

# EY Center for Careers in Accounting and Information Systems

## Frequently Asked Questions (FAQ's)

### General Questions about the EY Center for Careers:

- 1. Q: For what students does the EY Center for Careers provide services?**  
A: The EY Center for Careers provides a vast range of career-related and job search services to Pre-Accountancy, Accountancy, Information Systems and Computer Information Technology students - undergraduate, MSA and MST - and alumni.
- 2. Q: Is there a cost for EY Center for Careers services?**  
A: No, the EY Center for Careers does not charge students or alumni for services or workshops.
- 3. Q: Can I walk in to get help from the EY Center for Careers?**  
A: For most questions and needs, you can walk into the EY Center for Careers and get assistance from the Director (depending on availability) or one of the student assistants. For resume and cover letter reviews, you must make an appointment in advance. If you cannot wait to speak / meet with the Director, it is encouraged to make an appointment in advance to ensure that the time is available for you.
- 4. Q: What are Firm Office Hours at the EY Center for Careers?**  
A: Firms bring one or more representatives to meet with students informally at the EY Center, Arbor Grill or elsewhere on campus for one-on-one chats (15, 20 or 30 minutes per student) or in groups (Table Sitting). Office Hours provide you with an opportunity to learn more about the firms, become acquainted with the firm representatives, and build a relationship with the firms. The Firm Office Hour schedule is posted at the EY Center office and on the website in August and January. Students will receive an email notice the day before Office Hours with the time schedule, structure (one-on-one's or table sitting) and any requirements set by the firm (e.g., major, class level/grad date, GPA, etc.). Signups for one-on-one chats are done on a first-come, first-serve basis at the EY Center (BB 2224) at 8:30 am on the morning of the Firm's Office Hours. (Table sitting does not require advance sign-ups.) Note that some Office Hours are in great demand, and students start lining up outside the EY Center office very early in the morning. If the schedule does not fill up at 8:30 am, another email notification will be sent out letting students know that spots are still available for that day.
- 5. Q: What is the EY Center for Careers Recruiting Boot Camp?**  
A: The Recruiting Boot Camp is a two-day "orientation" program during which firm professionals present on a variety of career-related topics for accounting, IS and CIT students. Each day's program comprises different presenters and topics, so it is recommended to attend both days, if possible. Lunch is provided for those who attend the full day(s). The program is free, and registration is required to attend. The Recruiting Boot Camps are held in August and in January, during the week before each semester begins.

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6. Q: What workshops does the EY Center offer?

A: The EY Center facilitates workshops for Accounting and IS/CIT students for Resume & Cover Letter Preparation, Interview Skills, LinkedIn, Career Planning and Pre-Graduation Preparation (Transition into your Career). The workshops are announced in advance, they are free, and registration is not required. It is strongly encouraged you attend as many workshops as possible to get prepared for career planning, recruiting and interviewing.

### Recruiting:

7. Q: What is OCI?

A: OCI = On-Campus Interview. OCIs are held at the EY Center for Careers, and the OCI schedule is posted at the EY Center are on the website prior to the fall and spring recruiting seasons.

The fall OCI positions are primarily for internship (summer and winter) and full-time hires. The spring OCI positions are mostly for SLPs (Summer Leadership Programs), with a limited number of internship and full-time openings as well. Applications start being due in the 4<sup>th</sup> week of the semester (and beyond) following the Meet the Firms event. Interviews start in the first week in October (fall) and the first week in March (spring).

The OCI schedule of positions, Resume Submission Due Dates and Interview dates will be posted on the EY Center website at the beginning of each semester (August and January).

Job postings for which interviews are not scheduled at the EY Center (non-OCI) take place at the main campus Career Center (Bayramian Hall) or at the employer's office.

8. Q: How do I apply for OCI positions?

A: OCI positions are posted on SUNlink (see below), so you need to open a SUNlink account and then apply in SUNlink for most OCI positions. Some firms may also want you to apply via the firm's website (or only on their website). If a firm selects you for an OCI interview, you will receive an email notification from the EY Center informing you of your selection and when you can begin to sign up for the interview. You will also see a notification in your SUNlink account. Interview sign-ups always begin at 12:00 am (midnight)! (Note that the longer you wait to schedule your interview, the fewer time slots will be available.)

If you schedule an OCI interview, always come to the EY Center (BB 2224) ~10 minutes prior to your interview start time and dress business professional.

