FALL 2015
JOB SEARCH
HANDBOOK
Internships and Full-Time Positions in Public Accounting
OVERVIEW

The Department of Accounting, in partnership with our alumni and friends, is able to offer our students a host of exciting opportunities for both internships and permanent, full-time positions with a long list of distinguished firms in public accounting.

This booklet is designed to guide you through a successful application, interview and offer acceptance process for employment opportunities in public accounting. A job search requires you to be knowledgeable and skilled in interview techniques, and to be prepared, focused, and persistent in completing your search. The steps involved in applying for positions in public accounting are many, and demand your attention. You must take responsibility for your search process by carefully reviewing the enclosed materials, by getting all of your questions answered, and by fully utilizing the resources available to you in the Chase Career Center and in the Accounting Department.

This booklet provides information on the following:

- helpful contacts in the Isenberg School;
- opportunities in public accounting for permanent, full-time positions, and for Semester in the Profession (SIPP) and summer internships;
- a calendar of important dates and Steps for Success; and
- helpful information for the entire process, from start (calendar of placement activities) to finish (accepting or declining offers).

We are here for YOU!
The search process is very demanding of your time and energy, and when combined with the demands of your coursework, it may sometimes feel overwhelming. It is important that you not let these feelings get in the way of doing the very best you can. You’re not alone; if you need help or advice, please feel free to connect with one of us. We encourage you to reach out to any of the following individuals at any time during your search process.

Kim Figueroa, Director, Internships and Co-ops
Room 101 (Chase Career Center); 577-0418, kfigueroa@isenberg.umass.edu

Melissa Salva, Director of Recruiting Operations (For IsenbergWorks questions and process)
Room 101 (Chase Career Center); 545-5598, msalva@isenberg.umass.edu

Catherine West Lowry, Lecturer in Accounting, SIPP faculty member for Internship Class
Room 351, 577-2409, clowry@isenberg.umass.edu

Jeanne Bagdon, Academic Program Coordinator, Department of Accounting
Room 226, 545-5662, jbagdon@isenberg.umass.edu

Shannon Petrin, Office Manager, Department of Accounting, Room 226,
545-5645, spetrin@isenberg.umass.edu
THE RECRUITING CYCLE

It is important for you to understand the recruiting cycle for employment opportunities in public accounting. MOST of the participating firms will recruit candidates during the FALL semester for BOTH permanent, full time employment and internships. Applications will be due in late September through mid-October, and on campus interviews will occur late September through early November. Some firms will require additional interviews in Boston or other locations. Offers will be made throughout this period, and acceptances of offers will be required typically before the end of the semester.

For Intern Applicants Only

SIPP or SUMMER? Applicants need to decide early!
Given that recruiting for BOTH SIPP and Summer internships occurs in the Fall, interested students will need to make sure they are well prepared for submitting applications, interviews and making decisions about offers. Firms will require students to make a decision about WHICH internship period they are interested in (either SIPP or summer) and, if multiple offers are given, the firm with which they choose to do an internship. Additionally, it is not the norm for any of the firms to offer both SIPP and summer internships to the same candidate. In fact, the firms highly discourage students from accepting an offer for SIPP with one company and accepting a summer offer with another. Thus, it is very important for you to give a great deal of thought to the process before applying for internships.

Be aware that internship placements are greater in number for SIPP than for the summer. Thus, while getting an internship is competitive in both programs, your prospects for success are greater in the SIPP Program, than for summer.

PERMANENT, FULL-TIME EMPLOYMENT OPPORTUNITIES

If you are a senior seeking full-time employment in public accounting, you will find many opportunities in both audit/assurance and tax practice, with both multinational and regional CPA firms. In addition, among the multinational firms, you may also find a limited number of opportunities in the specialty practice known as “advisory services.” Interested students should learn about each firm’s specific “advisory” practice areas by visiting each firm’s website and by reviewing job descriptions on the IsenbergWorks system.

