



Graduate Accounting Student Guide And General Recruiting Timeline

Kellstadt Career Management Center (CMC) Information

- Email: mba@depaul.edu
- Phone: 312-362-8272
- **For International Students:** *If you are new to DePaul or scheduling a meeting for the first time, your first appointment will be with an International Career Peer.*

Contact the Kellstadt Career Management Center (CMC) to:

- Revise and update your resume and job search correspondences
- Learn more about job search resources
- Schedule a coaching appointment to discuss career-related questions and develop a strategy
- Prepare for informational interviews and participate in events– networking, workshops and career fairs (Employer Connects)
- Discuss any other career-related topics

Visit Kellstadt Career Manager (online tool) to do any of the following:

- Create and update your student profile and information
- Review job / internship search and career-related resources
- Enhance interview skills by practicing via InterviewStream
- Sign up for career fairs / recruiting events, workshops, and networking events
- Apply or review available jobs and internships

Website: <http://DePaulBusiness.Experience.com>

Visit the Alumni Sharing Knowledge (ASK) to do any of the following:

- Connect with a career mentor and gain insight on your future career. ASK volunteers can share information about their career path, how they found their job, what it is like to work in their industry, etc.
- Enhance interviewing skills by meeting one-on-one or by phone.

Website: <http://ask.depaul.edu>

DePaul Alumni Sharing Knowledge (ASK) is a network of alumni and friends who serve as career mentors, working with students one-on-one, in practice interviews and at job fairs, and speaking at networking events and open houses throughout the university. ASK mentors were once DePaul students, so they know what you are going through. Whether you are exploring majors or career options or searching for a job that aligns with your passion, talking to someone who's been there can help.



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2. General Recruiting Activities by Month -- recruiting season timeline for autumn, winter, and spring quarters
3. Offer Acceptance Guidelines
4. Important Events and Timelines – check [DepaulBusiness.Experience.com](https://depaulbusinessexperience.com)
5. Accounting Student and DePaul Student Organizations

NOTE: *This contains general campus recruiting guidelines only. Please remember to include both on-campus and off-campus networking and recruiting events---in your job and internship search.*

HOW DOES CAMPUS RECRUITING WORK?

Recruiting and networking events vary by quarter, but employer involvement on campus does take place year-round. Employers may recruit on campus and offer opportunities to get involved. Whether it's an information session, a job fair, or an event with a student organization, these are all opportunities to learn more about the organization and meet company representatives.

NOTE: Employers who are open to students and alumni with a **graduate** degree in accounting may choose to recruit on campus or off-campus, so please frequently review jobs and internships postings through [DepaulBusiness.Experience.com](https://depaulbusinessexperience.com).

The information provided is intended to help you prepare for the recruiting process and timeline that many employers (not all) typically follow throughout the academic year. Remember that this is a **general guideline** for you to follow. There are always exceptions to the process, so it is important to frequently check [DePaulBusiness.Experience.com](https://depaulbusinessexperience.com) and stay involved with accounting student organizations for the most up-to-date information on positions and companies you are pursuing.

While some jobs and internships are found through DePaul postings and events, you must remember to create an “outside” job and internship search. Look for networking opportunities with other organizations (in addition to the Big 4 or other public accounting firms). Broaden your search to discover and determine the best opportunity for you. **In general (for public accounting and some companies), remember this:**

The campus recruiting cycle starts one (1) year in advance for internships and full-time positions with Big 4 and other firms.

Example 1: If you are seeking a summer internship for the summer of 2014, the recruiting process would happen during the autumn quarter of 2013.

Example 2: If you are seeking a full-time position and you are graduating in June 2014, the recruiting process would happen during the autumn quarter of 2013.

- Some organizations, such as public accounting firms, desire candidates who are CPA eligible. This means you have the 225 required quarter hours at DePaul (or 150 semester hours of total college credit) to sit for the exam when you graduate. This does not always mean that you have taken the exam, only that you have the hours required to sit for the exam. Check with your recruiter or company contact to determine their preference on CPA eligibility.

GENERAL RECRUITING ACTIVITIES BY MONTH
Sign up for events via DePaulBusiness.Experience.com

NOTE: These are general campus recruiting activities only. Organizations are recruiting year-round (off-campus) for accounting and tax roles---based on business needs throughout the year. Networking and applying for jobs and internships is a continuous process throughout the year.

