

2010 Guidebook for Recruiting Success

Brought to you by the Big 5 Seattle Offices



Deloitte • **MOSS ADAMS LLP**

PRICEWATERHOUSECOOPERS 

A note from the recruiters:

Enclosed is a “guidebook” which we hope you find helpful as you pursue your recruitment in public accounting. In this guidebook you will find the following topics:

1. Calendar Year of Events
2. Opportunities & Eligibility
3. Recruiting Guidelines
4. Submission Guidelines
5. Tips & Advice
6. Dress For Success
7. Contacts

We encourage you to use this as a reference tool, but to also seek advice from others. Your professors, your career service advisors and professionals in the area are available to provide input that might be more suitable to you. Good luck in your upcoming career search and please contact any of the Big 5 campus recruiters if you have questions.

Thank you,
The Big 5 Recruiters

Calendar Year of Events

January – March

- Information Sessions and Interviews permitted for any remaining open positions not filled during Fall Recruiting Season
- Posting for Summer Leadership Positions becomes available
- Winter Internship Programs take place

April – May

- On-Campus Interviews for Summer Leadership Positions
- BAP Presentations on-campus by each Big 5 Firm (on a rotational basis)
- Meet the [BAP] Officers Event
- Meet the Members Event
- Career Days in Big 5 offices (downtown)

June – August

- Summer Internship Programs
- Summer Leadership Programs
- Recruiting social events

September – December

- Meet the Firms Events
- Resume submission deadline for Full-Time & Internship Positions
 - MPAcc Resume Submission Deadline: October 7, 11:30pm
 - Undergrad Resume Submission Deadline: October 7, 11:30pm
- On-Campus Interviews for Full-Time & Internship Positions
 - October 14-22
- Full-Time Office Visits, Offer Acceptance Deadline
 - Office Visits: October 27 - November 5
 - Deadline: Friday, November 12, 5:00pm
- Intern Office Visits, Offer Acceptance Deadline
 - November 10-19
 - Deadline: November 29, 5:00pm

Opportunities & Eligibility

Summer Leadership Program (Interviews in winter/spring)

- What is a Summer Leadership Program?
 - Our summer leadership programs are intended to provide students with an opportunity to get a "sneak peak" of the sponsoring firm, learn about that firm's culture/values/areas of service, and begin networking within the accounting community. Students are required to interview for these limited spots.

- Who's eligible?
 - Accounting, finance and IS majors, in good academic standing, graduating (and CPA eligible with 225 credits where applicable) between December 2011 and August 2012.

Winter & Summer Internship Programs (Interviews during Fall)

- What is an internship and why should I consider completing one?
 - Internships provide an opportunity for students to obtain valuable hands-on experience within a public accounting firm
- For those pursuing a CPA License:
 - Summer 2011 Internships – candidates must be CPA eligible with acceptable graduation date as early as December 2011
 - Internships occurs between Senior & 5th year of college
- For those NOT pursuing a CPA License (*only for those applying for some Advisory/IT Audit positions*):
 - Summer 2011 Internships – acceptable graduation date as early as December 2010.
 - Internship occurs between Junior and Senior year of college

Full-Time Positions (Interviews during the Fall)

- For candidates with an anticipated full-time start date of Summer/Fall 2011 or January 2012, students should interview during Fall 2010.
- Positions available in January 2011 are determined on case-by-case basis per Firm (dependant upon number of open positions at that time)

Disclaimer. Firms are receptive to deferring start dates subsequent to graduation and do encourage the student(s) to speak with each firm directly during the recruiting process. Firms encourage student(s) to convey his/her intentions and the resulting impact to his/her career. As a default, student(s) should fall into the timeline shown above, based on his/her graduation date.

Recruiting Guidelines

Recruiting Guidance

- Timelines have been established to allow students to consider all of their opportunities in the most fair and educated manner. Students are encouraged to complete all campus or in-house interviews with firms to which they have committed. Should they need to opt out, they should consult with the appropriate recruiter in a timely and professional manner regarding their circumstances.
- Professionalism of both the students and the firms is expected at all times.
- Students seeking internship opportunities are expected to consider those opportunities as seriously as full-time employment. Once a student has committed to a firm for their internship, the other firms will respectfully decline any additional recruiting interaction with that student. If an intern has declined their FT offer (if made) at the end of the internship, they may then choose to interact with other firms. However, the student is then expected to then follow the guidelines of the regular full-time candidates in the fall.
- Students should consult with recruiters regarding recruiting process inquiries, especially if they have circumstances that prevent them from recruiting during the timelines indicated [above].

