Accounting, Finance & Consulting Nights Orientation

Presented by
Matt Donato
Director of Career Services
September 5, 2012
THE BASICS

• **Accounting & Finance Night 2012**
  – Thursday, September 13, 7:00 – 9:00 p.m.
  – CMC – McKenna Auditorium

• **Consulting Night 2012**
  – Wednesday, September 19, 7:00 – 9:00 p.m.
  – CMC – McKenna Auditorium

• **Before both nights, we will meet in Holden K125 at 6:30 to answer last minute questions and to walk over to CMC**
Dress Code

- **Business Dress is Required**
  - If you have a suit, plan to wear it (get it dry-cleaned now if needed)
  - If you don’t have a suit, acceptable alternatives are:
    - **For Men:** dress pants (preferably not khakis), button-down long sleeve shirt, tie, dress shoes (not sneakers, flip flops, or sandals)
    - **For Women:** dress slacks or a skirt (preferably dark colored), button-down shirt or knit top, shoes (not sneakers, flip flops or sandals, preferably not open-toed)
Steps to Prepare

1. Know the employers
2. Know what jobs they have posted on PitzerLink
3. Do your research
4. Prepare good questions
5. Practice your elevator speech
6. Bring copies of your up-to-date and mistake-free resume
7. Don’t freak out
8. Be ready to follow-up
1. Know the Employers

- Accounting & Finance Night 2012

- Consulting Night 2012

- Fall 2012 Job & Internship Fair
1. Know the Employers

**Accounting & Finance Night 2012**

- **Axioma, Inc.**
  - Website: http://www.axioma.com
  - Overview: Axioma creates flexible tools to help portfolio managers quickly and accurately implement their investment strategies. Axioma is distinguished by its innovative products, its thought leadership on portfolio optimization, and its commitment to personal service and client training. Axioma products were used by five of the top 10 U.S. asset managers as ranked in 2011.
  - Position Types: Full Time
  - Days Attending: Accounting & Finance Night 2012

- **Becker Professional Education**
  - Website: http://www.becker.cpa.com
  - Overview: Becker has been helping students pass the CPA Exam for over 50 years. All of the most recent Wall Street Journal and Barron's CPA Review winners are Becker CPA Review students. Becker's CPA Exam for the first attempt and who achieved the highest cumulative scores for all four sections of the exam within a calendar year. All of the award winners were Becker alumni.
  - Position Types: Full Time
  - Days Attending: Accounting & Finance Night 2012

- **Cambridge Associates**
  - Website: https://www.cambridgeassociates.com/
  - Overview: Cambridge Associates LLC was founded in the early 1970s to assist nonprofit institutions with the investment of their endowment assets. Today, we provide investment consulting, financial planning, and proprietary capital markets research to over 800 clients, including more than 800 endowed nonprofit institutions, as well as private clients, government agencies.
  - Position Types: Full Time
  - Days Attending: Accounting & Finance Night 2012
1. **Know the Employers**

- **Prioritize the Employers by Your Level of Interest**
  - Employers you might want to work for
  - Employers you want to learn more about
    - Prioritize employers for whom you have specific rather than general questions
  - Employers that are not so interesting
    - You should still plan on talking to them
    - Good opportunity to practice networking and talking about yourself
    - You should still be professional
    - You never know
2. KNOW WHAT JOBS THEY HAVE POSTED ON PITZERLINK

- Look particularly at On Campus Recruiting (OCR) jobs
  - Know what specific positions you are interested in
  - Know the resume submission deadlines
  - Know the requirements for applying
  - Know when they will be on campus for interviews
  - Know where (office locations) employers are hiring

- Employers may also have handouts of job descriptions that have not yet posted to PitzerLink
2. Know what jobs they have posted to PitzerLink
2. Know what jobs they have posted to PitzerLink.
2. Know what jobs they have posted on PitzerLink

**Analyst**
Cornerstone Research

**DESCRIPTION**

**HOW TO APPLY**
To apply for the Analyst position, please apply via the following two channels:
1. Route 47
2. Cornerstone Research
https://m12.ukpro.com/OR10118/jobboard/NewCandidateExcape.asp

**APPLICATION STATUS**
Non-qualify because:
- Your Graduation Date does not fall within the desired range for this position.

**INTERVIEW DATE(S)**
Oct 02, 2012

**OCE INTERVIEW LOCATION**
PO - Smith Campus Center - Career Development Office, Lower Level Smith Campus Center

**SCHEDULE DETAILS**

**Schedule Type**: Pre-select
- Resume submission start date: September 04, 2012, 12:00 am
- Resume submission end date: September 25, 2012, 11:59 pm
- Sign-Up Start Date: September 28, 2012, 12:00 am
- Alternate Sign-Up Start Date: September 29, 2012, 12:00 am
- Cancellations Start Date: September 27, 2012, 12:00 am
- Cancellations End Date: October 31, 2012, 11:25 pm
- Sign-Up End Date: December 20, 2012, 11:59 pm

**SCREENING CRITERIA**
3. Do your research

- Read up on all the employers
  - Quickest way to do this is to click on “organization name” on the Accounting and Finance Night or Consulting Night event pages through PitzerLink
  - Know something about every employer

