

THE PUBLIC ACCOUNTING RECRUITING GUIDE

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Disclaimer: *This guide is based off of our experiences in the recruiting process and some aspects may differ at your school or region. The following is put together based on two schools in separate regions that are highly targeted by the Big 4 and regional public accounting firms. The information provided here is intended for your purposes to assist in the recruiting process only.*

INTRODUCTION

Hopefully by now, you have heard time and time again how important networking is in order to obtain an internship or entry-level full-time position in the accounting field, but usually no one tells you exactly what networking entails. It is no longer the case where you can just attend class, take exams, and expect to find a satisfying job after graduating without first building a network. The amount of information provided here may appear overwhelming at first, but if you invest the time to read and apply this information well, you are bound to be successful. This guide's purpose is to bridge that gap between the process of knowing that networking exists and how exactly to properly execute it and be able to put it into practice. There are **two different types** of candidate students during the recruiting process:

Prepared Candidates & Unprepared Candidates

This guide will help inform you on how to best become a ***prepared*** candidate. Successful networking requires building a good rapport with firm representatives and this cannot be done by simply attending one or two events. The most prepared and successful recruits are the ones who go to **every recruiting event**. Firms pre-identify students through these events, so the more they meet you, the more you will stand out in the fast-growing competitive hiring environment. Plan in advance to make the effort to invest the time as if this process were a full-time job. It is never too early to start building your network and learning about the vast number of opportunities that are available to you.

HOW TO PREPARE

The first step is to know how to prepare. The vast majority of public accounting recruiting for entry level positions (internships and full-time staff) is conducted in the fall. The spring semester is a vitally important opportunity to begin building your network and relationships with the firms. The points stated here in preparation are relevant throughout the entire year leading up the recruiting process during the fall.

BUILDING YOUR NETWORK

Use all your resources to the fullest – Networking is all about building relationships. Use your professors, fellow students, alumni network, graduate students, accounting organizations, and your school's Career Management Center to learn how to prepare and create connections. This field is as much about the people you know as it is what you know. With this in mind, be sure **not** to ask someone to pass along your résumé without getting to know them first, as that person will be vouching for you and is going to need to know more about you.

Join one or more student accounting organizations and get involved – These organizations provide exclusive access and opportunities for firms to meet and identify potential recruits. Firms look for well-rounded students in leadership positions on campus that are outside of the classroom. Your school should have honorary organizations like Beta Alpha Psi that provide networking opportunities to meet with the firms.

Build your LinkedIn account – If you do not have one yet, create one immediately and fully build your account with information on your education and experience. If you choose to include a picture, make sure it is professional. There are various viewpoints on the inclusion or exclusion of pictures, but for the campus recruiting process it can help recruiters and professionals identify and remember meeting you. LinkedIn is an exceptional tool to use to expand your network and stay in contact with fellow students and professionals you meet. Most professionals in the business world are on LinkedIn now, and there are ample recruiting tools and opportunities available through the site. Be sure to use this to your benefit in order to grow

your reach. Do **not** underestimate the benefit of connecting with students now in order to rely on those connections in the future!

BRANDING YOURSELF

Secure your Facebook and other social media – Make sure your social media pages, especially Facebook, are secure and tame to the public eye. You will be searched online during the recruiting process and you do not want any questionable images or information to be broadcast for all to see. Do not assume privacy settings are strong enough, firms may ask someone you are friends with to see your Facebook page. Shutting down your Facebook during recruiting is not a bad idea. Try searching for your own name on Google and evaluate the results from the perspective of a potential employer. The safest bet is not to post, upload, or share anything you would not be completely comfortable with a parent, grandparent, or any other respected figure in your life seeing.

Continuously improve your résumé – Your résumé is always a work in progress and it never hurts to have others take a look at it. The more feedback you get, the more developed it can become. Firms receive thousands of résumés each recruiting season and will receive hundreds at each school's career fair. Small details stand out when being compared to such a large candidate base. Remember that accounting itself is extremely detail-oriented, so your first step in proving your attention to detail is ensuring that your résumé is in impeccable condition. Do not rely on your career counselors to point out inconsistencies, take the initiative to hold yourself to a high standard. Ask your roommates, parents, peers, and others in your network to help you. You can never have enough people critique your résumé. Read your résumé backwards to help highlight inconsistencies. When it comes to content, know everything that is on your résumé and be prepared to talk about it with the professionals you meet in detail.