The firms listed below require applicants to be “CPA Ready,” that is, to have met the 150-hour educational requirements for certification (CPA) in Massachusetts, prior to their employment start-date.
• Deloitte
• Ernst & Young
• Grant Thornton
• KPMG
• McGladrey
• PricewaterhouseCoopers

Please note that during the fall semester, Beta Alpha Psi and the Department of Accounting offer information sessions regarding the 150-hour education requirements for certification (CPA) in Massachusetts.

Please note that many of the regional firms identified in this handbook do not require applicants to be “CPA Ready,” that is, to have met the 150-hour educational requirements for certification (CPA) in Massachusetts, to be considered full-time employment.

PARTICIPATING FIRMS

The following firms are participating in our Permanent Hire Process:

• BDO
• Deloitte
• Ernst & Young
• Grant Thornton
• KPMG
• McGladrey
• PricewaterhouseCoopers
• Alexander Aronson Finning
• Baker Newman Noyes
• Blum Shapiro
• CBIZ Tofias
• CliftonLarsonAllen
• CohnReznick
• DiCicco Gulman
• Edelstein & Co.
• Feeley & Driscoll
• Gray, Gray & Gray
• Marcum
• Meyers Brothers Kalicka
• Moriarty & Primack
• O’Connor & Drew
• Tonneson & Co
• Walter & Shuffain
• Whittlesey & Hadley
• Wolf & Company

INTERNSHIP PROGRAMS

If you are a junior seeking an internship in public accounting, the opportunities are abundant, for both the spring semester (in our Semester in the Profession Program), and during the summer. A brief description of the two programs follows.
THE SEMESTER IN THE PROFESSION PROGRAM (SIPP)

The Semester in the Profession Program (SIPP) provides qualified students with the opportunity to gain valuable work experience with a group of highly distinguished public accounting firms, while enrolled as a full-time student. The field experience takes place during the first-half of the spring semester, after which you return to campus to complete two upper-level accounting courses, offered in a time-intensive format for all SIPP participants. Students completing SIPP earn 15 credits for the semester (9 internship credits, 6 course credits), thus helping to assure that participants are able to graduate “on time.”

WHY PARTICIPATE IN THE SIPP PROGRAM?

- **It’s Rewarding.** You will gain valuable work experience and insight into a career in public accounting. You will be engaged in the profession during the height of “busy season,” and “tax season.” You will be a contributing member of an audit or tax team, working side-by-side with staff accountants and their supervisors. Students report the work to be demanding, exciting, challenging and very rewarding. Incidentally, the rewards are not only psychological; compensation is typically competitive with entry-level staff salaries.
- **There’s NO delay in graduation.** You can complete the Program without delaying your graduation. By completing the program, you will earn 15 credits, comprised of 9 internship credits and 6 credits for completing two courses (SCH-MGMT 541 - Audit and SCH-MGMT 583 - CPA Law), upon returning to campus.
- **Job offers.** The vast majority of students who successfully complete SIPP return to campus with a job offer in hand, or the comfort of knowing that a job offer will follow.
- **Growing interest.** Internships are the principal recruiting tool for the major public accounting firms. Many of the firms participating in the program have voiced a strong interest in placing increased emphasis on SIPP internships in their recruiting process. Both student and firm participation continues to grow. SIPP internship opportunities and placements are greater in number than summer internship placements. We expect this emphasis on SIPP internships to continue.

PARTICIPATING FIRMS

The following firms are participating in our Semester in the Profession Program:

- Deloitte
- Ernst & Young
- Grant Thornton
- KPMG
- McGladrey
- PricewaterhouseCoopers
- Blum Shapiro
- CohnReznick
- DiCicco Gulman
- Edelstein & Co.
- Feeley & Driscoll
- Meyers Brothers Kalicka
- Wolf & Company

Please note that the larger CPA firms typically hire students in offices located in Massachusetts, Connecticut and New York, with the largest percentage of students placed in and around Boston. Requests for “alternate” locations are generally handled on a referral basis after initial interviews are
conducted on campus. You should be sensitive to the fact that smaller firms typically have fewer office locations, and hence have limited ability to offer such referrals.

