



IMPORTANT INFORMATION FOR ACCOUNTING MAJORS
From Kathleen Jackson, Career Advisor

Classes are beginning a week later than usual, and the accounting cycle is about to begin. The good news is that accounting firms will be hiring for both internship and fulltime opportunities. As with many things, COVID-19 has impacted what this process will look like. It is imperative that you come to campus prepared so you don't miss important dates and application deadlines. Add this information to your calendar and let us know if you have any questions.

IMPORTANT DATES

September 9 – First day of classes

EY Office Hours – September 11 – 10 am - noon; September 15 – 3-5 pm; September 17 – 10 am-noon; and September 21 – noon-2 pm. Select a time using the following sign up sheet. (copy link to your browser)

https://urldefense.proofpoint.com/v2/url?u=https-3A_americanas2.ey-2Dvx.com_survey_TakeSurvey.asp-3FPageNumber-3D1-26SurveyID-3D43H4555H6583L2&d=DwMCAQ&c=dWz0sRZOjEnYSN4E4J0dug&r=-bzbJ94Z3DxUEQ8CFYQYsf-XEc6atIapIomcsEORi_U&m=xSrMaO5rqiQf7fHnUoeyBOBKk1BH-pHW14kruJqy1xY&s=Ck2fYcnFE8SVJMePNu4Z4clQgBXLNUAyIs_nYfM-sVk&e=

PwC Office Hours - September 14

10am - 10:45 am: <https://meet.google.com/xjs-excd-cfo?hs=122&authuser=0>

4pm - 4:45pm: <https://meet.google.com/sqe-bbbu-rqz?hs=122&authuser=0>

Preparing for Accounting Night. September 17 – 5 p.m., Virtual. Sponsored by Beta Alpha Psi and NABA. Zoom link will be released closer to the date.

Public Accounting Night: September 24 – 5:00 – 8 p.m. Professional Dress Required. This event will be held virtually using the Handshake platform. Registration will be required for group and 1:1 sessions. An email with further details will be sent out during the first week of class. ***However, we strongly recommend that you register for as many 1:1 sessions as possible, filling your time slots in with 30 minute information sessions. There will be more than enough time for you to do 10-minute 1:1 meetings with the different firms present.***

NEXT STEPS...What to do between now and the start of school

URI has changed the extensions of all student URI email addresses. Student log ins now look just like faculty staff....@uri.edu. Handshake will no longer recognize the “@my.uri.edu.” Be aware of this as you go to log into Handshake.

Public Accounting Night and all interviewing will be done virtually using Handshake, our job search database. It is critical that the information that is in Handshake is accurate as your major and academic status (class year) will be used to determine your eligibility to apply for positions and attend certain events at Public Accounting Night.

First, go into eCampus. Double check that your major and class year are accurate. If not, contact your academic advisor and get the correct information recorded.

Next, log into Handshake (the old RhodyNet). Be sure you have not only created a profile, but that it is updated, reflecting your class year, GPA, 150 credit hour plan, summer internships that you had, etc. Here is a video about what should be in your profile.

<https://learn.joinhandshake.com/students/the-3-must-haves-on-your-handshake-profile/>

Now take out your resume and cover letter and review them. Here is a list of things to check:

- Your resume should only be one page long.
- Your graduation month and year should appear on your resume.
- If you plan are planning on going into public accounting, as opposed to corporate accounting (if you are planning to sit for your CPA) be sure your 150-credit hour plan is listed on your resume. How do you plan to get to the 150 hours to sit for the CPA? (1) Additional coursework as part of your degree, or (2) earning a Master’s Degree?
- Your summer internship or relevant volunteer experience should be listed.
- Switch the tenses of the verbs to accurately reflect past and present tense.
- Your accurate GPA should be on it.
- Juggle jobs, etc. around to position the most related experiences first.
- Be sure the changes that were recommended from BUS390 are reflected on your documents.
- Watch the following video, The Top Six Things That Recruiters Want to See on an Accounting Resume: <https://uri.techsmithrelay.com/4A0V>
- To get your resume reviewed, go to Starfish and make an appointment with Kathleen Jackson

PUBLIC ACCOUNTING NIGHT has been set for Thursday, September 24 from 5-8 p.m. It will be done virtually using Handshake, URI’s job search database.