Share hobbies and interests outside accounting – While it is important to show your commitment to the firm and field of accounting, the firms want to make sure that you are a well-rounded and interesting person that they can comfortably work beside throughout the long hours of busy season. Showing your personal side is just as important as showing your professional side. Once your qualifications meet firm expectations, your personality is what will matter most to them.

Professional Attire – Never be underdressed. It will never look bad to dress more professionally (make sure your clothes fit well). Conservative is always better, be sure to conceal tattoos and do not wear anything too revealing. Regardless of what an invitation may read, if you know you are going in for an interview (i.e. office visits), wearing a suit is appropriate.

CONDUCTING YOURSELF WITH PROFESSIONALS

Attend as many networking events with firms as possible – Joining a student organization for the résumé boost is not enough, you also must attend as many events you can and meet and interact with professionals. The firms are spending their resources in order to give you the opportunity to become acquainted. The recruiting process is heavily dependent on building relationships with firm representatives and recruiters. This is not possible without attending as many events as you can and actually talking to them.

Elevator Pitch/Speech – Have a well-rehearsed brief summary about yourself that lasts about 20-30 seconds. It is key to make a proper first introduction to professionals. Be sure to include your name, degree and/or major, year in school, expected graduation date, and position you are interested in (Intern/Full-time, Tax/Audit/Advisory).

Try to be as outgoing and sociable as possible while maintaining being yourself – Work on your small talk and social skills, as you will be analyzed on how well you can hold a conversation and keep the person interested in you. If you are more of an introverted individual, you may need to make the additional effort to be outgoing. Have backup discussion topics such as your hobbies and other interests ready to discuss. Also, be sure to have a few questions on hand to ask firm representatives (examples questions are provided below). Asking professionals about their own experiences in their chosen firm and/or their decision-making process is often a great way to get *them* talking.

Good questions to ask – You should be asking thoughtful and engaging questions to learn more about the people you network with and their firms. Do not simply ask yes or no questions, and definitely do not try to ask highly technical questions with the objective of stumping the professional. Use the following as a guide to spark your own questions. Remember to be genuine in your curiosity – do not just ask questions to ask them. Do **not** just copy these questions:

- How did you make the decision to join your firm?
- What do you enjoy most about the firm?
- Do you have any pointers for me as I go about this recruiting process?
- Can you give me some examples of how your firm distinguishes itself from the competition?
- What is distinctive about your firm's culture?
- What is one realistic thing you wish you could change about your job?
- Is there any type of formal mentoring structure for new hires and other employees as they progress through the firm?

Be able to answer the question “Why Audit or Why Tax?” – The firms are looking to see if you have put significant effort into deciding what you want to do with your career. While you probably do not know what you want to do for sure, it is extremely important to pick one or the other during the recruiting process. Firms do not like to see candidates that are undecided. Generally during career fairs, firms have three (or four if they have an Advisory group) stacks: Audit, Tax, and Undecided. The “undecided” stack can often fall to the wayside and candidates in that stack can be overlooked.

Have some thought-out goals in mind – You should have an idea of some of your short-term and long-term goals. For example, some short-term goals might be to obtain an internship or finish your degree, while long-term goals might be to pass the CPA Exam, decide on the service line you want to go into, and determine where you might want to be in 5-10 years. Do not allude to your ‘master plan’ of leaving the firm after a certain number of years. While firms realize this will happen, they want to hire people who are fully committed to the firm, at least for the short term.

Stay current with firm news and activities – Most firms will either frequently be cited in the news or actively post their own articles on their firm’s website. Be sure to keep up with this information to obtain relevant conversation topics and show that you are interested in the firm. It is also very important to extensively research the websites of the firms you are interested in. Take note of activities or areas of practice you find from your research in order to ask representatives about it.