**SUMMER INTERNSHIPS**

Generally, for a variety of reasons, the number of students applying for summer internships is greater than for SIPP, and the number of summer internship opportunities is fewer. Thus, the level of competition for summer internships is even more intense than for SIPP. The benefits are, of course, similar to the SIPP. That is, by completing a summer internship, you may gain valuable work experience and insight into a career in public accounting, the compensation is attractive, and the vast majority of students return to campus with a job offer in hand, or the knowledge that one will soon follow. It should be noted, however, that because the field experience takes place during the summer months, which tends to be a somewhat “slower” period for the industry, the summer internship experiences tend to vary widely among students. Because firms make every effort to provide interns with a stimulating field experience, many students report having had a busy, challenging and rewarding work experience during the summer, but others report having an experience that is notably less challenging and stimulating.

**PARTICIPATING FIRMS**

The following firms are participating in the *Summer internship program*

- BDO
- Deloitte
- Ernst & Young
- Grant Thornton
- KPMG
- McGladrey
- PricewaterhouseCoopers
- Alexander Aronson Finning & Co
- Baker Newman Noyes
- Blum Shapiro
- CliftonLarsonAllen
- Edelstein & Co
- Feeley & Driscoll
- Gray, Gray & Gray
- Stone Turn Group
- Walter & Shuffain
- Whittlesey & Hadley
# 2015 Fall Public Accounting Internship Calendar

<table>
<thead>
<tr>
<th>Sunday</th>
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<th>Saturday</th>
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<td>SEPT 1</td>
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<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>6</td>
<td>7</td>
<td>Labor Day</td>
<td>FIRST DAY OF CLASSES</td>
<td>Deadline to submit accounting resumes for approval via Optimal Resume tool (5pm)</td>
<td>EY Invasion Day 11am-2pm Atrium</td>
<td>KPMG BBQ (outside of Isenberg) 11am-3pm</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>Deloitte Atrium Table 10am-2pm</td>
<td>PwC Atrium Table 10am-1pm</td>
<td>BDO Atrium Table 2pm-4pm</td>
<td>Employer Resumer Review/Practice Interview Day</td>
<td>Grant Thornton Atrium Table 10am-2pm 20 Minutes With McGladrey</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>Regional Public Accounting Firm Fair 11am-2pm, Atrium</td>
<td>20 Minutes with PwC 20 Minutes with EY</td>
<td>20 Minutes with KPMG</td>
<td>20 Minutes with Deloitte 20 Minutes with EY <em>KPMG Application Deadline</em></td>
<td>20 Minutes with Grant Thornton <em>Grant Thornton Application Deadline</em></td>
</tr>
</tbody>
</table>

- **Application Deadline at midnight for:**
  - O’Connor & Drew
  - Clifton Larson Allen
  - Feely & Driscoll
  - BlumShapiro
  - StoneTurn Group
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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<td>27</td>
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<td>29</td>
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<td>OCT 1</td>
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<tr>
<td><em>McGladrey Application Deadline</em></td>
<td>20 Minutes with BDO</td>
<td>CAMPUS INTERVIEWS</td>
<td>Accounting Etiquette Dinner 5pm-8pm Campus Center</td>
<td>ISENBERG CAREER DAY</td>
<td><em>BDO Application Deadline</em></td>
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<tr>
<td></td>
<td><em>EY Application Deadline</em></td>
<td>· O’Connor &amp; Drew · Clifton Larson Allen · Feeley &amp; Driscoll</td>
<td>Info Session 6:30pm,ISOM108</td>
<td>McGladrey Preselects Due</td>
<td><em>PwC Application Deadline</em></td>
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<td>KPMG Preselects Due</td>
<td>Grant Thornton Preselects Due</td>
<td>EY Preselects Due</td>
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<td><em>Deloitte Application Deadline</em></td>
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<td>CAMPUS INTERVIEWS</td>
<td>CAMPUS INTERVIEWS</td>
<td>CAMPUS INTERVIEWS</td>
<td>CAMPUS INTERVIEWS</td>
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<td>· DiCicco Gulman · Marcum · Gray, Gray,&amp;Gray · Whittlesey&amp;Hadley</td>
<td>KPMG</td>
<td>Grant Thornton</td>
<td>McGladrey</td>
<td>EY</td>
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<td>PwC Preselects Due</td>
<td>Deloitte Preselects Due</td>
<td>BDO Preselects Due</td>
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<td>Deloitte</td>
<td>BDO</td>
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<tr>
<td></td>
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<td>CAMPUS INTERVIEWS · Meyers Brothers Kalicka · Wolf &amp; Co (SIPP) · Walter&amp;Shuffain · Tonneson &amp; Co</td>
<td>CAMPUS INTERVIEWS Wolf &amp; Co (FT)</td>
<td>KPMG Office Hours 11am-3pm ISOM 201</td>
<td>CAMPUS INTERVIEWS Baker Newman Noyes</td>
<td>CAMPUS INTERVIEWS CohnReznick</td>
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### BIG 4 FIRMS + Grant Thornton, McGladrey, and BDO