Offer Guidance

- Offers for full-time candidates may *not* be extended until October 20, 2010.
- Offers for summer interns may not be extended until November 15, 2010.
- No communications regarding offer intents are permissible until the above listed dates.
- “Exploding” offers are not permitted (i.e. No offers can be given with a bonus attached if the candidate accepts earlier than below designated dates).
- Offers must remain open until **November 12, 2010** for full-time positions.
- Offers must remain open until **November 29, 2010** for intern positions.
- Firms may choose to keep their offers open subsequent to this date, if they desire.
- Students participating in summer recruiting events or leadership programs are not exempt from these guidelines and must follow the appropriate timelines for offers.

Submission Guidelines

All documents required by each firm must be submitted to the job posting on Husky Jobs before the deadline date. *NOTE: Uploading your documents to your Husky Jobs account is only the first step.*

Before you submit your documents on Husky Jobs, please read each of the firm's directions on what to submit listed below. **Applications will NOT be accepted without ALL documents requested by each firm.**

PLEASE DO NOT EXPECT AN INTERVIEW IF YOU DO NOT SUBMIT ALL REQUIRED DOCUMENTS ON HUSKY JOBS BY THE APPLICABLE DEADLINE.

DELOITTE

Website: <http://careers.deloitte.com>

Summer Leadership Interviews: **April 16, 2010**

MPAcc On-Campus Interviews: **October 20, 2010**

Undergrad On-Campus Interviews: **October 21, 2010**

Submit all documents listed below on Husky Jobs:

1. Resume
2. Unofficial Transcript
3. Cover Letter with location preferences
4. Deloitte Information Sheet – attached to postings on HuskyJobs

Please also apply at <http://careers.deloitte.com>. You will want to search using keyword found in the listing on Husky Jobs. Please make sure that all information presented through Husky Jobs matches that which is submitted to Deloitte online.

ERNST & YOUNG

Website: www.ey.com/us/careers/

Summer Leadership Interviews: **April 28, 2010**

MPAcc On-Campus Interviews: **October 19, 2010**

Undergrad On-Campus Interviews: **October 20, 2010**

Submit all documents listed below on Husky Jobs:

1. Resume
2. Cover letter
3. Unofficial Transcript
4. E&Y Information Sheet (available on Husky Jobs postings)

Submit information online on Ernst & Young's website located at: www.ey.com/us/apply. Ensure the information on EY website is consistent with information submitted on Husky Jobs.

KPMG

Website: www.kpmgcareers.com

Summer Leadership Interviews: **April 13, 2010**

MPAcc On-Campus Interviews: **October 18, 2010**

Undergrad On-Campus Interviews: **October 19, 2010**

Summer Leadership Interviews:

Submit all documents listed below on Husky Jobs:

1. Resume
2. Un-Official Transcripts
3. KPMG Summer Leadership Program Information Request Form (Available on Husky Jobs posting)

Fall On-Campus interviews:

Submit all documents listed below on Husky Jobs:

1. Resume
2. Unofficial Transcript
3. Completed KPMG University Recruiting Information Request Form (Available on Husky Jobs postings).
4. Submit employment application online on KPMG's website located at www.kpmgcampus.com/reg

MOSS ADAMS

Website: www.mossadams.com/careers

Summer Leadership Interviews: **April 27, 2010**

MPAcc On-Campus Interviews: **October 21, 2010**

Undergrad On-Campus Interviews: **October 22, 2010**

Submit all documents listed below on Husky Jobs:

1. Resume
2. Cover Letter
3. Unofficial Transcript
4. Also submit employment application to Company website at: <http://www.mossadams.com> and choose the "Careers" link.

PRICEWATERHOUSECOOPERS

Website: www.pwc.tv

Summer Leadership Interviews: **March 10, 2010**

MPAcc On-Campus Interviews: **October 14, 2010**

Undergrad On-Campus Interviews: **October 15, 2010**

Submit all documents listed below on Husky Jobs:

1. Resume
2. Cover Letter
3. Unofficial Transcript
4. Also complete a Talent Profile at www.pwc.com/getstarted. Please indicate your location preferences and line of service preferences.

Tips & Advice

An interview is a conversation with a purpose. The interviewer representing the firm is trying to determine if your skills and experience match the firm's hiring needs. The interview also allows you to determine if the firm is the right match for you. Below are some helpful tips on the interview process.