- Accounting Night is an opportunity for you to network with representatives from different accounting firms in the RI and New England area and gather information about the firms and the positions.
- Professional dress is required. (see below)
- Go to Handshake, look at the firms/companies that will be in attendance and the positions for which they will be hiring. Do your research in advance of Accounting Night.
https://uri.joinhandshake.com/career_fairs/17808

- Begin prioritizing the firms you want to meet with. There are two options for you to meet with employers: (1) 1:1 meeting (10 minutes), or (2) group meeting (30 minutes). *Please do not register for any sessions until September 14. Firms are still registering. Once a schedule is set, you cannot make any modifications to it. You will have to delete and begin all over again.*
- Representatives will expect you to introduce yourself and provide a short “pitch” of your strengths and the kind of job you are looking for with them. Here is an excellent video to assist you in preparing yours. <https://learn.joinhandshake.com/students/college-student-elevator-pitch/>
- Some firms view this event as a “first interview.” Be sure you are making a positive impression during your exchanges. Here is a great video to learn all about how to navigate a virtual fair. <https://learn.joinhandshake.com/students/how-to-stand-out-to-recruiters-online/> and also <https://learn.joinhandshake.com/students/attending-a-virtual-career-fair-here-are-10-tips-you-need-to-know/>

PROFESSIONAL DRESS

Be sure that you have your interview outfit ready to go. This includes the following:

- For men or women, be sure that your **suit** that has been tailored to you.
- If you already have a suit, be sure that it is pressed and ready to wear.
- If you are buying a new suit, be sure that it is a traditional color (gray, navy or black). Women’s skirt or dress suits should fall just above the knee. Men’s suits should break just at the top of your shoe.
- If you are purchasing a new suit, check the back of the jacket. Many of the jackets will still have the tailor’s tacking mark in the back. It looks like two strings in the shape of an “x”. These should be cut and removed.
- A portfolio to carry your resume/pad for interviews. (Not necessary for virtual fairs but will be needed in the future).

For men:

- Be measured for a **shirt** to ensure that the neck and sleeves fit properly. I would recommend that you have at least two dress shirts so you can change to look of your interview outfit for second interviews. Shirts should be professionally laundered and pressed.
- **Dress shoes.** Men’s shoes should be a dress leather shoe, not a suede tie or slip on shoe. Shoes should be polished. Check the heels for wear. If worn down, take your shoes to a shoe repair and have them re-heeled. Ties should be conservative and of the best quality that you can afford. If you have two or three ties, you can change your look for multiple interviews.

For women:

- Invest in several **blouses** (white or pastel) to change the look of your suit. Blouses should not be low cut or sheer.
- Women’s **shoes** should be a pump with a moderate heel or a ballet flat. Small earrings and pale nail polish are acceptable to complement your outfit.

ZOOM ETIQUETTE

We have all been using Zoom or other on-line conferencing platforms for many months now. In many instances, participants have adopted a very casual manner of dress and presentation while being on these

conferences. The Virtual Public Accounting Night on Handshake is different. You need to present yourself as a professional, both in dress and presentation. Here is a great video to provide you with some pointers. <https://blog.zoom.us/video-conference-etiquette/>

INTERNSHIP AND FULL TIME JOB APPLICATION PROCESS

Note: This is *the only time during the academic year when public accounting firms will be hiring to fill full time positions. If you miss this opportunity, there will be no other chances to apply for public accounting positions until September 2021.*

- Go to Handshake. Look for opportunities in both the Internship and Full Time Job categories.
- Read the job descriptions thoroughly so you know what the expectations are. Most firms expect you to submit a targeted resume, cover letter directed to the hiring manager, unofficial copy of your transcript, and your 150-credit hour plan.
- Record and apply by the deadline dates specified.
- Be sure to watch Six Things That Should Be on Every Accounting Resume. <https://uri.techsmithrelay.com/4A0V>
- Be sure you have had your resume reviewed by Kathleen Jackson or by your BUS390 instructor. All appointments with Kathleen Jackson can be made on Starfish.

All questions should be directed to either Kathleen Jackson at kajackson@uri.edu or Lynne Finnegan at ltfinnegan@uri.edu.