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<tr>
<th>Firm Name</th>
<th>SIPP</th>
<th>Summer</th>
<th>Full Time</th>
<th>Application Deadline (by midnight)</th>
<th>Interview Date</th>
<th>Firm Website</th>
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<tr>
<td>BDO</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>Oct. 2</td>
<td>Oct. 15</td>
<td><a href="http://www.bdo.com">www.bdo.com</a></td>
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<tr>
<td>EY</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Sept. 28</td>
<td>Oct. 9</td>
<td><a href="http://www.ey.com">www.ey.com</a></td>
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<tr>
<td>KPMG</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Sept. 23</td>
<td>Oct. 6</td>
<td><a href="http://www.kpmg.com">www.kpmg.com</a></td>
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<tr>
<td>PwC</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Oct. 1</td>
<td>Oct. 13</td>
<td><a href="http://www.pwc.com">www.pwc.com</a></td>
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<tr>
<td>Grant Thornton</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Sept. 25</td>
<td>Oct. 7</td>
<td><a href="http://www.grantthornton.com">www.grantthornton.com</a></td>
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<tr>
<td>McGladrey</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Sept. 27</td>
<td>Oct. 8</td>
<td><a href="http://www.mcgladrey.com">www.mcgladrey.com</a></td>
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### Regional Firms