9. Q: What is SUNlink?

A: SUNlink is the CSUN campus job site where numerous employers post positions looking for CSUN students and alumni. The main campus Career Center manages

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SUNlink, and the SUNlink account is free for students. CSUN alumni who are members of the alumni association, or pay a separate fee, can also use SUNlink.

**10. Q: Do I need a SUNlink account?**

**A:** As stated above, it is necessary to open a SUNlink account to apply for OCI positions. In addition to the OCI postings, there are numerous other part-time, internship and full-time positions posted on SUNlink. The EY Center student assistants can help you open and use your SUNlink account. There is also a SUNlink guide on the EY Center website.

Do not wait until the last minute to apply for a position on SUNlink as you may have not filled in your account correctly, or other system glitches may arise, which may not be able to be resolved prior to the application deadline. \*\* If you think you meet the eligibility requirements for a position, but SUNlink does not allow you to apply, please contact / visit the EY Center ASAP to see if we can resolve the issue.

**11. Q: Do I need to have my resume reviewed by the EY Center?**

**A:** It is strongly encouraged to have your resume reviewed by the Director of the EY Center so that your resume is properly formatted and best represents your Education and Experience to the firms. You can also have EY Center student assistants, other experienced students, and professionals review your resume. ("Resume Templates" in Word doc format for Accounting and IS / CIT are posted on the EY Center website.) The EY Center also offers Resume & Cover Letter workshops in both the fall and spring semesters, prior to Meet the Firms - please check the EY Center website for dates and times.

**12. Q: Do I need a cover letter to apply on SUNlink?**

**A:** Please check each SUNlink job posting for required documents (i.e., resume, cover letter, unofficial transcript, application) as each firm sets its own requirements about what they require. (A "Cover Letter" template for large public accounting firms (related to the OCI postings) can be found on the EY Center website.) (There is also a "Cover Letter" template for online applications for part-time, internship and full-time positions that are not OCI.)

**13. Q: Do I need to practice my interview skills?**

**A:** Unless you are a "natural" at interviewing, it is strongly encouraged that you attend Interview workshops (EY Center and Accounting Association), and practice with other students and professionals. Do not leave your hard-earned interviews to chance. The EY Center offers Interview Skills workshops in the fall and spring semesters prior to OCI interviews - please check the EY Center website for dates and times.

Getting prepared for interviews is more than learning how to answer challenging questions. It requires a curiosity and genuine interest in an employer that comes from knowing yourself, and researching career paths and employers in advance so that you ask probing questions. A lack of curiosity and genuine interest is obvious and will

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lessen your chances of obtaining an offer. See below for more information about Career Planning. (There are also two "Career Planning" guides on the EY Center website.)

**14. Q: What is Meet the Firms? Why should I attend?**

**A: Meet the Firms is the premier networking event (held in both September and February) where firm professionals and students can meet and discuss career-related issues regarding the accounting and IS/IT professions, the firms, career paths, the recruiting process and available opportunities (part-time, internship and full-time). As many as 60 - 70 firms and organizations participate, and 400 - 500+ students attend. Meet the Firms provides you with a unique opportunity to network and build a rapport with a number of firms. As important as it is for you to do your research and learn about your profession, it is equally important that employers get to know you. For more information, please visit <http://meetthefirms.org>.**

### Career Planning:

**15. Q: I don't know what I want to do when I graduate? Does it matter?**

**A: Yes, it does matter! Consider your investment (time, money, effort) to graduate with your CSUN degree. Figuring out what is important to you and what you want to do will increase the likelihood that you will embark on a satisfying and successful career path in which you will enjoy your initial and future positions and you will grow, learn and stay longer with each employer. Not only is this beneficial for your career success, but it is always beneficial to your employer as you will perform better and grow within the firm, and the investment they make in hiring and training you will pay off. High turnover is expensive for employers, and it is disruptive to the work flow. There are two Career Planning guides on the EY Center website to help you identify what you are looking for, and how to conduct the research to learn about the profession(s), career paths, firms, positions, etc.**

**16. Q: I just want to get a job when I graduate? Does it matter what job I get?**

**A: As stated above, consider all the time, money and effort you invested to get a degree at CSUN. Your degree opens up new opportunities for you to start your career, vs. just getting a "job". Where you start your career affects the path you will take, and what opportunities are more likely to be available to you in the future. It is to your benefit to focus on career planning (and not job search) as stated above. Determine what is most important to you and what you want to do short-term and long-term, and then start your career where it makes sense. (Reminder, there are two "Career Planning" guides on the EY Center website.)**

**17. Q: What is networking?**

**A: Networking is meeting with professionals to learn about the profession, career paths, firms, etc. so that you can make better career decisions. Networking differs from job search in that you are having a conversation ("Coffee Chat" - see below), and not an interview, and it doesn't matter the level of the professional with whom you**

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are meeting. Networking is about building mutually beneficial professional relationships. (There is a "Networking" guide on the EY Center website.)

