals attend one of our annual career fairs. These may include government organizations (like the Washington State Auditor’s Office) or tech companies (like Amazon) or finance and other private organizations (like Enterprise), who may be hiring on a similar or different timeline than the public accounting firms.
- **Submit your applications**
 - Submit completed application materials for each of the firms with which you wish to interview through Handshake

- The deadline to submit your application materials will vary by firm, but typically this date is in early October.
- **If you are selected for an interview, you will be contacted by the firm or notified through Handshake**
 - Please check your Handshake account and pay attention to emails from Handshake since you may be notified of your interview that way.
 - If you are selected to interview via Handshake, you will sign-up for an interview time through your Handshake account.
- **Prepare for interviews**
 - Most firms and private companies are adopting “behavioral interviews.” Applicants are asked questions about their competencies via prior experiences. It’s important to have concrete examples and stories of how you’ve managed projects, resolved conflict, solved problems, etc.
 - Schedule a mock interview appointment with Career Services if you would like to practice.
- **Participate in on-campus interviews and first round off-campus interviews**
 - The interviews will typically occur sometime during the month of October.
- **Check your UW email regularly**

➤ **NOVEMBER/DECEMBER:**

If you move forward into second round interviews, you will be interviewing on-site with firms during late October and November. Job and internship offers are typically made in late November or early December.

- **Keep us informed!**
 - When you are asked for a second interview, made an offer or have accepted/rejected an offer let Career Services know. We can also help with job offer negotiation (make an appointment with a Career Counselor to talk through your options).
- **Continue to apply with small-to-medium sized firms and for non-public accounting firm openings**
 - Opportunities and deadlines will continue to arise outside of the typical “recruiting season,” so if you are seeking something different at this time, keep an eye on Handshake (set up a “saved search” for accounting jobs/internships!)
 - Make an appointment with Career Services if you want to strategize further.
- **Check your UW email regularly**

Questions: Please email career@uw.edu or call 425.352.3706

Employer	Interview Date
Moss Adams	10/9/2018
Rekdal Hopkins Howard	10/16/2018
Vine Dahlen	10/16/2018
Sweeney Conrad	10/19/2018
Bader Martin	10/22/2018
Clark Nuber	10/22/2018
Peterson Sullivan	10/25/2018
Berntson Porter	10/26/2018
RSM	TBD
CLA	TBD

Note: Gold highlighting indicates applications were open as of 8/27/18