

# MEET THE FIRM

## Accounting Students: Recruiting Process has been updated



By the evening of September 8th, you must log in to your Experience account at Lipscomb.Experience.com and do the following:

**Upload your resume\***. This will be the resume that is submitted in application for accounting jobs and internships so make sure it's been reviewed by the Career Development Center.

**Update your profile**, including your academic information and career preferences.

As firms schedule dates for on-campus interviews, we will create a corresponding interview schedule in Experience. **It is your responsibility to apply for those opportunities by the deadlines listed in Experience.**

**You will not be able to apply after the deadlines set in the system.**

If selected for an interview, you will be notified by email. At that time you will log back in to the system to select an interview time.

### **\*Experience instructions:**

How to upload your resume & publish to resume book

Why is this step important?

We will have the resumes of all accounting candidates in one, easy to find, location so we can refer you to interested employers.

Make sure to update all of your profile information including your academic details, career preferences, and GPA. **Firms can access this information so make sure it is accurate.**

### **Upload**

1. Log into your Experience account
2. Under the DOCUMENTS tab on the navigation bar select UPLOAD A DOCUMENT
3. Choose the document type and click NEXT
4. Click BROWSE, find your resume, SELECT, then click OPEN
5. Click UPLOAD

### **Publish**

Publish your resume in the *Meet The Firm 2010* resume book:

1. Under the DOCUMENTS tab on the navigation bar select PUBLISH A RESUME
2. Scroll down to the Meet the Firm resume book
3. From the drop down arrow beside the MTF Resume Book, choose your resume
4. Click SAVE

### SPECIAL POINTS OF INTEREST

- ▶ Your attendance at Meet the Firm is necessary.
- ▶ Resumes can be reviewed in the Career Development Center
- ▶ All resume referels and on-campus interviews will be managed through Experience (formerly eRecruiting) this year.

### COMPANIES REGISTERED TO ATTEND

AmSurg  
Becker CPA Review  
Carr Riggs  
CPA Consulting Group  
Crowe Horwath  
Crosslin & Associates  
Deloitte & Touche  
Ernst & Young  
Faulkner, Mackie & Cochran  
Federal Bureau of Investigation  
Fraiser, Dean & Howard  
HCA  
Joseph M Bennie, CPA  
Kraft CPA  
Lattimore, Black, Morgan & Cain  
Northwestern Mutual Financial  
Parker, Parker & Associates  
Rayburn, Bates & Fitzgerald  
Tennessee Society of CPA's

### RESUME REVIEW

Schedule a resume review with the CDC to ensure your qualifications are clearly communicated. Appointments fill up quickly so call 966.6295 to schedule a time for your resume review.

# PROFESSIONAL BUSINESS ATTIRE

Appropriate dress can move you forward in the employment process. “Look the part”! Your appearance says a lot about your preparation and professionalism.

Dressing in a way that is appropriate can help to lend credibility to your abilities.

So what is Professional Business Attire? It starts with the suit for both men and women. Visit a discount store to buy a high quality suit (TJ MAXX or Marshalls).



APPROPRIATE MEN'S  
BUSINESS ATTIRE

- A nice suit is the rule. Make sure that the color of the suit, the shirt, and tie coordinate.
- Wear a tie that is darker than the shirt and if the shirt is striped, the tie should not be. Add a matching handkerchief to the breast pocket of the suit jacket for extra polish.
- Don't forget dress socks that match your suit and **SHINE YOUR LEATHER DRESS SHOES!**
- Bring your resumes in a portfolio!



APPROPRIATE WOMEN'S  
BUSINESS ATTIRE

- A matched pant or skirt suit is the rule. Skirt length must at least be to the knee and wear opaque black or navy tights depending on your suit!
- Either a collared shirt or modest shirt showing nothing more than collar bone!
- **NO** bright colors, **NO** heavy makeup or perfume, and **NO** large jewelry or purse.
- Wear only small stud earrings!
- Leather pumps with a heel no higher than 2-3 inches.
- Bring your resumes in a portfolio!

YOUR PROFESSIONAL IMAGE HAS A HUGE IMPACT  
ON THE INVITATIONS YOU RECEIVE TO ON-CAMPUS INTERVIEWS.