**\*\* It is all about who you know (and who knows you)!**

**18. Q: When should I start networking?**

**A: As soon as possible. There is so much to learn about the accounting and/or IS/IT professions including the factors to consider (what YOU are looking for), the actual kinds of work, potential career paths (short and long-term), the differences between firms / employers, and the recruiting and job search process. The sooner you begin meeting with professionals, the more you will learn, the better connected you will be, and the better will be your career choices.**

**19. Q: What is a "Coffee Chat"?**

**A: It is an informal meeting / discussion with one or more professionals. It can be for coffee, tea, boba, breakfast, lunch, etc. - for 30, 45, 60 minutes or longer. You arrange the meeting with professional(s) to learn more about the accounting and IS/IT professions, career paths, and the firms, and you develop relationships (networking) with these professionals and their firms. You will learn so much more from a one-on-one "Coffee Chat" than from a firm presentation or speaking briefly with professionals at Meet the Firms or other events. (There is a "Coffee Chat" guide on the EY Center website.)**

**20. Q: What should I ask during a Coffee Chat?**

**A: Ask questions about what you most want to know. Be Curious! Research the profession. Research the firm. Find professionals on LinkedIn. Then, develop questions about what you don't know, and what you want to learn. (There are sample questions in the "Coffee Chat" guide on the EY Center website.)**

**21. Q: Is It OK to ask a professional to speak or meet with me?**

**A: Yes. It is always their choice to respond to your request and to speak or meet with you. Many professionals got help and guidance along the way, so this is an opportunity for them to give back by helping someone else (especially CSUN alumni helping CSUN students). Always ask nicely, be clear as to your purpose, and be considerate (polite and professional) throughout. Do not expect anything. Schedule the phone conversation or face-to-face meeting at their convenience. Do your homework, and be prepared prior to your conversation / meeting. Always thank them, both at the end of your conversation, and via email, for their speaking / meeting with you. (The "Coffee Chat" guide on the EY Center website will help you find and reach out to professionals.)**

**22. Q: I am nervous about meeting with a professional. What should I do?**

**A: It is perfectly normal that you are nervous - many of you are / will be. Should that prevent you from doing what will be of great benefit? Will your anxiety go away if you put it off? No, your nerves won't go away on their own. Just like anything else that make you nervous, once you do something, you get better at it, and it gets easier. Many times in your life, you have had to face your fears head on, and you succeeded**

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in doing so. Do you remember that first presentation in class, that first speech at a meeting or event, or something similar? You did it, survived, maybe even thrived. Don't put it off - you're not gaining anything by procrastinating; instead you will lose valuable time and miss out on incredible networking opportunities - so, do it now. You can let the first professional you meet know you've never done this before, and that you are a little nervous. Chances are they will be understanding and help you enjoy a comfortable and rewarding experience. And, then the next one will be easier!

**23. Q: Should I have a LinkedIn profile? When should I start building my profile and network?**

**A:** LinkedIn is the premier professional networking site. With LinkedIn, you connect with professionals, co-workers, students, etc., and build a network that can benefit you while at CSUN, and throughout your career. Connecting with people you know provides opportunities to gain introductions to people they know. Your network will provide you with information and advice throughout your career, as well as open doors at companies that are of interest. It is to your advantage to start your LinkedIn profile and build your network now while you are at CSUN. Consider the number of students you meet in classes, student organizations, and events/activities (and professionals, too) - you can build a network of hundreds of CSUN students, alumni and other professionals even before you graduate! There is a comprehensive LinkedIn guide on the EY Center website.

Recruiters and professionals will look for you on LinkedIn after meeting you, receiving an email from you, reviewing your application for a position, or receiving an invitation to connect. It is in your best interest to make the best impression possible.

