2017-2018 ACCOUNTING INTERNSHIP PROGRAM

STUDENT TIMELINE

Now through Friday, September 8 at Noon

Update your profile in Flash@Work
Internship candidates must update their profile information in advance in Flash@Work to participate in these interviews. Check your Personal/Demographic Information then upload your reviewed résumé and Student Information Form (use Microsoft Word or PDF format).

You must complete these steps no later than Friday, September 8 at noon in order to participate in this program.

Need help with your résumé or utilizing Flash@Work?
See a Career Advisor in the Career Services Office (A309 BSA). Drop-in hours are Tuesday - Thursday 10:00 am - 12:00 pm or make an appointment online.

Tuesday, September 5 & Wednesday, September 6

Accounting Internship Information Presentations
You are required to attend one of two presentations to participate in on-campus interviews. You will learn more about the Accounting Internship Program including how to update your account in Flash@Work, sign up for interviews and the benefits of attending Meet the Accountants Night.

If you do not attend a presentation and sign-up for on-campus interviews, we will inform each employer that you failed to meet the requirements. The employer will then have the option to cancel your interview and no longer consider you as a potential candidate.

Required Presentations (Attend only ONE):
• Tuesday, September 5: 2:15 – 3:15 pm in room BSA 215
• Wednesday, September 6 – Beta Alpha Psi Meeting, 5:15 -6:15 pm, Location BSA 100

Thursday, September 7

Optional Presentation (Soft Skills Focus) (allow 60 minutes):
• September 7: 5:15 – 6:15 pm in room BSA 110

Friday, September 8

BAP/AA Corn Hole & Bowling Outing – contact BAP/AA officers for more information

Now through Thursday, September 14 at 11:59 pm

Submit your résumé to organizations you wish to consider you for an interview
• Log into Flash@Work.
• Click on Job Search, Advanced Search (right side), look for Career Events with Interview Schedules (right side), select Accounting Internship Program, click green Search box, and scroll down to view organizations coming to campus and their available opportunities.
• Click on the View Linked Interview Schedule button (top of page). Click on the Request Interview button (top of page) to request an interview.

To submit your résumé to a position, click on the View Linked Interview Schedule button (top of page). Click on the Request Interview button (top of page) to request an interview.

Submit both your resume and Student Information Form to each organization you wish to consider you for an interview. After selecting your documents, click the green Request Interview button. On the next page, look for the confirmation in the light blue box that says, “Your request to interview has been submitted . . .”

Thursday, September 14

5:30 – 8 pm

Attend Meet the Accountants Night
Over 40 organizations participate in this networking event held from 5:30 – 8:00 p.m., in the Kent Student Center Ballroom. If you have submitted your résumé to an employer, it is highly recommended that you introduce yourself and offer them an additional copy of your résumé and Student Information Form.
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STUDENT TIMELINE

Friday, September 15 -
Tuesday, September 19

Receive emails indicating employer decisions
At the end of the request period, organizations will review all of the candidates’ résumés. Emails will be sent from Flash@Work indicating whether candidates have been accepted, chosen as an alternate, or declined. To view these employer decisions in Flash@Work, hover over My Account (upper left corner) and click on My Activity under the drop down menu on your home page.

Thursday, September 21
8:30 am - 4:30 pm

Accounting Mock Interview Day
Practice your interview skills to become a strong competitive candidate by signing up to participate in AccountingMock Interview Day. Sign up for a timeslot via Flash@Work.

Wednesday, September 20 at 8 am -
Friday, September 22 at 11 pm

Obtain interview timeslots if Accepted
Candidates accepted for an interview may log into Flash@Work to select an interview timeslot. To do this from your home page, hover over My Account (upper left corner) and select My Activity, click on the Schedules tab, and then click on the Preselect tab. From there, click on the Schedule ID number to the left of the organization that has accepted you. You will then click on the Sign Up button to choose a timeslot.

Print out your interview schedule by hovering over My Account (upper left corner) and selecting My Activity. Next, click on the Schedules tab to Print Upcoming Interviews. Be sure to review your schedule to ensure that there are no time conflicts.

NOTE: Candidates are granted interviews on a first-come, first-serve basis during this period. As a result, being offered an interview does not guarantee a spot on an interview schedule.

Friday, September 22
8 am - 11 pm

Obtain interview timeslots if Alternate
Candidates selected as an alternate may log into Flash@Work to select an interview timeslot. To do this from your home page, hover over My Account (upper left corner) and select My Activity, click on the Schedules tab, and then click on the Preselect tab. From there, click on the Schedule ID number to the left of the organization that has selected you as an alternate. You will then click on the Sign Up button to choose a timeslot.

Print out your interview schedule by going to My Activity (upper left corner) and then clicking on the Schedules tab to Print Upcoming Interviews.

Review your schedule to ensure that there are no time conflicts.

Friday, September 22 at 11:01 pm

All Schedules are locked and final – interview timeslot changes are no longer available.

Monday, September 25 -
Friday, September 29

Accounting internship interviews
All interviews are held on the 3rd floor of the Kent Student Center between the hours of 8:30 am and 4:30 pm.

Please review the Career Exploration and Development’s Interview Cancellation and No Show Policy.