

UC Irvine
Accounting Recruiting Policies
2016-17 Recruiting Season

All firms are expected to review the UC Irvine Career Center Recruitment Policies as well as the UC Irvine Accounting Recruiting Policies. To create consistency across accounting firms that recruit at UCI and to ensure fairness in the recruiting process for students, the UCI Career Center, The Paul Merage School of Business, and MPac Career Services requests your agreement to abide by the following guidelines and to communicate them to all professionals involved in recruiting within your organization.

A. SCHEDULING INTERVIEWS AND EXTENDING OFFERS

1. Please refer to the chart below regarding specific dates and deadlines for resume submission, interviews and offers.

SUMMER LEADERSHIP PROGRAM PARTICIPANTS INTERNSHIP OFFER DATES	SUMMER 2016
SLP Participants - Internship Offer Date	August 23
SLP Participants - Offer Acceptance Deadline	September 6
FULL-TIME AND WINTER INTERNSHIP RECRUITING DATES	FALL 2016
Resume Drop Date	October 11
On-campus Interviews (Will be held at Career Center and in SB2)	October 17 - 21 or later
2nd Round Interview Notifications	Rolling
2nd Round Interview Dates	October 24 or later
Offer Date	November 4
Offer Acceptance Deadline	November 18
SUMMER INTERNSHIP RECRUITING DATES	FALL 2016
Resume Drop Date	October 11
On-campus Interviews (Will be held at Career Center and in SB2)	October 17 - 21 or later
2nd Round Interview Notifications	Rolling
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2. The UCI Career Center does not permit students to cancel first-round interviews to attend second-round interviews. Students who do so face suspension of their campus recruiting privileges. We have established the following expectations for employers to ensure students' ability to comply with our second-round policy:
 - a. Employers scheduling second-round interviews are expected to give a minimum of three (3) full business days' notice of a second-round interview in an off-campus location (Example: for a Wednesday interview, students must be notified by the previous Thursday).
 - b. In all cases, employers must offer alternative dates, without negative consequences, for a second-round interview if the date originally suggested by the employer interferes with a student's first-round interview on campus, an exam, or other valid appointment.
3. Students are encouraged to decline a firm's offer as soon as they have decided they will not accept that offer. This may be communicated via email, indicating which firm's full time offer was accepted (if it is known at the time).
4. No full time offers will be extended in tandem with a summer internship offer.
5. Upon the conclusion of summer internships, the firms may issue full time employment offers to their own interns.
6. The Firms will not approach another firm's interns or invite them to summer recruiting events during the summer internship period.
 - a. **Exceptions** to these policies relate to programs that firms sponsor to increase the number of underrepresented minority candidates in the accounting profession.
7. Greeters on the day of interviews will be permitted at the ratio of one (1) greeter per two (2) interview rooms used.

B. STUDENT INTERVIEW ELIGIBILITY

1. Graduating seniors may interview during the Fall Recruiting Season for either a full time position or a Summer Internship if they plan on attending a masters program. Based on their acceptance into a program, each firm may decide to extend full time offers or summer internship offers.
2. Masters in Professional Accountancy (MPAc) students may interview during the Fall Recruiting Season for either a full-time position or a Winter Internship.

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3. Although undergraduate and MPAC students may interview on the same schedule *separate positions* should be posted for each degree level.
 - a. MPAC students are considered new students regardless of where they completed their undergraduate studies and therefore have no GPA. When posting positions for MPAC job posting(s) screening criteria for GPA should be left blank.

C. SUMMER LEADERSHIP PROGRAMS (SLP)

1. Firms may extend a full-time offer to SLP participants entering their senior year or the MPAC program. The offer extension date and acceptance deadline will be the same as the dates listed in the chart above (A1) for SLP participants.
2. Firms may extend a winter or summer internship offer to SLP participants. The offer extension date and acceptance deadline will be the same as the dates listed in the chart above (A1) for SLP participants.
3. Students who participate in the SLP programs may by-pass the on-campus interviews, and be invited directly for an in-house interview as part of the regular winter/summer internship or full-time hiring timeline.

D. STUDENT ACCOUNTING ORGANIZATIONS AND FIRM-SPONSORED EVENTS

1. We encourage the firms to work with the student accounting organizations to sponsor events where students and firm representatives have the opportunity to gain more knowledge about the firm culture and clients.

E. COMMUNICATION/REPORTING VIOLATIONS

All questions or concerns with these guidelines should be discussed with the appropriate UCI professional contact.

Questions relating to MPAC students:

Becky Medina, rebecca.medina@uci.edu, 949.824.6659

Questions relating to undergraduate students:

Vanessa Marcin, vmarcin@uci.edu, 949.824.9620

Questions relating to scheduling OCI, information sessions*, and office hours*

Kelly Swanholm, kswanhol@uci.edu, 949.824.3643

*Firms may choose to coordinate information sessions and office hours directly with student organizations.