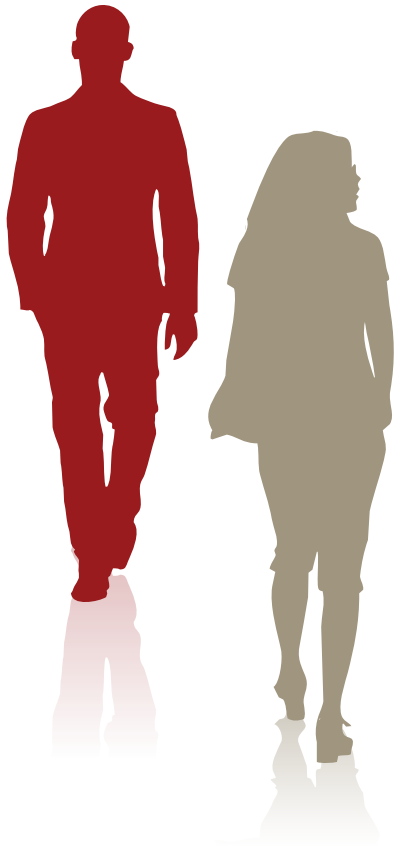


# CAMPUS RECRUITING TIMELINE

## FOR ACCOUNTING STUDENTS



### Included in this packet:

- Recruiting season timeline for autumn, winter, and spring quarters
- Important events during the recruiting season
- Offer acceptance guidelines



### Meet with your Career Advisor to talk about:

- Creating or revising your resume or cover letter
- Using internships to gain experience and get credit
- Preparing for the recruiting season
- Networking with employers and navigating job fairs

Accounting, Finance,  
and MIS Career Advisor:

**JESSICA MATULA**

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DPC 9500

To schedule an advising appointment,  
call the front desk at 312-362-8437

**DEPAUL**  
**UNIVERSITY**

CAREER CENTER



[careercenter.depaul.edu](http://careercenter.depaul.edu)

# CAMPUS RECRUITING TIMELINE

## IMPORTANT HIGHLIGHTS



### So, how does campus recruiting work?

Campus recruiting events vary by quarter, but employer involvement on campus does take place year-round. Employers are on campus frequently offering students a variety of opportunities to get involved. Whether it's an information session, office hours, or an event with a student organization, these are all opportunities to learn more about the organization and meet company representatives. As one recruiter mentioned at an orientation event for freshman accounting students, companies are on campus all the time. If they do not meet you until your senior year when you are looking for a full-time position, they are going to ask, "Where have you been for the past 4 years?" So, the important message: **GET INVOLVED!**

The information provided is intended to help you prepare for the recruiting process and timeline that employers 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 check **DePaul Handshake** frequently, stay involved with accounting student organizations and campus recruiters for the most up-to-date information on positions and companies you are pursuing.

### IN GENERAL, REMEMBER THIS:


- The campus recruiting cycle usually occurs 1 year in advance for internships and full-time positions
  - **Example 1:** If you are seeking a summer internship for the summer of 2017, the recruiting process would happen during the autumn quarter of 2016.
  - **Example 2:** If you are seeking a full-time position and you are graduating in June 2017, the recruiting process would happen during the autumn quarter of 2016.
- Summer internships are usually for juniors, or students who have 1 summer remaining before their last year of school. Sophomores are also sometimes considered for summer internships.
- Summer leadership programs vary among organizations, but are usually intended for sophomores. You are encouraged to participate in as many as these as possible. Recruiting for leadership programs typically happens during winter quarter.
- Winter internships are typically for juniors, but sophomores and seniors can be considered depending on where they stand with their accounting coursework.
- Some organizations, in particular public accounting firms, desire candidates who are CPA eligible. This means you have the 225 required quarter hours (150 semester hours) to sit for the exam when you graduate. This does not 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.
- Participation in on campus interviewing requires attending an orientation session. More information can be found here: <http://careercenter.depaul.edu/jobs/oci.aspx>  
Check the Interviews tab in DePaul Handshake to find companiesinterviewing on campus.

# CAMPUS RECRUITING TIMELINE

## AUTUMN QUARTER

GENERAL ACTIVITIES BY MONTH:

### SEPTEMBER

TIME FRAME	ACTION OR EVENT
Early September 	Companies post summer internship and full-time opportunities on <b>DePaul Handshake</b> with application deadlines of early- to mid-October. Check the Interviews tab in DePaul Handshake to find companies interviewing on campus.
Begin in September, ongoing throughout month	Companies host special events such as information sessions, company presentations, informal meet 'n greets, and site visits. These events are sometimes hosted in conjunction with the accounting student organizations: Accounting Club, ASCEND, Beta Alpha Psi, MAHA, NABA, ACFE, DECA and GSA. Events can also be hosted through the Career Center. Check <b>DePaul Handshake</b> and the accounting student organization <b>Event</b> calendar for event information.
Begin in September, ongoing throughout month	Companies may host other special events such as Office Hours. Office Hours require signing up for a time slot to meet with a company representative through the Career Center. To schedule a time, students should call the Employer Relations front desk at 312-362-5201.
September 14, 2016 Congress Plaza Hotel, 4–7 PM	Beta Alpha Psi hosts its annual “Meet the Firms” career fair. Participating employers are seeking accounting and MIS students at this event. This event is held off-site at a local hotel. Make note of application deadlines and interview dates when you talk to employers at the career fair.

### OCTOBER

TIME FRAME	ACTION OR EVENT
October 6 & 7, 2016	Career Center hosts all-majors Fall Job & Internship Fair in the Student Center on the Lincoln Park Campus. Some employers that attend BAP’s “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.
Early October, ongoing throughout month	On-campus interviews occur throughout the month. Remember to register for and attend an on-campus interviewing (OCI) orientation session—this is required before participating in interviews.
Late October, ongoing through early November	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.