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>SIPP</th>
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<th>Full Time</th>
<th>Application Deadline (by midnight)</th>
<th>Interview Date</th>
<th>Firm Website</th>
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<tbody>
<tr>
<td>Alexander, Aronson, Finning &amp; Co.</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Sept. 30</td>
<td><a href="http://www.aafcpa.com">www.aafcpa.com</a></td>
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<tr>
<td>Baker Newman Noyes</td>
<td>TBD</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 22</td>
<td><a href="http://www.bnncpa.com">www.bnncpa.com</a></td>
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<tr>
<td>BlumShapiro</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Sept. 30</td>
<td><a href="http://www.blumshapiro.com">www.blumshapiro.com</a></td>
</tr>
<tr>
<td>CBIZ Tofias</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>N/A</td>
<td><a href="http://www.cbiztofias.com">www.cbiztofias.com</a></td>
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<td>CliftonLarsonAllen</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Sept. 29</td>
<td><a href="http://www.cliftonlarsonallen.com">www.cliftonlarsonallen.com</a></td>
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<tr>
<td>CohnReznick</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 23</td>
<td><a href="http://www.cohnreznick.com">www.cohnreznick.com</a></td>
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<tr>
<td>DiCicco, Gulman &amp; Company</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 5</td>
<td><a href="http://www.dgccpa.com">www.dgccpa.com</a></td>
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<tr>
<td>Edelstein &amp; Co.</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>N/A</td>
<td><a href="http://www.edelsteincpa.com">www.edelsteincpa.com</a></td>
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<td>Feeley &amp; Driscoll</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Sept. 30</td>
<td><a href="http://www.fdcpa.com">www.fdcpa.com</a></td>
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<tr>
<td>Gray, Gray &amp; Gray</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 5</td>
<td><a href="http://www.ggccpas.com">www.ggccpas.com</a></td>
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<tr>
<td>Marcum</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 5</td>
<td><a href="http://www.marcumllp.com">www.marcumllp.com</a></td>
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<tr>
<td>Meyers Brothers Kalicka</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 19</td>
<td><a href="http://www.mbkcpa.com">www.mbkcpa.com</a></td>
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<tr>
<td>Moriarty &amp; Primack</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NA - will be collecting resumes at Regional Pub. Acct. Fair on 9/21</td>
<td>N/A</td>
<td><a href="http://www.moriartyprimack.com">www.moriartyprimack.com</a></td>
</tr>
<tr>
<td>Novogradac &amp; Co.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Check IsenbergWorks for deadline</td>
<td>TBD</td>
<td><a href="http://www.novoco.com">www.novoco.com</a></td>
</tr>
<tr>
<td>O’Connor &amp; Drew</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Sept. 29</td>
<td><a href="http://www.ocd.com">www.ocd.com</a></td>
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<tr>
<td>Raich Ende Malter &amp; Co.</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Check IsenbergWorks for deadline</td>
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<td><a href="http://www.rem-co.com">www.rem-co.com</a></td>
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<tr>
<td>StoneTurn Group</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>Check IsenbergWorks for deadline</td>
<td>Sept. 30</td>
<td><a href="http://www.stoneturn.com">www.stoneturn.com</a></td>
</tr>
<tr>
<td>Tonnenson + Co.</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 19</td>
<td><a href="http://www.tonneson.com">www.tonneson.com</a></td>
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<tr>
<td>Walter &amp; Shuffain</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
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<td><a href="http://www.wscpa.com">www.wscpa.com</a></td>
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<tr>
<td>Whittlesey &amp; Hadley</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 5</td>
<td><a href="http://www.whcpa.com">www.whcpa.com</a></td>
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<tr>
<td>Wolf &amp; Co.</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>Check IsenbergWorks for deadline</td>
<td>Oct. 19 &amp; 20</td>
<td><a href="http://www.wolfandco.com">www.wolfandco.com</a></td>
</tr>
</tbody>
</table>
**STEPS FOR SUCCESS**

Many of the skills that you need in order to be successful during the recruiting process are same skills that the firms are looking for in their professional staff. Demonstrating good communication skills, the ability to plan your schedule and manage your time, a willingness to do the research needed to prepare you for an interview, and showing confidence during the application and interview process will increase your chances of obtaining an offer.

1. **Important Dates and Events**
   - Attend the *Public Accounting Day with Regional Firms* event on Monday, Sept 21, from 11:00 am to 2:00 pm, in the Isenberg Atrium.
   - Sign-up as soon as you can for the “Twenty Minutes With” events; participating firms are Deloitte, Ernst & Young, Grant Thornton, KPMG, McGladrey, BDO and PricewaterhouseCoopers. You will have a very valuable opportunity to network and to talk, one-on-one, with the recruiters.
   - Attend *Isenberg Career Day* on October 1st, from 11:00 am to 4:00 pm, in the Campus Center Auditorium.
   - Attend “Meet & Greet” events, hosted by individual firms, in the Isenberg Atrium. Check the *IsenbergWorks* Calendar for the schedule of these events.
   - APPLICATION DEADLINES vary by firm; be sure to check the *IsenbergWorks* Calendar regularly for these deadlines.
   - Plan for your interviews. If you MUST miss a class (not recommended, but sometimes unavoidable) due to an interview, please communicate with your professors and let them know about your circumstances. This common courtesy demonstrates “professional” and “responsible” behavior.

2. **Set up your account on IsenbergWorks through the Chase Career center Website and submit your applications.** See pages 16 - 21 for instructions on using *IsenbergWorks* to submit applications. Read all instructions and descriptions carefully, to make sure that you are aware of the application process, required materials and deadlines.

   Applications must be submitted by the indicated deadlines. The deadline is 11:59 on the date indicated in *IsenbergWorks*. All application materials are sent in a bundle to the recruiters at 12 AM the day following the deadline.