Late August and September	
Timeframe	Action or Event
Late August and Early September	<p>Companies post summer internship and full-time opportunities on DePaulBusiness.Experience.com with application deadlines of early--to mid-October. Remember to pay attention to whether or not the firm is interviewing on campus.</p> <p>NOTE: If they are interviewing on campus, this will be indicated by the icon ( - Job has an interview schedule) next to the posting and the date of the interviews will be listed in the posting. Please apply to positions that you are interested in ASAP as firms can sometimes remove postings before the indicated deadline.</p>

Begin in September, on-going throughout month	<p>Companies host special events such as information sessions, company presentations, meet and greet sessions, or panel events. These events are sometimes hosted in conjunction with the accounting student organizations: Graduate Students for Accounting (GSA), Accounting Club, ASCEND, Beta Alpha Psi, MAHA, NABA.</p> <p>Some events can also be hosted through the Kellstadt Career Management Center (via DePaulBusiness.Experience.com), so frequently check this website for event information.</p>
September 18, 2013	<p>Beta Alpha Psi (BAP) hosts its annual “Meet the Firms” career fair. Participating employers are seeking accounting and finance students at this event. The event is held off-site at a downtown Chicago hotel. Make note of application deadlines and interview dates when you talk to employers at the career fair.</p> <p>For more information, visit BAP http://www.bap-depaul.webs.com/</p>

October	
Timeframe	Action or Event
October 4, 2013	<p>DePaul Career Center hosts Fall Job & Internship fair in the Student Center on the Lincoln Park Campus. Most employers that attend Beta Alpha Psi’s (BAP) “Meet the Firms” attend this career fair as well. Make note of application deadlines and interview dates when you talk to employers at the career fair.</p> <p>For more information, visit DePaulBusiness.Experience.com.</p>
Early October, on-going throughout month.	<p>On-campus interviews occur throughout the month. These interview slots are filled with students that the firms select from online applications received from their job postings on DePaulBusiness.Experience.com.</p>
Late October, on-going through early November	<p>Companies host second-round interviews or office visits. These usually occur at the office location and may also include a dinner or meet and greet session for candidates prior to second-round interviews.</p>
October 24, 2013	<p>Kellstadt Employer Connects are job and internship fairs targeting Kellstadt MBA and MS students and alumni.</p> <p>For more information, visit DePaulBusiness.Experience.com.</p>

November	
Timeframe	Action or Event
Early November	Second-round interviews and office visits continue throughout November. These usually occur at the office location and may also include a dinner or meet and greet session for candidates prior to second-round interviews.
November (on-going)	Companies may extend offers for summer internships or full time positions after second-round interviews.

OFFER ACCEPTANCE GUIDELINES

- Offer acceptance deadlines typically occur before the end of the year. However, this varies depending on the company, so always check with your recruiter or company contact to determine the offer acceptance deadline.
- If your offer acceptance deadline feels rushed, ask the recruiter for more time or contact the Kellstadt Career Management Center for assistance in negotiating more time. Do not feel pressured to accept until you can make the best decision for you.
- If you need more time to decide on your offer, you could say, “Thank you for the offer, when do you need a decision by? I am currently interviewing with a few companies and I really want to make the best decision, but haven’t finished the process with everyone yet.”
- Offers can be extended to students either verbally or in writing. Students may accept offers either verbally or in writing. If you are at all unsure about the status of your offer or acceptance, check with your campus recruiter.
- Once you have accepted an offer, make sure you notify any other companies that you applied to or interviewed with that you are no longer in the job or internship search.
- It is never appropriate to accept more than one offer.

January	
Timeframe	Action or Event
January, on-going throughout month	Companies post winter internship opportunities on DePaulBusiness.Experience.com with application deadlines of early--to mid—February. Companies may also be recruiting for summer internship opportunities, so look for these postings as well.
January, on-going throughout month	Companies may host recruiting or networking events. Events are sometimes hosted in conjunction with the accounting student organizations: Graduate Students for Accounting (GSA), Accounting Club, ASCEND, Beta Alpha Psi, MAHA, NABA.

	They can also be hosted through the Kellstadt Career Management Center, so frequently check the DePaulBusiness.Experience.com for event information.
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February	
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Timeframe	Action or Event
February 14, 2014	Career Center hosts the Winter Internship fair in the Student Center on the Lincoln Park Campus. Make note of application deadlines and interview dates when you talk to employers at the career fair.
February, on-going throughout month	Opportunities continue to be posted and interviews occur throughout the month.

March	
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Timeframe	Action or Event
Early—to mid—March	Companies host second-round interviews or office visits. These usually occur at the office location and may also include a dinner or meet and greet session for candidates prior to second -round interviews.
March, on-going throughout month	Companies may extend offers for internships or full time positions after second-round interviews.

April	
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Timeframe	Action or Event
April, on-going throughout month	Companies may extend offers for internships or full time positions after second-round interviews. Offer acceptance deadlines will vary, so talk with your recruiter about offer acceptance expectations when you receive an offer.

May	
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Timeframe	Action or Event
May 8, 2014	Kellstadt Employer Connects are job and internship fairs targeting Kellstadt MBA and MS students and alumni. For more information, visit DePaulBusiness.Experience.com .

**EVERY MONTH
Throughout the Year**

Action or Event

Many non-public accounting companies continue to post for internship and full-time positions. Review job and internships postings and apply as applicable! Update your resume, develop networks, conduct informational interviews and prepare for Fall recruiting.

**GAINING EXPERIENCE THROUGH INTERNSHIPS, VOLUNTEERING
and LEADERSHIP INVOLVEMENT**

Internships and volunteering are excellent ways to gain exposure to an industry or company and get valuable work experience. They can enrich your classroom learning experience by helping you realize the practical application of your coursework. Internship and volunteer experiences are highly valued by employers, and in some cases can lead to full-time employment after graduation.

