



2016-2017 Accounting Internship Program

Employer Timeline

- Present – Sept 1st **Submit registration for Meet the Accountants Night and Interview Week**
- Present – Sept. 15th **Candidates submit their resume to internship postings for consideration**
- Sept. 15th (Thurs.) **Attend *Meet the Accountants Night***
This networking event is held from **5:30 – 8:00 p.m.**, in the **Kent Student Center Ballroom** and welcomes Accounting Undergraduate, Masters and MBA students seeking accounting positions.
- Sept. 16th (Fri.) **Resume bundles emailed to designated organization contact**
Resumes can also be viewed online by logging into your account in [Flash @ Work](#). Employers have approximately 4 days to review resumes and select candidates.
- Sept. 20th
(Tues. Noon) **Deadline to return candidate selections – invites, alternates, or declines**
You must make a selection for each candidate. We advise you to choose alternates in case all students you select don't sign up for an interview. Selections can be made online via Flash @ Work **no later than noon on Tuesday, Sept. 20.**
- Please note:** *Pre-selecting candidates does not guarantee that they will sign up to interview with your organization.* Therefore, we encourage you to submit more candidate names than available time slots on your schedule(s). Students sign up on a first-come, first-serve basis. If you have chosen to pre-select only enough students to fill your schedule(s), then any remaining time slots will be left vacant.
- Sept. 22nd (Thurs.) **Candidates sign up for interviews**
- Sept 24th
(Sat. 11pm) Your schedule will be locked down and no unauthorized changes will occur. You will receive a confirmation email from the Career Services Office containing a copy of your schedule as well as resumes for interviewees.
- Sept. 26th – 30th
(Mon. – Fri.) **Accounting internship interviews**
All interviews are conducted in the *Career Services Center, Room 261 Schwartz Center, between 8:30 a.m. – 4:30 p.m.* **No offers may be made until October 8th.**
- Candidates are required to adhere to [The Cancellation and No Show Policy](#).
- Oct. 8th (Sat.) Job and internship offers can be made.