



Accounting On Campus Recruiting Guidelines for Seniors 2011-12

Eligibility Requirements

- n Accountancy major in good standing at JCU
- n Anticipated graduation date this year
- n Currently seeking employment after graduation
- n Completed profile in Career Connection
 - 4th/5th Year Class Standing
 - Accountancy Major
 - GPA and Major GPA
 - Bachelors – Degree Type (not MBA)
 - Entry Level – Work Level Preference
- n **Activated, updated** resume in Career Connection. If you do not currently have an activated resume in Career Connection, you must make an appointment for a resume review session in the Career Center. To schedule an appointment please call 216-397-4237. Once your resume is uploaded and activated you may submit your resume for pre-selection consideration. You will be notified via Career Connection if you are selected for an interview.

Points of Interest

- n Jobs are competitive
 - Must meet ALL employer's qualifications to sign up for interviews
 - Consider all types of employment (Big/Small; Public/Private; Industry)
 - Read all job descriptions for details and procedures (pre-nights, website registration, transcripts)
 - Do your research on the company prior to the interview; prepare questions

On Campus Interviewing Policies

- n Sign up deadline is 48 hours prior to the interview date
- n **Cancellation policy:** Up to 48 hours prior to the interview, you can cancel in Career Connection under Interviews/Events. After the 48 hour window passes, contact Barb Koeth at 216-397-4431. Your account status will change to Inactive and you will be required to send an apology letter to the employer after which time you can resume on campus interviewing
- n Don't overbook yourself
- n All interviews are held in the Career Center - arrive 15 minutes early in professional interview attire
 - You can do a Mock Interview in our office to prepare
- n Ask for a business card and send a thank you letter to each person that interviews you within 48 hours of interview. This should be done for 2nd and 3rd round interviews as well.
- n For more information regarding On Campus Recruiting, check out our online tutorial at <http://www.jcu.edu/careercenter/students/OCR.htm>

Important JCU Info

- n Offers for Seniors can be made at any time
- n We ask employers to allow students 2 weeks to make an informed decision on offers
- n Once you have accepted an offer, you are ethically bound to that offer; all remaining interviews should be cancelled
- n For more information regarding On Campus Recruiting, check out our online tutorial at <http://www.jcu.edu/careercenter/students/OCR.htm>

Upcoming Networking Opportunities

- n **September 19th**- Meet The Accountants Night 7-9 PM LSC Conference Room DJ Lombardo Student Center
- n **November 14th**- Student-Employer Networking Event 4:30-6:30 PM LSC Conf. Room DJ Lombardo Student Center
- n **February 2nd**- JCU Annual Career Fair 4:30-7 PM The Dolan Center for Science and Technology