

Accounting Internship Procedure ~ Fall Interviews
Career Development Center ~ Samford University
(205) 726-2980 ~ career@samford.edu

ON-CAMPUS INTERVIEW REQUIREMENTS:

- 1. Interview Skills – Attend Interview Workshop OR watch Interview PowerPoint:
<http://www.samford.edu/groups/cardev/Accounting%20Interview.pdf>
- 2. Resume Upload to www.samfordbulldogs.org – Click the Quick Link, “Post a Resume,” then click the “Add New” button and browse for your file. The Resume Booklet is available in the CDC or online at:
<http://www.samford.edu/groups/cardev/resumes.html>.

Note: You may want to add your resume to the online Resume Book for all recruiters to view. You will see the Resume Book, “Accounting Interviews - Fall 2009,” under Documents, then Opt-In Resume Book.

SIGNING UP FOR INTERVIEWS:

- 1. All interview schedules are online at www.samfordbulldogs.org.
** Ensure that your PROFILE is updated (current address, phone number, etc).
 1. Sign up for interviews online at www.samfordbulldogs.org. Click the Quick Link for Campus Interviews I Qualify For, and use the drop-down menu to search for “Interviews I Qualify For” or “All Interviews” scheduled in September. Click on each job title to review its description. If interested, locate the Application Status section in the upper right corner. Select the appropriate resume and click Submit. Be sure to submit your resume to each employer with whom you would like to interview. Some interview schedules will be “open,” while others will be “pre-select.”
 - Pre-select schedules have several steps: 1. Submit resume online to employer by submit date. 2. Recruiters review resumes and select students to interview. 3. If pre-selected, you will have a message on your home page indicating that you were chosen. 4. Then you may choose an available time slot on the interview schedule. If none are available, you can place yourself on the standby list. If you do not sign up for a time slot, you will not have an interview! If you miss the deadlines, you can add your name to the standby list only.
 - For open schedules: 1. Submit resume online to employer by submit date. 2. Choose an open time slot on the interview schedule. If none are available, you may be on the standby list.To review your interview status, click the “interviews” link on the top navigation bar.
Be sure you meet the requirements of the job. It is your responsibility to select an interview time.
 2. Do company research! <http://www.samford.edu/groups/cardev/compresearch.html>
 3. Prepare for interview questions <http://www.samford.edu/groups/cardev/IQ1.html>
 - Words of Wisdom from your Peers <http://www.samford.edu/groups/cardev/acctpeers.pdf>
 - Characteristics Accounting Firms Desire <http://www.samford.edu/groups/cardev/accounting.pdf>
 4. Dress the part for interview <http://www.samford.edu/groups/cardev/interviews.html>
 5. Be punctual for each interview. Go directly to the interview room designated in the system on each interview schedule. Wait outside until the recruiter greets you. Bring extra copies of your resume and references (on resume paper) and any other pertinent items, i.e., transcript, completed application.

MISCELLANEOUS:

- 1. **Cancellation Policy:** Notification of cancellation received less than 24 hours prior to the interview will require that a courtesy letter be written to the interviewer along with a copy supplied to the Career Development Center within 24 hours of the missed interview. Failure to comply will result in being removed from future interview schedules and loss of the right to interview on campus.

In the case of a NO SHOW, which entails no contact with the Career Development Center concerning cancellation and failure to show for the scheduled interview, your name will be removed from all schedules. To be eligible for future on-campus interviews, a letter of apology must be written to the interviewer and a copy supplied to the Career Development Center within 24 hours of the missed interview. In addition, the student must also schedule an appointment with a counselor to discuss eligibility for future services.

- 2. Make sure you have accurate information about who interviewed you – ask for a business card.
- 3. Follow up with a handwritten thank you note.
- 4. Complete and return CDC student interview evaluation form after all your interviews. Your feedback will help us to improve the process.
- 5. Contact the CDC when you accept an offer. Withdraw your application from all other companies.

NOTE: *If this process is for an academic internship, contact Carrie Anna Pearce for Business Internship credit. This contact needs to be made BEFORE a job is finalized. It is up to the internship coordinator whether to accept the position as an academic internship.*

W:resume/accounting interviews/accounting interview process