Thank You Notes – In most circumstances, e-mail is an appropriate form of sending thank you notes as it is faster and more convenient. Always send an e-mail to every professional you speak to at each event **within 24 hours** of meeting them. If this was at a small event and was the first time you met them, attaching your résumé is a good idea. Firm professionals meet hundreds if not thousands of students throughout the year, and if you do not follow up quickly, they are likely to forget who you are and the connection you made will be lost. If you **legitimately** have a question for the professional, you can include it in this follow-up e-mail. However, be careful not to ask questions just for the sake of asking questions. Remember that these professionals and recruiters are meeting a ton of candidates AND that they have very demanding jobs in the first place, so do your best to respect their time. Be sure to review your emails multiple times for errors before sending them. Avoid sending or responding to e-mails from your mobile device unless you triple-check to ensure there are no errors.

BUILDING LASTING CONNECTIONS

1. When you meet someone, be sure to listen to them. You do not have to dominate the entire conversation. They will often have great advice for you and have important information for you to know. People like to talk, listen to them! Also, your discussion does not have to be only about the firm or about accounting. Recruiters and firm representatives want to get to know YOU – be yourself!
2. Pay attention. Remember as much as you can, so you can engage in the conversation and recall parts later.
3. Exchange business cards or ask for their card/contact information and follow up with them soon after the event.
4. After speaking with a firm representative, step away and take a moment to briefly write everything you remember about them and the conversation on that business card.
5. When you get home, send each person you met a brief thank you email. Be sure to note something about your conversation so they can better recall meeting you. If you do not follow up, that is a lost connection.
6. For the connections you want to keep in touch with, send brief e-mails on occasion to update them on how things are going. However, keep in mind that most professionals have busy lives, so be sure **not** to write lengthy e-mails or send them too frequently (~6+ months is a good break), especially during the height of busy seasons.

THE CAREER FAIR

All your preparation up to this point is to help you succeed at your school's big accounting career fair. Most firms recruit at this event and meet almost all of their hiring needs for the next 12 months during the fall recruiting season. This makes it essential that you attend this event. Bring plenty of résumés, wear your best business professional attire, and prepare to network the entire time with recruiters and professionals.

The goal is to convince these people that you are someone they want to work with. **Manage your time effectively** as you want to make it to as many companies as possible. Also, it is more important to speak with firm representatives that work in your area of interest. If interested in tax, focus your time with tax professionals, etc.

Unless you have already built a great relationship with your firm of choice, consider making a couple stops before getting to your #1 ideal employer's table. Use this as a chance to get warmed up. You are probably going to feel awkward and nervous standing around in a big convention center, waiting in line to talk to someone new, and hand them your résumé. That is why you do not want to start out at your top choice and risk making a poor impression. Besides, by doing this you might discover a few firms that you like more than you thought you would. Get comfortable and then move to the booths of your favorite firms.

THE INTERVIEW PROCESS

After the career fair, firms invite students who applied to interview for internships and full-time positions. The campus recruiting process generally has two rounds of interviews. The first is conducted on campus. Some firms will conduct one 30 minute interview with a single person (usually a manager, senior manager, or partner) from the firm, while others will have you conduct two 30 minute interviews with two different firm representatives. The format and timeframes of interviews can vary depending on the school.

After the campus interview, firms make some cuts and invite the remaining candidates to an office interview (aka “office visit”). This takes place at the office of the firm and usually lasts from 9 a.m. until early afternoon (some firms may have pre-interview dinners the evening before). You will go through a welcome and introduction session, receive a tour of the office, conduct three 30 minute interviews, and have lunch with some of the professionals at the firm. At least one of the interviews will usually be with a partner. The other two will likely be with people at the manager and senior manager level. A junior associate may act as your host for the day. Also, firms may invite you to dinner the night prior to your campus and/or office interview. They might say that this dinner is optional, but it is in your best interest to attend regardless any conflicts you might have. Professors should be understanding about you having firm interviews; work with them to set your priorities in order.

