

## Interviewing 101

### **Be Prepared**

First things first. As recruiters head to college campuses, you'll need to be prepared for your first meetings with them. Put together a resume. Look presentable in appropriate business professional clothing (even if you have to borrow), and start researching the firm.

### **Information Gathering**

Finding a job isn't just about the money. There is no doubt the salary is important, however you will likely find that accounting jobs in the same region are fairly comparable in starting salary. So what else should you look for? Consider the culture, benefits, and career pathing available to new hires. The best time to learn about firms and make quality comparisons is through the interview process.

### **Pre-Interview Events**

Take advantage of on-campus events such as mock interviews, socials, firm meet-n-greets, and career fairs. This is the perfect opportunity to sample the different firms, and get a taste for the differences of the firms in an effort to direct you toward specific firms based on size, location, specialty and culture.

Of the firms you have an interest in, find out when they will be on-campus and work with Career Services to schedule an interview.

### **On-Campus Interviews**

This is our opportunity to get a snapshot of you, so be prepared to market yourself and put your best foot forward! During on-campus interviews, we will likely ask questions about:

- Your college choice
- Your major
- Courses completed
- Achievements
- Work Experience
- Career goals

We also provide information about our firm to help you determine if we would be a good fit for you. Be prepared with questions, as this is a chance to further narrow the field of firms. Questions to consider asking:

- Why did you join the firm?
- Why do you stay with the firm?
- If I am hired, how will you know in a year if I have been successful?
- What types of assignments are given to new staff members?
- How much interaction will I have with shareholders/partners?
- What is your turnover rate?
- Do accountants ever change areas of focus within the firm?

### **On-Site Interviews**

At the end of the whole recruiting process, our goal is to get to know you -- the real you. If you are asked to join us for an interview at our office, we'll focus on behaviors. We call this behavioral interviewing. You might have heard of it. It can be hard to prepare for such an interview, but here are some example questions that will get you thinking...

- Recall a time when you were working in a difficult team environment.
- Describe an event where you had to use your planning and organizational skills.
- Tell me about a time when you and a fellow student/coworker/manager had differing views.
- Tell me about a time when you recommended a better way of doing something.

You should be ready to communicate what happened, what was the result, and what was your role in the situation. If you can't think of an example immediately, don't sweat it; ask to come back to the question later in the interview in an effort to give yourself time to process.

Your estimated time in the office for the interview will be about four hours. During this time, you will meet with several members of our management team, and also have the opportunity to interact with a few staff members through an off-site lunch or snack. This is another fantastic way to gather information about the firm. But, don't forget, you are still at an interview and your behaviors will be a reflection of you.

### **Offer**

After collecting all of the information we've received from you through informal and formal meetings, we'll assess you based on your academic performance, communication skills, professional presentation, and demonstration of desired competencies.

After making our final selections, Human Resources will contact the top candidates to extend an offer of employment. That offer will include the position, focus area, starting salary, and target start date. We understand that candidates are typically meeting with several employers, and therefore, we try to offer flexibility in the decision-making process, however a prompt response to our offer is always appreciated.

Upon acceptance of our offer, Human Resources will maintain contact with you through the remainder of the school year. During this time, a final start date will be established and we'll make preparations for your arrival!