**EY Center for Careers**  
**Professional Etiquette: Summer Leadership Program (SLP)**

**What is a Summer Leadership Program (SLP)?**

Each SLP is different, but there are common ingredients and themes across the various firms that host SLPs.

- SLPs run from 1 to 3 days, with most being 2 days
- They include professionals presenting about the firm - i.e., history, size/locations, practice areas, client industry groups, internship & full-time opportunities, career paths, culture, training & mentorship programs, and more
- Some may include firm tours
- SLPs take place at the firm, hotel / conference centers, and other locations
- SLPs are generally local; some firms offer national (and international) SLPs as well
- SLPs vary in terms of programming. In addition to the firm presentations, they typically include group activities during which you may work on a business related project or work together on a fun, non-business related activity (the group dynamics and individual participation are most important); some include outside community service
- Firm professionals are observing you throughout the SLP to determine if you are a fit, and if you are genuinely interested in their firm
- You may have a formal interview during the SLP for an internship opportunity
- The dates for the SLPs vary throughout the summer

1. **Preparation**

Before you attend a Summer Leadership Program (SLP), learn as much as you can about the firm and, if possible, about the structure and expectations of the program. Confirm the date(s), times, location and parking (including if parking is covered or reimbursed). Determine what you want to learn about the firm and career opportunities while attending the SLP so that you are in a better position to make an informed decision if you receive any offers at the end of the summer.

2. **Attendance**

**Do attend.** If you have accepted an SLP offer with any firm, it is unprofessional not to show up, and it reflects poorly on CSUN as well. You may also have taken a space that another CSUN student might have been offered. If after accepting an offer, a conflict arises with another SLP or other scheduling issue, call the firm's recruiter immediately to discuss. Be 100% honest. Do not wait until the last minute. If you give the firm enough notice, they may be interested and able to invite another CSUN student to fill your vacated spot.

Arrive early / on time - do not arrive late. It indicates a lack of interest and commitment, and showing up late can / will reflect poorly on you and possibly impact your chance of receiving an interview invitation or offer at the end of the summer.

Ask ahead about dress code and dress appropriately. Find out if you need to bring anything (i.e., resume).

3. **Participation**

Active (and appropriate) participation at an SLP is very important. What does this involve? Asking questions, listening intently, interacting not only with the firm professionals, but also with the other students (from all colleges/universities), collaborating with your team members on team projects and activities, learning about the firm and the professionals who present and with whom you interact, and demonstrating a sincere interest in the firm.
Participating during an SLP is an ongoing “interview”. Be considerate of others and their opinions, even when you think they might be wrong. Listen to different ideas and opinions and help to integrate them into the discussion and outcome. Encourage all team members to participate and to share their opinions and ideas; this is an important part of effective and collaborative team work. Take a leadership role when possible, but do not dominate. Leadership is about facilitating the process, supporting each member of the team, and helping the team work together toward achieving the common goal(s).

Some SLPs may include events prior to the SLP and/or dinner or other evening activities during the SLP. It may not be required to participate, but it is recommended to do so. If at all possible, show your level of interest and commitment to the firm and take part in all activities.

4. Recruiting Guidelines - Offers and Acceptances

The Accounting firms who interview on-campus through the EY Center for Careers have all agreed to specific recruiting guidelines. The firms include: Deloitte, PwC, EY, KPMG, RSM, Grant Thornton, BDO, Crowe Horwath, CBIZ, CLA, CohnReznick, Moss Adams, Marcum, Armanino, Weaver, Andersen Tax, HCVT, Squar Milner, SingerLewak and Green Hasson Janks.

While the SLP programs occur throughout the summer, accounting firms are not permitted to make any internship offers until August 14, 2017. The purpose for this guideline is so that each student can attend all of the SLPs they have accepted, do not have to make any decisions until they have completed the SLPs, and receive one or more offers at the same time. Then, students have two weeks to make the decision with the Offer Acceptance deadline set for August 28, 2017, or later if a firm wishes to extend the deadline. Therefore:

- No offers should be extended prior to August 14, 2017.
- Firms can extend offers on or after August 14, 2017. So, if you receive an offer on August 14, do not assume that other firms are not interested if they have not yet extended you an offer as well. Reach out to the other firms, if you are interested in them, let them know you have an offer outstanding, and ask about your status.
- You do not need to make any decisions until after all offers are received and discussed, and you have until August 28, 2017 to make a final decision.
- Once you have made your decision, you can accept the offer with the firm of your choice; upon doing so, please let the other firms, who have also extended offers, know that you have accepted another offer and are declining their offer(s). It is recommended that you call the firms, specifically the recruiters, directly.

5. Once you have accepted an internship offer (following the SLPs), you cannot continue recruiting in the Fall or after. It is unprofessional etiquette to accept an offer and continue looking. You have only two options: (a) Accept an offer and stop recruiting - or - (b) Decline all offers and re-enter the recruiting process.

6. If you are unsure what to do or have any questions, please come to the EY Center to discuss ASAP. I will not tell you what to do. I will help you understand your options based on your interests and needs.