What qualities are recruiters after in graduate accounting students?

Recruiters, particularly from major firms, are looking for accounting students who can maintain good grades in a rigorous accounting curriculum, hold down a part-time job or internship, and participate as an officer or active member of a student organization. A student who can juggle multiple responsibilities, perform productively, contribute meaningfully to something outside the self, and achieve a satisfying life-work balance is a highly-valued and highly-pursued student.

Active participation in a student group can help you become this student.

In a few words, student groups can provide . . .

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|--------------------------------|---------------------------|
| Networking skills | People skills |
| Firm visits | Knowledge of the industry |
| Teamwork development | Friendships |
| Social events | Leadership skills |
| Communication skills | Volunteer opportunities |
| Member scholarships and awards | Resume building |
| Organizational skills | Personal development |
| Networking opportunities | Scholarships and awards |
| Workshops from firms | Competitions |

ACCOUNTING STUDENT ORGANIZATIONS

Graduate Students for Accounting (GSA), DePaul Chapter

(established 2010)

6000 DePaul Center

gsa@depaul.edu

Graduate Students for Accounting is the first graduate accounting student organization registered at DePaul University. The mission is to facilitate better communication among graduate accounting students and corporation professionals, effectively share career-related information, and provide networking opportunities and volunteer community services to graduate accounting students at DePaul University.

ASCEND, DePaul Chapter

(established 2008)

6009 DePaul Center

312-362-8832

ascend@depaul.edu

National: www.ascendleadership.org

The DePaul Chapter of Ascend is the premier student organization for Pan-Asian leaders in finance and accounting. The second chapter in the Midwest, the DePaul student chapter is very closely involved with other affinity groups around Chicago. Although Ascend is Pan-Asian affiliated, it is open to all students in the Colleges of Commerce and CDM.

Beta Alpha Psi, Beta Gamma chapter, DePaul University

(Established 1954)

6007 DePaul Center

312-362-2564

BAP@depaul.edu

<http://bap-depaul.webs.com/>

Beta Alpha Psi (BAP) is a national scholastic and professional society for financial information students and professionals. The primary objective of the society is to encourage and give recognition to scholastic and professional excellence in the business information field.

Midwest Association of Hispanic Accountants (MAHA), DePaul Chapter

(Established 1992)

6011 DePaul Center

312-362-5058

maha@depaul.edu

<http://condor.depaul.edu/~maha/>

The Midwest Association of Hispanic Accountants (MAHA) is a student organization dedicated to increasing awareness and sharing business information among students at DePaul. MAHA is Latino oriented, but is open to all students in the Colleges of Commerce and Digital Media.

National Association of Black Accountants, (NABA), DePaul Chapter

(Established 1978)

6008 DePaul Center

312-362-5051

NABA@depaul.edu

<http://condor.depaul.edu/~naba/>

The National Association of Black Accountants (NABA) was established in 1970 to counter the many challenges facing African-Americans in the field of finance and accounting. NABA addresses the concerns of minorities entering the accounting profession and makes a commitment to professional and academic excellence.

Additional External Organizations:

- Alliance of Latino Professionals in Finance and Accounting (ALPFA)
- Illinois CPA Society

ADDITIONAL DEPAUL UNIVERSITY STUDENT ORGANIZATIONS

DePaul provides close to 200 student groups, representing virtually every discipline, interest or issue among DePaul students. While many of these groups have a political, social or ethnic orientation, many focus on business and business-related interests.

Below is list of all business related student groups for 2012-2013. The student group contact person changes each year. Please visit the website to learn more about the current officers.

Circle of Finance Opportunities (CFO)

Email: cfo@depaul.edu

Website: <http://finance.depaul.edu/cfo>

DePaul International Students Organization (DISO)

Email: contactdiso@gmail.com

Website: <https://sites.google.com/site/disosite>

DePaul Net Impact (DNI)

Email: depaulnetimpact@gmail.com

Graduate Entrepreneurs' Organization (GEO)

Email: GEO.Depaul@gmail.com

Graduate Women in Business (GWB)

Email: gwbmembership@gmail.com

Website: <http://depaulgwb.org>

Kellstadt Finance Community (KFC)

Email: depaul.KFC@gmail.com

Kellstadt Marketing Group (KMG)

Website: www.kellstadtmarketing.com

MBA Association

Website: www.depaulmba.org

Strategy, Execution & Valuation Alumni Association (SEVAA)

Email: sevaa@depaul.edu

Website: <http://driehaus.depaul.edu/resources/alumni/Pages/sevaa.aspx>

Stay CONNECTED with DePaul University student groups and external organizations via LinkedIn

[LinkedIn](#) is a directory of professionals and companies. Individuals and companies use LinkedIn for networking, job searching, hiring, company research, and connecting with affiliates, including alumni, industry, and a variety of other business related groups.



**DEPAUL UNIVERSITY
ACCOUNTING RESOURCES**

Website: <http://accountancy.depaul.edu/careers/index.asp>