FALL 2016 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

Pamela Trafford, Senior Lecturer in Accounting, SIPP faculty member for Internship Class,
Room 347, 545-5633, ptrafford@isenberg.umass.edu

Shannon Petrin, Office Manager/Academic Program Coordinator, Department of Accounting,
Room 222, 545-5645, spetrin@isenberg.umass.edu

Jeanne Bagdon, Director, Professional Programs (MSA students), Department of Accounting
Room 222, 545-5662, jbagdon@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

Semester in the Profession Program (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.

PARTICIPATING FIRMS

The firms in bold 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.

- BDO
- Deloitte
- Ernst & Young
- Grant Thornton
- KPMG
- RSM
- PricewaterhouseCoopers
- and many regional firms
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.

Seniors seeking full-time employment in public accounting with any firm identified in this handbook should submit a resume specifically formatted to the Public Accounting Resume Template. A sample resume can be found on the Chase Career Center's Job Search Toolkit website.

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. However, students should submit resumes to all firms using the Public Accounting Resume Template that can be found on the Chase Career Center Job Search Toolkit website.

INTERNERSHIP PROGRAMS

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

THE SIPP Program

The 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, 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 6 practicum credits, 3 credits for completing an online WEB-based course on contemporary professional issues, 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.

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.
# 2016 FALL PUBLIC ACCOUNTING INTERNSHIP CALENDAR

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<td>20 Minutes with KPMG GT Carnival 11 a.m. - 2 p.m.</td>
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**Labor Day**
### 2016 FALL PUBLIC ACCOUNTING INTERNSHIP CALENDAR

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<td>Marcum, Baker Newman Noyes, EJ Callahan, Tonneson &amp; Co. Interviews</td>
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**November**

- **Monday, November 7**: Wolf SIPP Interviews
- **Tuesday, November 8**: Wolf Info Session 5:30 p.m.
Important Dates for Applications & Interviews

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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>
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<td>YES</td>
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<td>PwC</td>
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<tr>
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<td>YES</td>
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<td>[<a href="http://www.grantthornton.com">www.grantthornton.com</a>]</td>
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<td>[<a href="http://www.mcgladrey.com">www.mcgladrey.com</a>]</td>
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Regional Firms

Please check *IsenbergWorks* for Regional application deadlines and interview dates.

**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**
   - Submit resumes in Optimal, September 9 (to Chase)
   - Attend the *Public Accounting Day with Regional Firms* event on Monday, Sept 21, from 11:30 am to 2:30 p.m., 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, RSM, 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 September 28, 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 page 14 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 a.m. the day following the deadline.

3. **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. **The majority of Interviews are held in Isenberg School of Management, RM 202** – across the hall from the Undergraduate Advising Office. However, check on *IsenbergWorks* for other potential locations.

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 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
- RSM
- 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 Isenbergworks 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. Be sure to read and follow all application instructions carefully.
OPTIMAL RESUME

The Chase Career Center utilizes a system called “OPTIMAL” for the delivery of career specific content. OPTIMAL includes a resume builder and a practice interview function.

Isenberg students are introduced to OPTIMAL RESUME in freshman and sophomore career focused seminars. Students interested in opportunities in the public accounting industry are REQUIRED to submit their resumes to the Chase Career Center for review prior to all recruiting cycles. (Both Fall and Spring periods) This will ensure consistency of formatting for the firms and increase the likelihood of a resume being reviewed by recruiters.

You must use the system even if you have a previously been “approved” in a prior “review process” or created a resume outside of OPTIMAL. The Chase Career Center ("Chase") will only review resumes that have been submitted via OPTIMAL for review/approval.

Once your resume is approved by Chase, you can download/print the resume for use in recruiting activities. Chase suggests uploading the approved copy into IsenbergWorks so you will have it ready for your applications.

**A note for MAC users: Make sure you have set WORD as your default for opening RTF files.

- In the Finder, click on an .rtf file and click Command-I (or click on File in the menu bar and choose "Get Info.")
- In the "Open with" section of the info window, select Word in the dropdown menu.
- Then click on the "Change All" button to make this the default application to open all .rtf files.
- Click "Continue" in the confirmation dialog.

GETTING STARTED

1. Log in to IsenbergWorks.
2. Click on “Optimal Resume/Optimal Interview Tools” in the right hand margin under “External Links” and create an OPTIMAL account if you have not done so previously.
3. Click on “Back to Document Center.”
4. Click on “Create New Resume.”
5. Name the resume with the following format: Lastname.Firstname.Spring2016
6. Click “Start Resume.”
7. Select “BBA Majors” or “Dual Degree/Double Major/Study Abroad /Transfer/Study Abroad.”
8. Most of you will select the Accounting Resume sample. However, if you are 
   - Dual Degree Inside Isenberg (Sport Mgt or HTM + BBA major) choose: DUAL DEGREE INSIDE ISENBERG SAMPLE
   - Dual Degree Outside Isenberg (BBA + non Isenberg degree) choose: DUAL DEGREE OUTSIDE ISENBERG SAMPLE
   - Transfer Student choose: TRANSFER STUDENT SAMPLE
   - Have Study Abroad Experience choose: STUDY ABROAD STUDENT SAMPLE

After selecting the appropriate sample, click “select.”
MAKING EDITS TO AN EXISTING RESUME

1. Editing the resume is simple. Click in the section you wish to edit. OPTIMAL will highlight the section in gold. Click on the color for the editing function. A text box will pop up that works like a WORD document.

2. **Do not copy the examples provided in the sample.** You may look at “samples” and “tips” in the TOOLBOX. View “action verbs” to get ideas for words to use in your own bullets.

3. Once you have completed each section, review for spelling errors. Click on “SPELL CHECK” in the “Document” box you’ll find in the upper right hand corner of the document screen.

4. You are ready to submit the resume for review.

SUBMITTING RESUME FOR REVIEW BY CHASE CAREER CENTER

1. Click on “Review Center” in the top toolbar.

2. Select “2016 Accounting Resume Submission Folder” and Kim Figueroa in the “Reviewer” box.

3. Hit “submit.”

4. Resumes will be reviewed daily and sent back via OPTIMAL to students with feedback.
Attend Regional Public Accounting Firm Career Day

Wednesday, September 21, 2016
11:30 a.m. – 2:30 p.m.
Isenberg Atrium

This will be 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
- DiCicco, Gulman & Co.
- Edelstein & Co.
- Marcum
- Meyers Brothers Kalicka
- Melanson Heath
- Moriarty & Primack
- Morris & Morris
- O’Connor & Drew
- StoneTurn Group
- Whittlesey & Hadley
- Wolf & Co.

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