3. **To how many companies should you apply?**
   Deciding how many companies to whom you should apply is important. The more companies to whom you apply, the more potential offers you could be considering. That can be a good thing! However, on the flip-side, more applications mean potentially more interviews both on and off campus. This requires time away from your academic responsibilities, which is also critically important.
Students who meet as many companies as is reasonable, and do their research on them, will be able to make more informed choices. If you want to take your chance with only the BIG 4, you will have a limited number of interviews. Students ARE advised to apply to some BIG 4 firms, as well as some regional firms. Which to choose depends on what you have learned about each firm.

4. **Should I apply for both SIPP and Summer internships with public accounting firms?**
   YES. You should consider applying for BOTH summer and SIPP opportunities, even with the same firm. You will be selected for ONLY ONE choice but applying to both maximizes your chances of obtaining an interview. If SIPP does not work out for you, Summer might. We suggest that if you apply to both, it should be within the same practice area. (e.g., both for Audit, or both for Tax).

5. **What happens after I submit my application?**
   - Recruiters will review materials and respond to chosen applicants via *IsenbergWorks*. This may take a few days, to a week, or sometimes a bit longer.
   - MOST firms will either “accept” or “decline” applicants.
   - “Accepted” applicants will receive an email through your *IsenbergWorks* account inviting you to sign-up for an interview with a specific firm. You will receive an invitation email message from each firm that wishes to interview you. This may take a week or longer to complete the full cycle of firms.

6. **Once you receive this invitation, SIGN UP FOR AN INTERVIEW TIME AS SOON AS POSSIBLE.** If you will be interviewing with more than one firm on the same day, be aware of potential time conflicts.

   *Make sure that you mark your calendar with your interview dates and times. Once you know your schedule of interviews, you’re ALMOST ready!*

7. **Firm Information Sessions:** Many firms will hold information sessions the night before interviews. If you are selected for an interview, you will be invited to these events. *It is expected that you will be at these sessions unless you notify the firm on your own that you have a conflict.* Conflicts do arise due to an inflexible work schedule, or a class or an exam that you cannot miss. It is your professional responsibility to inform the firm if you cannot attend. Be aware that there are REAL benefits to attending an Information Session, including:
   - Learning more about the firm and what to expect in the interview
   - Talking with a former intern and asking about the interview process
   - Possibly meeting the person who will interview you on the next day
   - Making a good first impression

8. **Interviews are held in Isenberg School of Management, RM 202** – across the hall from the Undergraduate Advising Office. You should arrive approximately 5 to 10 minutes prior to your scheduled interview. Enter the interview suite, **turn off your cell phone** and if there are firm “greeters” available, talk with them. Greeters are there to answer your questions and provide you with any last minute information you seek. Greeters also are asked about their opinions of candidates so it is important that you engage in some conversation with them.
9. **After you have completed your interviews:**
   - Take a few moments to jot some notes down about the interview – what you learned, why you feel you would be a good “fit”, why you want to join the firm as a permanent or intern hire.
   - Send thank you notes to everyone you met and received a business card from. It is UP TO YOU to ask for a business card if one is not presented. Personalize thank you notes using the notes you wrote down. Students can send emails of thank you notes (just remember to keep things somewhat formal), a hard copy thank you note or both.
   - Firms will contact you if they are interested in pursuing your candidacy further. You will be notified by a phone call (very likely), or email (less likely). SOME of the firms will make an offer immediately, others will require that you attend another interview, most likely in their office at a future date.
   - ALL firms will get back to students who are not selected for additional interviews, usually in written form. SOME firms will contact you by phone although this is not the norm. Do not take this personally. While it may be disappointing, there are other opportunities available. Take some time to reflect on the process. Meet with Kim Figueroa to talk about your situation and to learn what other opportunities may be available.
   - Additionally, most firms **will not** provide feedback as to why students were not chosen and thus, students are advised to not contact the recruiters for this information.