- Conduct more in-depth research on your priority employers
3. Do your research

- Resources for more in-depth research
  - Career Insider by Vault
    - Access through PitzerLink
    - Research on the Vault site as well as downloadable industry guides
  - Google news search for employers
    - Has an employer made headlines lately that you should know about
  - Visit employer web sites and look around
    - Good practice to know employer CEOs, recent corporate deals, company stock prices, DJIA, prevailing interest rates, etc.
    - Look at positions they have posted on their site and what positions they have hired for in the past
3. Do your research
3. **Do your research**

- **Be prepared in general**
  - **Read the Wall street Journal, Financial Times, New York Times, Economist, LA Times, etc.**
  - **Know more about the industry, not just the employer:**
4. PREPARE GOOD QUESTIONS

• **ASK INFORMED QUESTIONS**
  – **Questions that are relevant to current job postings that demonstrate you have read the postings**
  – **Questions that are specific and will help you**
    • What do you typically cover in an interview?
    • Can you give me some feedback on my resume?
    • What internships are impactful for getting this job?
    • What coursework do you value?

• **KNOW WHO YOU ARE TALKING TO AND TAILOR QUESTIONS APPROPRIATELY**
  – Human resources staff?
  – Hiring manager?
  – First or second year analyst/consultant/accountant
5. Practice Your Elevator Speech

- It is a way to professionally introduce yourself in about 30 seconds
  - Should be succinct and hopefully memorable – a “commercial” about you
  - Say something about who you are, skills or attributes that you are proud of and/or that make you a good candidate for a job, what positions you are interested in
  - Basic elevator speech:
    - “Hi, I’m Matt. I’m a third year student at Pitzer majoring in Anthropology. My coursework along with my recent summer research project compiling oral histories of immigrant entrepreneurs in Southern California has really interested me in consulting as a career path. I really want to apply my skills toward analyzing organizational cultures and helping implement creative, best-practices business solutions. I’ll be taking coursework in accounting this fall and financial statement analysis in the spring. I plan on applying to your summer internship program.”
5. Practice Your Elevator Speech

- Remember that the elevator speech should serve as a launching point to a conversation
  - You want to be interesting and engaging so that employers will want to talk with you
  - Be able to expand on specific points you make in your speech
  - Demonstrate some knowledge about an employer without sounding cocky or being wrong
- Practice, Practice, Practice
  - Practice with friends, roommates, family, friends of friends you don’t know well, in front of the mirror
  - Ask for feedback
  - You want your elevator speech to sound natural, not robotic or rehearsed
  - Avoid “ums,” “ahs,” “likes” and other verbal crutches
6. **Bring copies of your updated and mistake-free resume**

- **You should probably bring about 20-25 copies of your resume.**
- **Some employers may take a copy, some will look at it and hand it back to you.**
- **Make sure your resume is updated with any recent summer work and/or volunteer experiences.**
- **Make sure your resume is only one side of one page.**
- **Make sure your resume is **MISTAKE-FREE**.**
- **Be prepared to talk about ANYTHING on your resume.**
- **Visit Career Services to have your resume reviewed and to access resume-writing resources.**
  - *In addition, if you would like your own free student business cards, please visit Career Services to meet with Tammy Muir. She will create your cards with you and then have you proofread them. You should have your business cards within 24 hours.*
7. Don’t Freak Out

- **It’s O.K. to be nervous – Some employer representatives may be nervous too**
- **Attitude and body language matter**
  - Be enthusiastic
  - Shake hands firmly
  - Look employer reps in the eye when talking and listening
  - Wait patiently
    - It will likely be crowded and there may be a wait to speak with some employers
    - Avoid the temptation to roll your eyes, tap your feet, eavesdrop on others’ conversations
    - Do accept offers to join a conversation or a circle of people talking with an employer
  - Know when to gracefully end your conversation with an employer
    - Don’t ask questions that you can easily find the answer to elsewhere
    - Be aware of long lines forming behind you and respectful of the employer rep’s time
  - Ask for business cards
  - Ask before taking any goodies
7. Don’t Freak Out

• **It’s important to make a good impression, but this is not the be all and end all of the job search**
  – The career nights provide good opportunities to make connections and **practice** talking about yourself in a professional setting
  – Look at this as a beginning, not an end
8. Be ready to follow-up

- Set aside time after the fair to send thank you notes by e-mail to employer reps with whom you had conversations.
  - You can limit these to employers you are most interested in or will be applying to – however, if someone else shared good advice with you or you had an engaging conversation, it is good form to send a brief thank you.
  - Attach your resume to the thank you e-mail and note that you will be applying to one or more positions in the text of your e-mail.
  - Be sure to actually apply for positions through OCR, following all employer instructions.
Questions?

- Career Services is Located in Holden K-125
- Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday
  - You can stop by to ask a quick question, get tutorials on how to use career resources, use the career library
- To make an appointment with a career counselor, call 909-621-8519
  - Appointments are usually for 30 minutes
- Walk in hours are available if you want to stop in for a 15 minute chat with a counselor:
  - Monday through Thursday, Noon to 1:00 p.m.
  - Tuesday through Friday, 3:30 to 4:30 p.m.
- My e-mail is matthew.donato@pitzer.edu and my phone is 909-607-2796