You might be selected for a campus interview by many firms. It reflects poorly on a student to turn down campus interview invitations. You should only apply to a firm if you have every intention of accepting an on-campus interview invitation from them. After you have completed all your campus interviews, it is acceptable to turn down office interview invitations from any firms you are absolutely sure you have no desire to work for.

PREPARING FOR INTERVIEWS

It is important to be prepared to answer a number of standard questions that are frequently asked throughout the interview process. Some examples of these standard questions are as follows:

- Tell me about yourself.
- Why are you interested in accounting?
- Why *[insert line of service you are interviewing for]*?
- Why are you interested in our firm?

Many firms conduct what is called a “behavioral interview”. The thought is that past behavior predicts future performance, and will assess you based on a series of employment-related situations. Our best advice for students for preparing for interviews is to come up with a list of approximately 10 stories/situations where you exhibited leadership qualities, overcame a tough situation, and so on and so forth. While you likely will not use all 10, this will help you think through some good examples that may be useful as responses to all types of interview questions. More information on behavioral interviewing, including example questions and links to very useful firm-provided resources, is below.

BEHAVIORAL VS. TRADITIONAL INTERVIEWS

Traditional and behavioral interviews differ in several ways. If you have training or experience with traditional interviewing techniques, you may find the behavioral interview quite different in several ways:

- Instead of asking how you would behave in a particular situation, the interviewer will ask you to describe how you did behave in a real-life situation.
- Expect the interviewer to question and probe, with questions like: "How did you feel?" "What was your role?" "What was the result?"
- The interviewer will ask you to provide details without allowing you to theorize or generalize about events.
- The interview will be a more structured process that will concentrate on areas that are important to the interviewer, rather than allowing you to concentrate on areas that you may feel are important.
- You may not get a chance to deliver any prepared stories (but it is still a good idea to prepare!).
- Most interviewers will be taking copious notes throughout the interview.

The behavioral interviewer has been trained to objectively collect and evaluate information, and works from a profile of desired behaviors that are needed for success on the job. Because the behaviors a candidate has demonstrated in previous similar positions are likely to be repeated, you will be asked to share situations in which you may or may not have exhibited these behaviors. Your answers will be tested for accuracy and consistency.

PREPARING FOR A BEHAVIORAL INTERVIEW

Instead of feeling anxious or threatened by the prospect of a behavioral interview, just keep in mind how the traditional interview and the behavioral interview differ: The traditional interviewer may allow you to theorize about hypothetical situations, but the behavioral interviewer is looking at past actions only. Regardless, it is important to put your best foot forward and make a good impression on the interviewer with appropriate attire, good grooming, a firm handshake and direct eye contact. There is no substitute for promptness, courtesy, preparation, enthusiasm, and a positive attitude.

- Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.
- Prepare short descriptions of each situation; be ready to give details if asked.
- Be sure each story you tell has a beginning, middle, and end.
- Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).
- Be honest. The interviewer will find out if your story is built on a weak foundation.
- Be specific. Do not generalize about several events; give a detailed accounting of one event.
- Prepare short descriptions of each situation and be ready to give details if asked.

LEARN TO USE THE STAR SYSTEM

The STAR technique will help you learn how to describe the situation, your task in it, your action and the result or outcome by remembering the acronym “**STAR**”:

- **Situation** – Recently, I was part of a group project in my Organizational Communications class. We had an assignment to design an effective public relations campaign for a fictitious company.
- **Task** – We chose to market a bank opening a new office in a small community. We had to come up with a marketing plan and media kit designed to introduce the company to its new community and to solicit new bank customers.
- **Action** – As the project team leader, I set up an appointment with the Director of Marketing at XYZ Bank and got her insight on the project. After the meeting, I came up with a creative marketing plan, which was enthusiastically received by the other group members. I then assigned each group member a particular task, based on his or her area of expertise. For example, one member of our group was responsible for designing the bank’s logo and another member was responsible for writing a press release. I monitored the group’s progress to make sure we were meeting our deadlines and also put together a strong oral presentation to make to the class.
- **Result** – The project was lots of fun and allowed me to develop the management skills necessary to lead a very diverse group of 6 people. The most rewarding part was that our group received the highest marks in the class and the professor currently uses our project materials as an example to his classes.

