

Spring 2020 Accounting Recruiting Guidelines

University of Oklahoma

*For the largest public accounting firms interviewing and hiring
OU accounting majors for spring/summer 2021 internships.*

The below schedule and guidelines were developed jointly by OU Career Services, the Steed School of Accounting, and the larger public accounting firms (i.e., BKD, EY, Deloitte, Grant Thornton, KPMG, and PWC) interviewing OU accounting majors for spring/summer 2021 internships. Other firms recruiting for spring and/or summer 2021 internships are also strongly encouraged to honor the guidelines related to final exams week, office visits, and acceptance deadlines. The guidelines are intended to create a fair and efficient recruiting process for all participating employers. They are also designed to provide students the broadest set of opportunities possible while maintaining a manageable and respectful environment in which students can retain their focus on their studies. These guidelines are consistent with the standards set forth by the National Association of Colleges and Employers (NACE).

Participating firms agree that they will not post, interview or extend offers for spring/summer 2021 internships prior to spring 2020. Nor will OU Career Services post spring/summer 2021 position openings prior to spring 2020. In the unusual event that any offers for spring/summer 2021 internships might be made prior to spring 2020 (e.g., to firms' summer leadership program participants), firms have agreed to expressly convey to applicants that the offer will be held open until June 1st, 2020 as described below. The following deadlines should be noted by recruiters as well as students.

For Spring 2020, participating firms also agree to the following guidelines regarding firm sponsored recruiting events:

- Each firm may host 1 information session (outside of Beta Alpha Psi & the Pre-Interview Dinner) that must be hosted on-campus if the firm agrees to host this type of event. No alcoholic beverages are allowed to be served at these events.
 - The preferred timing of these events will be from January 21 – March 5th
- Each firm may host 1 protected recruiting event that can be on or off campus. No alcoholic beverages are allowed to be served at these events.
 - The preferred timing of these events will be from April 9th – April 24th
- Firms are not required to host these events. Recruiting events should be submitted to Career Services at least 2 weeks prior to the date of the event. Career Services will reserve dates for recruiting events with each firm to ensure that events do not overlap. No alcoholic beverages are allowed to be served at these events.
- In subsequent years it would be the recommendation of the participating firms to have 1 day & time in the spring prior to scheduled interviews where firms would have the opportunity to meet all candidates in the recruiting process. The suggestion would be that this is one single event where all participating firms would have equal time & presence in front of the students. This event could either be a reformat of BAP's Meet the Firms or a replacement of BAP's Meet the Firms. Thus the event would take the place of the "Information Session" as listed above and leaving only 1 protected event per semester by participating firms.

December 6th: Employers' Interview Dates Due to Career Services

The selection of spring interview dates will rotate each year between the firms and is based on the previous year's order to ensure that each firm will have an opportunity to select their interview date first. No more than one firm will be scheduled on a given date. Career Services will contact employers to set these dates. Once recruiting dates have been set, employers should provide on-campus interview schedules via their Handshake account for spring/summer 2021 internships no later than December 6, 2019. Interviews will be from March 25th – April 8th, 2020. No positions starting after spring/summer 2021 will be posted by Career Services.

Justin / Career Center to Include the rotation with Firm names each December

January 2nd – March 1st *

Students may apply for spring/summer 2021 accounting internship on-campus interviews through Handshake.
Application deadlines vary based on the actual interview date. Career Services will assist employers with setting application trigger dates once interview dates are set.

January 21st – March 5th: Firm Sponsored Recruiting Events

Firms may sponsor a recruiting event during this time; however, no more than one protected recruiting event may be scheduled during the semester. Neither pre-interview events/information sessions nor Beta Alpha Psi participation will count as a recruiting event. Career Services will reserve dates for recruiting events with each firm to ensure that events do not overlap. **No alcoholic beverages are allowed to be served at these events.**

March 11th *

Firms' selections of interview candidates complete.

Employer selection deadlines in Handshake vary based on the actual interview date. Career Services will assist employers with setting selection deadlines once interview dates are set.

March 14th – March 28th

Students sign up for interview times (exact signup window is dependent upon employer interview date).

March 14th – 22nd

Spring Break

March 25th – April 8th: On-Campus Interviews

Each firm will have one day at Career Services to conduct interviews with no more than one firm on campus on a given day. Each firm may also hold an Information Session (booked through Handshake) the night before they conduct on-campus interviews. **No alcoholic beverages are allowed to be served at this event.** To ensure that students are aware of all opportunities available to them, and out of respect for the professionals who have taken the time to visit OU to recruit, students are strongly encouraged to attend, with an open mind, all interviews they have requested. If circumstances make attendance impossible (e.g., illness, accident, etc.), students are encouraged to notify Career Services as soon as possible prior to the interview.

April 9th – April 24th: Firm Sponsored Recruiting Events

Firms may sponsor a recruiting event during this time; however, no more than one protected recruiting event may be scheduled during the semester. Neither pre-interview events/information sessions nor Beta Alpha Psi participation will count as a recruiting event. Recruiting events should be submitted to Career Services at least 2 weeks prior to the date of the event. Career Services will reserve dates for recruiting events with each firm to ensure that events do not overlap. **No alcoholic beverages are allowed to be served at these events.**

April 9th – May 22nd: Office Visits

In-state office visits should be scheduled on or after April 9th. No in-state office visits should be scheduled during dead week (April 27th – May 3rd) or the week of final exams (May 4th – 8th). Any office visits outside of the state of Oklahoma should not be scheduled until after the completion of final exams (May 9th). To ensure that students are as informed as possible regarding all opportunities available to them, students are strongly encouraged to attend, with an open mind, all office visits for which they initially accept an invitation.

April 27th – May 8th: Dead Week/Final Exams Week

Recruiters should neither initiate contact with students nor schedule any office visits during this period.

June 1st: Earliest Date on which Offers May Expire

Students will have at least until June 1st to consider any offer for a spring/summer 2021 internship, regardless of when the offer is made (i.e., whether during spring 2020 recruiting or, in unusual circumstances, at an earlier date) or the location of the office to which the offer relates. Although students may accept an offer before June 1st, earlier acceptance cannot be required by the firm. Bonuses contingent on earlier acceptance may not be offered. Students will be strongly encouraged to honor all office interviews to which they have committed and not accept a position until all office visits have been made. Finally, students will be advised to notify any firms from which they received offers of their decisions.

June 26th

Firms should provide a list of intern and full-time hires to Career Services.

We appreciate the input and feedback of recruiters in developing these guidelines. Please contact Robin Huston, Director of OU Career Services, or Professor Joseph Dulin, Coordinator of the MAcc program, with any questions or comments.

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