# CAMPUS RECRUITING TIMELINE

## AUTUMN QUARTER

GENERAL ACTIVITIES BY MONTH:

### NOVEMBER

TIME FRAME	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, ongoing throughout month	Companies may extend offers for summer internships or full time positions after second round interviews.



# CAMPUS RECRUITING TIMELINE


## WINTER QUARTER

GENERAL ACTIVITIES BY MONTH:

### JANUARY

TIME FRAME	ACTION OR EVENT
January, ongoing throughout month 	Companies post internship opportunities and public accounting firms post winter internships on <b>DePaul Handshake</b> with application deadlines of early- to mid-February. Companies may also be recruiting for summer leadership program opportunities, so look for these postings as well. Check the Interviews tab in DePaul Handshake to find companies interviewing on campus.
January, ongoing throughout month	Companies may host recruiting or networking events. Events are sometimes hosted in conjunction with the accounting student organizations: Accounting Club, ASCEND, Beta Alpha Psi, MAHA, NABA, ACFE, DECA and GSA. They can also be hosted through the Career Center, so check <b>DePaul Handshake</b> for event information.

### FEBRUARY

TIME FRAME	ACTION OR EVENT
February 10, 2017	Career Center hosts all-majors 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 fair.
February, ongoing throughout month	On campus interviews occur throughout the month. Remember to register for and attend an on campus interviewing (OCI) orientation session—this is required before participating in interviews. 

### MARCH

TIME FRAME	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, ongoing throughout month	Companies may extend offers for internships or full time positions after second round interviews.

# CAMPUS RECRUITING TIMELINE

## SPRING QUARTER

GENERAL ACTIVITIES BY MONTH:

### APRIL

TIME FRAME	ACTION OR EVENT
April, ongoing 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.

TIME FRAME	ACTION OR EVENT
June 13, 2017	DePaul University's Just in Time Job Fair is designed exclusively for DePaul recent graduates, students and alumni. Recruiters from a wide variety of industries will be seeking qualified job, internship, and post-graduate service volunteer candidates of all major and experience levels at this event.





**Note: You may only complete one internship with one of the Big 4 accounting firms, RSM or GT (Grant Thornton). It is encouraged to complete internships with smaller firms, industry and government prior to doing an internship with a Big 4 accounting firm, RSM or GT. Please make an appointment at the Career Center for more guidance.**

### **Stay Connected**

For the most up-to-date event information, visit [careercenter.depaul.edu](http://careercenter.depaul.edu)



[facebook.com/DePaulCareerCenter](https://www.facebook.com/DePaulCareerCenter)



[@depaulcareerctr](https://twitter.com/depaulcareerctr)

## **Offer Acceptance Guidelines:**

- Offer acceptance deadlines vary 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 Career 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.
- If you have already accepted a full-time position, be transparent with employers about your offer before accepting an internship position with any organization.

## **Internships offer great experience and you can earn academic credit:**

- Internships are an excellent way 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 experience is highly valued by employers, and in some cases can lead to full-time employment after graduation.
- Through the Career Center's University Internship Program (UIP), or your department specific internship course (ACC 393), you can earn academic credit and meet your Experiential Learning Requirement\* while you are interning!
  - More information about University Internship Program is available here: <http://careercenter.depaul.edu/jobs/internships.aspx>
  - More information about ACC 393 is available here: <http://driehaus.depaul.edu/departments/accountancy-and-mis/undergraduate/Pages/course-syllabi.aspx>

\* The Experiential Learning Requirement only applies to undergraduate students.

# CAMPUS RECRUITING TIMELINE

## FOR ACCOUNTING MAJORS

### AT DEPAUL UNIVERSITY

June, July, and August: If you have a summer internship, make the most of it by networking, conducting informational interviews with colleagues, and learning as much as you can. If you don't have an internship at this point, you can still do these things and spend time researching companies and job postings on DePaul Handshake...Fall will be here before you know it.



**AUGUST**

Recruiting starts full speed with Meet the Firms on September 14, 2016. Company and student organization hosted events are sprinkled in throughout the month. Firms start selecting candidates for interviews. Watch for application deadlines in job postings on **DePaul Handshake**.



**SEPTEMBER**

Fall Job & Internship Fair is October 6 & 7 2016, and on-campus interviews really pick up speed after the fair.



**OCTOBER**

Interviews continue, and many firms start with second round interviews or office visits in late October and throughout November. Be prepared for social events and formal dinners with these office visits! You will likely start getting offers during this month as well.



**NOVEMBER**

Offers for full time and summer internships will continue, and some might have acceptance deadlines during this month as well. Happy Holidays!



**DECEMBER**

The recruiting cycle starts over again, just as it did in September, but this time for winter internships and perhaps some additional recruiting for remaining summer internships or full time positions.



**JANUARY**

Second round interviews or office visits are likely to occur, and companies are likely to extend offers after these interviews.



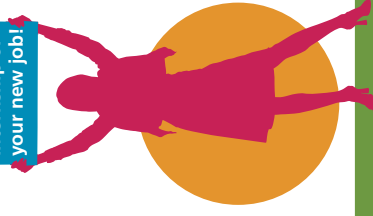
**MARCH**

Some interviews may still be happening, as well as offers and offer deadlines. Stay in contact with your recruiter so you know their acceptance deadline and expectations.



**APRIL**

Get ready for your summer internship or your new job!



**MAY**

**Stay Connected** For the most up-to-date event information, visit [careercenter.depaul.edu](http://careercenter.depaul.edu)

