

## Fall Accounting Recruiting Overview–2009-2010

Career Services: 350 SSB, <http://careers.utah.edu>, 581-6186

Advisor: Melissa Kraft, [mkraft@sa.utah.edu](mailto:mkraft@sa.utah.edu), 585-5037

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**Register with Career Services** through UCareerLink in order to take advantage of all our services. You may “Sign up for Services” on our webpage at: [www.careers.utah.edu](http://www.careers.utah.edu). If you are a masters student you will need to register for a new account. You can not use the same account you had as an undergraduate. You will be able to access all on-campus interviews through this system under “Employer Interview Schedules”. If you have questions about these schedules contact Melissa Kraft – DO NOT call the firms, even if you have an established relationship with them.

Check our website under “Conduct a Job Search” for good information on networking, on campus interviewing, thank you letters, salaries, and more. Also review “Job Search by Major” for specific accounting-related information. **GO TO THE CAREER FAIR ON OCTOBER 7 in the Union Ballroom.** There will be excellent business prospects there.

For the best possible opportunities, be open minded about your career and about relocation. There are many excellent accounting jobs available in **business, industry, government and public accounting**. So research, explore and interview! Ask yourself if you REALLY know what accountants do and where they do it.

### **Public accounting firms interview in the fall for four things:**

- 1) full-time professional positions in Utah and nationwide for master’s candidates
- 2) referral interviews for full-time professional positions in states not having the 150 hour rule for masters or bachelors candidates
- 3) full-time winter internships in tax or assurance for students graduating with the bachelor’s degree by December 2009 or May 2010 and planning to pursue the master’s degree
- 4) summer internships for students graduating with bachelor’s degree by May 2010 and going on for the master’s

December graduates should interview in the fall immediately preceding graduation. You may either go to work in January or perhaps not until later, but go through the interview process in the fall.

**Beta Alpha Psi** provides a wonderful opportunity for you to network and develop relationships with professionals. This is a two-way street: they get to know you and you become aware of the chemistry of each company so that when you go to work, it’s a perfect fit! **Be sure to attend Meet the Professionals and Firm-Sponsored Events!!**

If you are interviewing on campus, **read every piece of information about the schedule for which you are applying**. Make sure the applications you fill out, cover letters and resume are perfect. Nothing makes a poor impression like misspelled words or grammatical errors, or not paying attention to instructions when applying.

**Make sure you have a resume that represents you well.** Contact Melissa Kraft for individual help on perfecting your resume before you upload it into the UCareerLink system. Resume review drop in hours are posted at: <http://careers.utah.edu/downloads/2009AcctgWorkshops.pdf> under “Fall Accounting Recruiting”.

**Questions about interviewing?** Career Services offers interviewing workshops and mock interviews, which can be scheduled through the UCareerLink system. There is also interviewing information on our website.

**How do you develop relationships** if you want to work some place other than Utah? First you go through the recruiting process here at the U and ask for a referral to the city or cities of your choice (no more than three). It would also be important to introduce yourself via email or US mail to the firms in this city and make them aware a referral may be forthcoming. If you have family in the area, you might want to visit and request an opportunity to meet someone from the firm at that time. Should you just exercise initiative and show up on someone’s doorstep? No. These are busy professionals who have other responsibilities above and beyond recruiting, and the “drop in” approach is definitely not professional. Networking is a powerful tool and I encourage you to perfect it, but make sure you use good judgment and common sense in your approach.

**Dress for success.** You don’t have to spend a fortune to dress professionally, but make sure your grooming is perfect! Suits are required for on campus interviews! Be early for your interview and have a firm handshake and nice smile.

**Send a thank you note** within 24 hours of your interview. There are samples on our website.