

The Accounting Guide To Internships & Full Time Employment

In order to keep up to speed with the latest firm information and accounting events, attend Accounting Association meetings and as many firm events as possible. For more details about the Accounting Association, go to <http://ucsbaaccountingassociation.wordpress.com/>

- Most recruitment for internships and full-time employment occur during Fall quarter. It is imperative you find out when the upcoming application deadline are because they typically occur during the first couple of weeks of school.
 - It is important to attend the first Accounting Association meeting during Fall quarter to find out the date for “Meet the Firms”. Meet the Firms is a networking event for students to interact with the recruiters from various accounting firms.
 - When attending Accounting Association meetings and events, try to get to know as many people as possible and start building your professional network.
1. The “Big Four” firms (KPMG, Deloitte, Ernst & Young, PricewaterhouseCoopers) as well as many other firms have summer internship opportunities (ask the local firms about possible Winter internships especially during the tax season).
 2. For the Big Four firms and most of the other firms affiliated with UCSB, **you must use Gaucholink to apply for internship and full-time positions** (See specific instructions listed on back page).
 3. **Visit Career Services** to help you better prepare for the recruitment process.
 - Ask a Career Peer Advisor how to use Gaucholink and get a better understanding of the Gaucholink process. For more details, stop by the Career Resource Room to pick up a Gaucholink Campus Interview bookmark.
 - Career counselors can also critique your résumé/cover letter and offer mock interviews. In addition, pick up a Workshops & Events calendar to find out specific dates and times for our résumé and interview workshops which are offered every quarter.
 - Participate in résumé+ and Mock Interview Day to interact one-on-one with employers, receiving their expert feedback on your résumé and practice interview.
 - **Sophomore** students: Learn about opportunities to apply for Summer Leadership Programs with various accounting firms. Deadlines are typically during Winter quarter of your second year at UCSB.
 4. Internship and full-time applications on Gaucholink require a résumé, unofficial transcript and sometimes a cover letter.
 - Make sure to read the posted job description carefully for the specific requirements.
 - **Transfer** students: Enter in your community college GPA if this is your first quarter at UCSB and do not have a current UCSB GPA.
 5. Once you have submitted your application, the firm will let you know if you have been selected for On-Campus Interviews
 6. Once you have been selected for an interview, sign up for an interview time via Gaucholink.
 - A notification will appear on your Gaucholink homepage.
 - Interview spots are first come, first serve.
 7. Your interview will be held at Career Services, Building 599.
 8. If you make it past the on-campus interview, the firm will fill you in on all the details pertaining to the rest of the process. Usually, an in-office interview follows the on-campus interview.
 9. Good Luck!

GachoLink and On-Campus Interview Instructions

1. Update your GachoLink Profile. Go to *career.ucsb.edu/students*. Make sure your GPA, graduation date, year in school and major are accurate to ensure you qualify for the positions you are applying to.
2. Review the qualifications and deadlines required from the accounting firms you want to apply to. Print out the job descriptions for future reference when preparing cover letters. Some firms will also require you to submit an application to their corporate website.
3. Attend information sessions to learn more about the firms. Latest information sessions can be found under the “info sessions, workshops & events” tab located on the GachoLink homepage.
4. Prepare a customized résumé and cover letter for each firm. Stop by the Career Resource Room (Monday-Friday from 11am-4pm) for a résumé/cover letter critique.
5. Find your unofficial transcript through your GOLD account. Copy the entire document and paste it into a Word document. For more details, stop by the Career Resource Room to pick up a GachoLink Document Storage bookmark.
6. Upload your résumés, cover letters, and unofficial transcript by clicking on the “Documents” tab on GachoLink. Select “Add New” to upload the appropriate documents. Label each document by the firm’s name (ex: PwC résumé). This will help you avoid the mistake of accidentally sending a customized document to the wrong firm.
7. Submit your documents to the individual accounting firms before the deadline. Deadlines are typically during the first two weeks of school so it is important to get a head start as early as possible.
8. To find out if you have been selected for an On-Campus Interview, click on the “scheduled on-campus interviews (OCI)” tab located on the GachoLink homepage. Sign up here for your campus interview. In some cases, the firms may email you directly to notify you that you can sign-up for an interview; however, check in GachoLink what day is listed as the interview sign-up start date because you can not sign up for an interview prior to this specified date.
9. Prepare for your interviews. Stop by the Career Resource Room to obtain an Interview Preparation handout. If needed, schedule a ½ hour mock interview with a career counselor (**note: only one(1) mock interview allowed per quarter**).
10. Email a thank you letter within two days following your interview (See sample in the career manual).

List of CA and National Firms

Armanino	Gumbiner Savett
Bartlett, Pringle & Wolf	Holthouse Carlin & Van Trigt
BDO	Hood & Strong
Burr Pilger Mayer	KPMG
C&D	MacFarlane, Faletti & Co.
CBIZ & Mayer Hoffman McCann	McGladrey
CohnReznick	Moss Adams
Crowe Horwath	Nasif, Hicks, Harris & Co.
Damitz, Brooks, Nightingale, Turner & Morrisset	Novogradac & Company
Deloitte	PricewaterhouseCoopers
EisnerAmper	Raimondo Pettit Group
Ernst & Young	RBZ
Frank, Rimerman + Co.	Rothstein Kass
Grant Thornton	Seiler
Green Hasson Janks	SingerLewak
Greenstein, Rogoff, Olsen & Co.	Windes & McClaughry