Sample STAR Technique Response – A possible response for the question, "Tell me about a time when you were on a team and a member was not pulling his or her weight" might go as follows: "I had been assigned to a team to build a canoe out of concrete. One of our team members was not showing up for our lab sessions or doing his assignments. I finally met with him in private, explained the frustration of the rest of the team, and asked if there was anything I could do to help. He told me he was preoccupied with another class that he was not passing, so I found someone to help him with the other course. He not only was able to spend more time on our project, but he was also grateful to me for helping him out. We finished our project on time, and got a 'B' on it." The interviewer might then probe: "How did you feel when you confronted this person?" "Exactly what was the nature of the project?" "What was his responsibility as a team member?" "What was your role?" "At what point did you take it upon yourself to confront him?" You can see it is important that you not make up or "shade" information, and why you should have a clear memory of the entire incident.

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

1. Give a specific example of when you had to gain the cooperation of others, and what challenges you faced. What was the outcome? What was the long-term impact on your ability to work with this group?
2. Tell me about a course, work experience, or extracurricular activity where you had to work closely with others. How did it go? How did you overcome any difficulties?
3. Give me a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome? How would you assess your role in defusing the situation?
4. Tell me about a suggestion you made to improve job processes/operations. What was the result?
5. Describe the most significant or creative presentation/idea that you developed/implemented.
6. Tell me about a time when you took a risk in creating a new process or program? What was the situation and what did you do?
7. By providing examples, demonstrate that you can adapt to a wide variety of people, situations and/or environments.
8. Tell me about a decision you made while under a lot of pressure.
9. Talk about a time when there was a decision to be made and procedures were not in place? What was the outcome?
10. What are 3 effective leadership qualities you think are important? How have you demonstrated these qualities in your past/current position?
11. Describe a situation in which you were able to use persuasion to successfully convince someone to approach things your way. What level was the person you had to persuade?
12. What have you done in your present/previous job that goes beyond what was required?
13. Tell me about a time when you had to resolve a difference of opinion with a co-worker/customer/supervisor. How do you feel you showed respect?
14. Describe the way you handled a specific problem involving others with differing values, ideas and beliefs in your current/previous job.
15. Describe a work situation that required you to really listen and display compassion to a co-worker/employee who was telling you about a personal/sensitive situation.
16. Can you recall a time when you gave feedback to a co-worker who was unaccepting of others?
17. Can you recall a time when a person's cultural background affected your approach to a work situation?
18. Tell me about a specific time when you had to handle a tough problem which challenged fairness or ethical issues.
19. Tell me about a tough decision you made. What steps, thought processes, and considerations did you take to make an objective decision?
20. If you can, tell me about a time when your trustworthiness was challenged. How did you react/respond?

FIRM INTERVIEW PREPARATION PUBLICATIONS

Many firms have publicized information on interview preparation. Take the time to carefully read and review these publications, especially if you are looking for Big 4 and public accounting positions as this advice is coming straight from the firms that are attempting to recruit you. A few of these resources are noted below:

PwC: <http://www.pwc.com/us/en/careers/campus/internships/interview-preparation.jhtml>

Deloitte: <http://mycareer.deloitte.com/us/en/students/gettingthejob/interviewtips>

EY: <http://www.ey.com/US/en/Careers/Students/Joining-EY#fragment-3-na>

KPMG: <http://www.kpmgcampus.com/getting-started/branding-u>

FINAL NOTES ON THE INTERVIEW PROCESS

Try not to be nervous. Their goal is to determine if you can have a conversation and communicate effectively. In general, the industry rule-of-thumb is that about 75% of candidates invited to office interviews receive a job offer, so just relax and be yourself. Be competent and able to converse about the business and accounting world. If you cannot keep conversation going for the entire interview session, you will appear rude or uninterested in the job. Stay current with news from the *Wall Street Journal*, *Accounting Today*, *Current Accountants*, AICPA newsletters, your state CPA society's newsletters, ESPN, etc. During office interviews, show respect to everyone including those at the front desk, staff, and facility workers. *You are being evaluated on how you treat every single person you make contact with at the firm.*

