

TCNJ Accounting Recruitment Guidelines 2014-2015

Fall On-Campus Interviews: Begin 10.06.14 – 11.21.14

College Events, Holidays & Schedule

Wednesday	09.24.14	Rosh Hashanah (sundown)	Monday	10.13-14.14	Fall Break
Friday	10.03.14	Yom Kippur (sundown)	Wednesday	11.12.14	Noon - 3:30pm Dining Out In-Professional Style
Wednesday	09.24.14	1-3pm Accounting Meet & Greet	Wednesday	11.26-28.14	Thanksgiving
Friday	10.03.14	Fall Opportunities Fair	Friday	12.05.14	Last Day of Class

Decision Dates:

- I. **12.01.14 FT** Employers, who have a student in the Leadership, Externship, Summer or Winter Internship Program can provide a full-time offer to this candidate at anytime and expect a response to the decision or request for extension up until 12.01.14.
- II. **INTERN** Employers, who have a student in the Leadership, Externship, Summer or Winter Internship Program can provide an internship offer to this candidate at anytime and expect a response to the decision by 09.15.14, extensions may be granted case by case.
- III. Students considered for a **Winter internship** need to submit class schedules by the first week of November; therefore need a response at this time.
- IV. **12.01.14** Students, who have not been involved in the Leadership, Externship, Summer or Winter Internship Program, and interview in the fall semester for an internship/full-time position (first time contact with an employer) may receive an offer generally through late October/early November. If needed, an extension may be given until 12.01.14.

Spring On-Campus Interviews: Begin 02.02.15 – 05.01.15

College Events, Holidays & Schedule

Friday	02.27.15	Spring Career & Internship Fair	Sunday	04.05.15	Easter
Monday	03.16-20.15	Spring Break	Thursday	05.08.15	Last Day of Class
Monday	04.03.15	Passover			

Pre-Interview Events (Inform Career Center Staff)

Each organization may sponsor one information or social event per semester in connection with a recruitment visit. Typically the event will be held prior to the resume deadline date or the evening prior to the interviews. No other organization is permitted to schedule an event on that date and time in the fall semester. During the spring semester due to the need for scheduling multiple events/presentations on the same evening, recruiters are encouraged to hold their events on campus.

Shadowing Program & Class Speakers

First Year (fall) & Sophomore Accounting Class (spring): Speakers are invited by Dr. Shahid and Dr. Nouri, respectively
Shadowing Program: Coordinated by Dr. Hossein Nouri (609.771.2176, hnouri@tcnj.edu); Look at Wednesday Assignments in Spring

Winter Accounting Internship Highlights (Spring Semester)

Curriculum is tailored to allow a 28-32 hour work week. Students may work Mon.-Fr., flexible on start day and end date. Course selection is managed to accommodate this work schedule; students select classes the **first week of November**. Employers please plan to select winter interns prior to this time.

Offers Extended Date(s)

- I. Organizations may extend offers to students who have participated in one of their recruitment activities during or at the conclusion of the activity. Students will respond to employers by 09.15.14 with either a decision or request for extension without penalty, including losing any early signing incentives. Students who request an extension will have the deadline date decided on a case by case basis from their respective Employers. If a student elects to accept the offer, we ask the Employer email klokisd@tcnj.edu with the student's name, position, company name, and company contact.
- II. Students who interview in the fall semester (with no prior contact, i.e. Leadership, Externship, Summer, or Winter Internship Programs) may receive an offer generally through late October/early November. If needed, an extension may be given until 12.01.14.

Reneging & No Show Policy

TCNJ takes a firm stance against students reneging on job offers. As such, we require that organizations comply with the above guidelines to ensure students have time to consider opportunities prior to responding to any organization. If a TCNJ student reneges on an offer, please contact Debra Klokis, Employer Relations Specialist of The Career Center, immediately at 609.771.2161 or klokisd@tcnj.edu. If a student agrees to participate in a shadowing experience and does not attend, contact Dr. Nouri, 609.771.2176, hnouri@tcnj.edu.

TCNJ Career Center Action Steps

1. The accounting guidelines will be on the TCNJ Career Center website for our students to read and follow. The Accounting Department faculty and staff will be made aware of these guidelines so that they can convey this information to all students.
2. All accounting related student clubs and organizations will be apprised of the guidelines.
3. All accounting recruiters registered to take part in on-campus recruiting at The College of New Jersey will receive a copy of the guidelines.