10. **Dealing with Rejection**
    The recruiting process is competitive. Students should put their best foot forward in order to maintain a competitive edge. Being prepared and focused, and staying on top of the process will improve your chances of getting interviews. To some degree, the process is a “numbers game.” There are always MORE candidates than can be selected. While you cannot eliminate the potential for “rejection,” you can reduce it by carefully developing a portfolio of firms to which you apply.

    Some students may receive offers from every firm to which they apply. Others will have fewer offers and find positive outcomes with a smaller group of companies. Others will not be selected, and while rejection can sting, it can also be a learning experience. It is important to keep this in perspective and understand that you will have other opportunities in the very near future. We urge you to speak with Kim Figueroa, or an advisor, about your feelings and your circumstances.

11. **Managing/Accepting Offers**
    Due to the timing of interviews, offers will come at different times and with different acceptance deadlines. This can make the process complex and challenging, and thus requiring some careful thought.

    **For summer internships only**, the following firms have agreed to adhere to the “Summer Internship Response Deadline” of Monday, December 1. *This means students will have until December 1 to respond to an offer from any of these firms.*

    - Deloitte
    - Ernst & Young
    - Grant Thornton
    - KPMG
    - McGladrey
    - PricewaterhouseCoopers
For permanent hires and SIPP, there is no common response deadline.

If you have concerns about multiple offers and conflicting deadlines, please immediately see either Kim Figueroa or Cathy Lowry.

How should you handle these issues?

- Communicate with the individual employers if you have additional interviews (being professional).
- Ask the employer when the deadline is for your decision – and contact them by that date (being professional and responsible).
- If you need more time, ask them if you could have an additional day or two. But, before asking for more time, make sure that you know what your response will be if the recruiter cannot accommodate your request. You may hear either yes or no – be prepared for either (being prepared and professional).
- Once you accept an offer, notify other firms who have made an offer to you about your decision. Taking this action can open opportunities for other students who may be “in line behind you,” awaiting an offer. This will NOT hurt the recruiter’s feelings. It is part of the recruiting process and they know they are competing for you (being professional and responsible).
- Do NOT accept an offer unless you are serious about it (being ethical).
- Do NOT accept an early offer “just to be safe” and continue interviewing (this is NOT being ethical).
- Do NOT accept multiple offers under any circumstance. This would be a breach of interviewing and professional ethics.
APPLICATION MATERIALS

Students will find the forms and instructions for uploading forms located in the IsenbergWorks site in the Documents area under “Career Documents and Samples”.

- RESUMES

Your resume is a critical part of the application, as it will be of primary interest to the person(s) reviewing your application, and often represents their first impression of you. You have a wealth of resources available to you to assure that your resume is presented effectively, including access to Kim Figueroa, Director of Internships and a team of faculty advisors.

PUBLIC ACCOUNTING RESUME TEMPLATE: A specific resume template is strongly suggested. The Chase Career Center uses the OPTIMAL Resume Builder to ensure students create resumes using specifically formatted resumes for the public accounting firms.

All Isenberg students will find a link to the Resume Builder in their home page of their student Isenberg Experience accounts or on Chase's homepage: https://www.isenberg.umass.edu/career/

- TRANSCRIPTS

An unofficial copy of your transcripts from all college and universities attended needs to be provided. Students who have transferred to UMASS and do not yet have a UMASS transcript may be asked for a copy of the transcript from the previous institution. Please plan ahead to gather these documents. Should you need your transcripts to be faxed, the Chase Career Center will fax these documents for you. Provide Kim Figueroa with the official transcripts and a list of the firms you are applying to.

- FIRM SPECIFIC INFORMATION

Some firms require that students apply on their websites or submit additional information with their IsenbergWorks applications. The additional information generally is in regards to completion of 150 plan, location preference, and practice area preference.

Some firms will require applicants to complete a form (found in the Career Documents and Samples tab of the Documents tab on the Isenberg Experience toolbar).

Other firms will provide a link to a survey (in the actual job application in IsenbergWorks). Refer to the FIRM INFORMATION LIST on page 10 for information about what these firms require. These requirements are also spelled out clearly in the internship descriptions in IsenbergWorks.
Using IsenbergWorks to apply for Internship and Job Postings.

