

2018-2019 ACCOUNTING INTERNSHIP PROGRAM

EMPLOYER TIMELINE

Now through Friday, August 24	Submit registration for Meet the Accountants Night and Interview Week
Now through Thursday, September 13	Candidates submit their résumé to internship postings for consideration
Thursday, September 13	Attend Meet the Accountants Night This networking event is held from 5:30 – 8 p.m. at the Kent State University Hotel and Conference Center and welcomes accounting undergraduate, masters and MBA students seeking accounting positions.
Friday, September 14	Résumé bundles emailed to designated organization contact Résumés can also be viewed online by logging into your account in Handshake. Employers have approximately four days to review résumés and select candidates.
Tuesday, September 18 / 5 p.m.	Deadline to return candidate selections – invites, alternates, or declines Employers must make a selection for each candidate. We advise choosing alternates in case some of the students that you select do not sign up for an interview. Selections can be made online via Handshake no later than 5 p.m. on Tuesday, September 18. Please note: <i>Pre-selecting candidates does not guarantee that they will sign up to interview with your organization.</i> Therefore, employers are encouraged to submit more candidate names than available time slots on your schedule(s). Students sign up on a first-come, first-served basis. If employers have chosen to pre-select only enough students to fill your schedule(s), then any remaining time slots will be left vacant.
Wednesday, September 19 / 8 a.m.	Candidates begin signing up for interviews
Thursday, September 20 / 11:59 p.m.	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 résumés for interviewees.
September 24 - 28	Accounting internship interviews All interviews are conducted between 8:30 a.m. – 4:30 p.m. in Room 261 Schwartz Center. No offers may be extended until Friday, October 5. Candidates are required to adhere to the Cancellation and No Show Policy.
Friday, October 5	Job and internship offers can be made.