Preparation

- **Do your research!** Familiarize yourself with the Firm's business environment and the various career paths available within the firm. Resources include firm-issued literature, the firm's Web site, annual reports, and the guidance of professors, professionals, recruiters, and former interns.
- **Review your resume.** Your resume is all about you, so make sure it comes across that way during the interview. Review your resume thoroughly, noting your strengths and weaknesses, personal values, and key skills, and how they relate to the job for which you are interviewing. Ultimately, know what image of yourself that you want to project to the interviewer.
- **Don't rush.** Give yourself plenty of time to get to the interview. Stressing out because you are late is a bad way to start off.
- **Assess your skills.** Take some time to think about your skills, both generally and specifically.
- **Practice, practice, practice.** Grab a friend and have him or her review sample interview questions with you. Being prepared for questions, even if they are a different type, will make you comfortable during the real interview.
- **Dress for success.** Choose attire that gives you confidence and comfort but always maintain a professional and conservative image.
 - *Females:* Conservative suit, simple shoes, light makeup, reasonable nail polish, limited jewelry and perfume.
 - *Males:* Conservative suit and tie, dark socks, dress shoes, no visible jewelry except a watch (this includes necklaces, earrings, etc.)

Resume Tips

- Be concise and do not exceed one page.
- Keep it neat, attractive, organized, and easy to read.
- Ensure formatting is consistent throughout the resume.
- Be honest when stating your best qualities.
- Use action verbs to describe your duties and responsibilities (e.g., developed, managed, created, etc.).
- Quantify experiences to show levels of responsibility (e.g., number of people supervised).
- Be professional and appropriate.
- Key areas to cover:
 - **Heading**
 - Include your name, address, and phone number (school and home, if applicable), and an e-mail address you check regularly.

- Your name should stand out from the rest of the resume.
- **Education**
 - Include school(s) attended (name and location), major(s), minor(s), GPA, and graduation/CPA eligibility date.
 - Relevant coursework and academic honors and awards are helpful, but not critical.
- **Experience**
 - Include work experience and any activity where you developed and/or used abilities applicable to the position for which you are applying.
 - Include position held, name and location of organization, and dates of employment.
 - Describe your work responsibilities with emphasis on specific skills and achievements.
 - Highlight any tangible accomplishments that have made an impact in your workplace.
- **Activities, Leadership Roles, and Interests**
 - List volunteer positions, extracurricular activities, professional organizations, honor societies, and leadership roles.
 - Include all honors, achievements, and skills (e.g., foreign language fluency).
 - Interests are often a good starting point for conversation. They should be included only if there is space on your resume.

The Interview

- **First impressions count.** What can we say, the cliché is true. Give a firm handshake and smile; it will express confidence.
- **Pay attention.** Don't let your attention wander during the interview and be sure to give concise answers.
- **Don't say "umm" or "uhh".** Sounds funny, right? If you need to organize your thoughts as you're speaking, pause; silence works better than stumbling over words.
- **Be positive.** No one else is you. Remember to talk about your experiences both in and out of school. Don't apologize for a lack of experience; instead emphasize your strong points.
- **Watch your body language.** Maintain eye contact, and don't be too rigid (yet not overly relaxed, either). And listen to your mother...don't fidget. Everything makes an impression.
- **Question the question.** If you don't understand a question, ask. It shows you are paying attention. There's nothing worse than not being sure what someone just asked and making up an answer that may or may not be what they were looking for.
- **To thine own self...be true.** Be positive and upbeat, energetic and express your interest. When you are confident and comfortable, it makes a big difference during the interview.

After the Interview

- **Ask for a business card.** If the person interviewing you doesn't offer to give you one, be sure to ask. You'll need it to remember his or her name to write a thank-you letter.
- **Write a thank-you note.** It is professional to send a follow-up letter or email of thanks to the person who interviewed you. Reiterate your interest in the position, and reflect on some of the highlights of the interview. Remember to be concise and gracious — and PROMPT.

Second Round Process

- Be sure that you understand the timeline for second-round programs and make sure that they do not conflict with existing commitments (additional interviews, academic and personal commitments, etc.). Be honest with the employer. As a second-round candidate, the firm has a strong interest in you and wants to make sure that you are a good fit. Other points to consider:
 - **Be fair** to the employer and other candidates and accept a second-round interview only if you are seriously considering the position.
 - Once you commit to an invitation, **do not cancel**. You may have conflicting invitations, so double check your calendar before committing and be sure to choose wisely.
 - **Ask what the next round entails** and prepare yourself to meet additional personnel.
 - **Continue to research** the employer and prepare questions that will help you differentiate between employers.
 - **Communicate with the employer** as questions and issues arise.

Receiving an Offer

- If you have received an offer of employment, congratulations! Take some time to think about the offer and begin the decision-making process. Keep the following items in mind:
 - Return calls promptly.
 - Clarify any questions about the job that you may have.
 - Accept or decline on a timely basis.
 - Inform all recruiters of your final decision and be prepared to discuss decision factors.
 - Provide useful feedback to recruiters.
 - If you decline an offer, be positive about your experience and maintain good relations with the firm.

Contacts

Deloitte

Seattle & UW Recruiter: Brittainy Van Zandt

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**Brittainy will be out during the fall recruiting time period. Please contact Melissa Reck during this time with any questions.

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