**\*\* You can use LinkedIn to find CSUN alumni at companies of interest for networking. (There is a "LinkedIn" guide on the EY Center website.)**

**24. Q: I landed an internship with my future employer, so I am done! Right?**

**A:** You still have the internship ahead during which you need to perform well to obtain a full-time offer. An internship does not guarantee a full-time offer. There is much to learn to prepare well for your internship. You also have much more to learn about the profession, the firm, career paths, etc., so the learning never stops. Continue to attend student organization meetings and events to continue your learning, and keep building your network with students, and professionals from other firms - you never know where you will be working years from now, and with whom. (There is an "Internship" Preparation and Professional Etiquette guide on the EY Center website.) The EY Center will also be offering a Pre-Graduate Preparation Workshop.

**25. Q: I landed a full-time offer, so I am done! Right?**

**A:** You are just about to start your full-time career, and like above, you still have much to learn about the firm, the work you'll actually be performing, you're your work is assigned, expectations of you, and potential challenges you may face. Do you know what to expect during your transition and throughout your first year in your

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new position? Continue to attend student organization meetings and events (see above) for learning.

### Student Involvement:

**26. Q: Why should I get involved with a student organization?**

**A: Getting involved and taking on a leadership role with a student organization helps you get real experience with key skills such as leadership, team work, communication, organization/time management, customer service, problem solving, etc. You also meet professionals, make new friends, and give back to the AIS student community.**

**\*\* Please do not get involved just to put a leadership role on your resume. It is a disservice to you and to the student organizations (and their members). \*\***

**27. Q: Why should I attend student organization meetings and events, (and get involved) especially if I already have an internship or full-time offer?**

**A: Student organizations offer much more than recruiting activities. Having an offer does not mean you have learned all there is to know, and that you are done. Continuing to attend meetings and other events will enhance your learning about the accounting and IS professions (and the transition process into your first year), expand your networking with professionals, and provide more opportunity to make lasting friendships. You cannot predict the future, and the larger and stronger your network, the more opportunities for learning and career advancement will be available to you.**

### Work Experience:

**28. Q: What is the value of a part-time job while in school?**

**A: Firms place extra value on CSUN students who work in a part-time (or full-time) job while attending school. A job provides experience and relevant skills (i.e., leadership, team work, customer service, time management, communication, problem solving, etc.). Working and attending school, both successfully, demonstrates good organization/time management skills which in turn predicts that you will more likely handle multiple responsibilities and assignments successfully in your career. You also demonstrate the ability to show up to a job on time, follow instructions, work with customers and co-workers, learn new skills, show initiative, take on more responsibility, manage projects and even lead others.**

**29. Q: Does it matter what kind of part-time job?**

**A: Working in your chosen profession (accounting, IS or IT) can be beneficial to provide direct experience and technical skills in preparation for your full-time career. At the same time, working in retail or other role has value as well (as stated above). For the IS/CIT students, an IS/IT part-time job or internship is very valuable to enhance your resume and help you land a full-time position when you graduate. For accounting students, a job in bookkeeping, general accounting or tax can also be beneficial for both gaining specific accounting experience as well as insight into the accounting field.**

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### Miscellaneous:

**30. Q: What is the Awards Banquet?**

**A:** The Accounting and Information Systems (AIS) Department, in partnership with the EY Center and the student organizations, hosts an annual Awards Banquet in April. Numerous firms and organizations provide thousands of dollars in scholarships for accounting and IS students - the application process begins in February, and the application deadline is in March. Students who meet the eligibility requirements are encouraged to apply. Students who apply for scholarships must attend the Awards Banquet to be eligible to receive a scholarship award. The event is fun with a full sit-down dinner, networking with professionals, the awards ceremony, and a multitude of Silent Auction and raffle prizes. Please visit the website - <http://awardsbanquet.org/> - for more information.

**31. Q: Who provides academic advising to Accounting and IS students?**

**A:** The Accounting and Information Systems (AIS) Department handles all academic related questions and advising, and Dr. Vedd (for Accounting) and Dr. Liu (for IS) hold office hours to meet with students. For more information, visit the AIS website at <http://www.csun.edu/acctis/>, stop by the AIS Department office in JH 3123, or call 818.677.2461.

**32. Q: Who handles the registration process for the 498C Internship course?**

**A:** The AIS Department handles the course registration process, including reviewing and approving the course application and providing permission numbers. For more information, visit the AIS website at <http://www.csun.edu/acctis/>, stop by the AIS Department office in JH 3123, or call 818.677.2461.

**33. Q: If I have any questions or need any career planning, job search, LinkedIn or recruiting assistance, what should I do?**

**A:** Make an appointment with the EY Center for Careers by phone (818.677.2979) or in-person at the office in BB 2224 to speak / meet with the Director or to get some assistance from the EY Center student assistants.