Access IsenbergWorks from the Chase Career Center webpage here: https://www.isenberg.umass.edu/centers/chase-career-center

You will log into IsenbergWorks with your UMass NetId and password.
- If you are logging in for the first time, you will be required to confirm two statements and indicate if you’re an IT Minor before you can begin searching for opportunities.

This is what your homepage looks like.

There are links to OPTIMAL Resume and make appointments with Chase advisors from the home page.
UPLOADING YOUR DOCUMENTS

Go to the “My Documents” tab. Some companies will require you to submit additional documents including an unofficial transcript and firm specific forms (upload these as “Other Document”). Sometimes a cover letter will be required. You can upload multiple versions of each document so they are customized for each employer.

SEARCHING FOR COMPANIES

Search for opportunities using firm names in the 1.) Search Bar on the home page or, 2.) by using the Search Internships & Jobs shortcut in the right margin or tab in top navigation bar.
ALL postings will begin accepting applications SEPTEMBER 1. For purposes of demonstration, we have created a FAKE job posting. Actual postings will reflect real time “schedule details”.

Read entire posting to ensure you understand all application instructions. These details will be located at the top of the posting.

Many postings will include specific instructions for each application including applying on company specific websites. Applying on company specific websites can take time (30 – 45 mins) so be sure to plan ahead.

International students should pay particular attention to the employer statement regarding sponsorship. This statement would indicate that the employer cannot consider any candidate that is not eligible to work unrestricted in the US for this opportunity and that CPT or OPT is not considered by this employer.
Click on APPLY if eligible and interested. You will again be reminded of **specific application documents** required. An Asterisk (*) indicates a required document. IF there is no *, you do not need to submit the document. **Until you have uploaded these documents into your Documents folder, you will not be able to submit your application.**

Choose appropriate documents and hit submit. A confirmation screen will pop up.
HOW AND WHEN WILL I KNOW IF I HAVE AN INTERVIEW (or NOT)?

YES, you have been invited for an interview

After applications get submitted, within 1 – 2 weeks, Chase will process firm decisions about employer interview choices in IsenbergWorks. **You will be notified in an email EITHER WAY of a decision.** You can keep track of employer decisions by clicking [here](#) from the home page:

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**Welcome, San Fake.**

**NEWS FEED**

**ANNOUNCEMENT**

Welcome to IsenbergWorks, your destination for applying to jobs and internships posted specifically for Isenberg students!

Continue Reading...

**ANNOUNCEMENT**

Need to make an appointment with a Career Advisor? Visit the Chase Career Center website and click on the “Make an Advising Appointment” icon.

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If you are INVITED for an Interview, you will see the following. Here you can [sign up](#) for an interview time

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Choose a time that works best for you. Time slots will fill quickly!
Students may ask to “swap” time slots with other candidates by clicking here once you have submitted your time choice.

“Asking” for a swap depends on the other candidate. Asking does not mean it will occur.

**NO, you have not been invited for an interview**

If you are declined for the interview, you will receive an email indicating the decision and will see the following “Not Invited” text in IsenbergWorks:
Regional Public Accounting Firm Career Day

Monday, September 21, 2015
11:00 a.m. – 2:00 p.m.
Isenberg Atrium

Attend our largest regional firm fair to date!

Learn about full-time, summer and SIPP internship opportunities from representatives with the following firms:

- Alexander, Aronson, Finning & Co.
- Baker Newman Noyes
- BlumShapiro
- CliftonLarsonAllen
- CohnReznick
- DiCicco, Gulman & Co.
- Edelstein & Co.
- Feeley & Driscoll
- Gray, Gray & Gray
- Marcum
- Meyers Brothers Kalicka
- Moriarty & Primack
- Novogradac & Co.
- O’Connor & Drew
- Raich Ende Malter & Co.
- Tenneson + Co.
- Walter & Shuffain
- Whittlesey & Hadley
- Wolf & Co.

Apply for postings via IsenbergWorks – many application deadlines will fall as early as midnight the day of the fair!