Generally, firms will provide a date when you should hear back from them regarding an offer of employment. Try to be patient and not pester them prior to this date. In many cases, they will let you know their decision within a few days of your office visit, but some firms do take longer or they make another round of offers after they hear back from their first wave of candidates. Firms will include an expiration date for any job offer they make. If you happen to have an offer from one firm that will expire prior to hearing back from another firm, make sure to notify the firm you are waiting to hear back from about your time constraints. Firms understand this situation and most are willing to do their best to accommodate you. It is important to work with the firms in a professional manner and ask for extensions of time on offers if necessary. The firms want to make sure you feel like they are the right fit for you as much as they feel that you are the right fit for them. Do not prematurely accept an offer you are not completely sold on.

If you execute everything well, the end result will provide you with one or more offers for an internship or full-time position. If you successfully land multiple offers, be sure to follow up appropriately with the firms you decline offers from. The accounting world is very small and you do not want to alienate yourself by being rude. Do not make them chase you. Remember, they have jobs outside of recruiting new talent - respect their time as professionals.

Take the time to **call** the firms you are rejecting and let them know that you appreciate their offer but there was a different firm that was right for you. People accept and people decline, it is all part of the process. The call is going to be way more awkward for you than it is for them. Be sure to call everyone you were close with during the recruiting process as a courtesy. You never know when or where you may run into or work for them in the future, so do your best to maintain the relationships you have worked so hard to build.

COMMON MISTAKES

Talking too long to a single professional – At networking events, leave them wanting more for the next time you meet. Limit conversations to no more than 5 minutes. It is always better to talk to multiple people for a few minutes than one person for a long time. The more people you meet, the more good impressions you can make. With this in mind, make sure the few minutes you do spend with each person are meaningful and effective.

Asking and answering boring or generic questions – Boring questions receive boring answers. Avoid asking yes or no questions as well as answering questions with a yes or no response. If you ask meaningful questions, you can steer the conversation where you want it to go and create a more memorable discussion.

Poor or weak handshake – Give a firm (but not crushing!) handshake with proper eye contact. Practice with peers or stroll up to the Career Management Center for help if you are unsure. You hear this all the time, but it is still a very common problem with candidates and is such an important first impression aspect to the process.

Not speaking loud enough or articulating words well – It is going to be crowded and loud at networking events, especially at the career fair. You must talk loud enough to be heard and be sure not to mumble. Otherwise, you are just wasting your breath and do not appear confident. On the subject of speaking, *be sure your breath is fresh!* Bring mints with you when attending networking events to ensure this.

Assuming a strong GPA and résumé are enough to get the job – These will get you in the door, strong networking and communication skills will get you the job. This is achieved by attending as many events as possible and building relationships. The firms want people that will be easy and enjoyable to work with, especially during busy season.

Having the attitude of finding a job instead of starting a career – It is just as important that you find the firm that fits you as it is for you to fit with the firm. Do your due diligence to research the firms to find the one that is the best fit for you. Your personality and the personality of the firm representatives is a huge indicator of firm fit.

Bringing up politics, religion, or other topics with strong personal beliefs – One would think everyone knows that it is off limits to bring these types of topics into discussion during the interview process, but it still happens every year. Be prepared to have thoughtful conversations throughout the process so that you do not accidentally use politics and religion to fall back on. You do not know what beliefs those you are talking to have and bringing up conflicting views will put you in a negative light. If someone (even a firm representative) around you brings up a potentially controversial topic, do **not** engage in any resulting conversation. Just do your best to diffuse the situation by attempting to change the topic of the conversation.

NOTES ON BUSINESS ATTIRE

The following guidelines are important notes on attire throughout the recruiting process.

<u>The Basics</u> <ul style="list-style-type: none">• Be well groomed and up to date! Watch dressing according to fashion fads.• Watch colognes and perfumes• Carry breath mints with you• Groom your fingernails• Keep shoes, handbags, belts, and briefcases in top condition	<u>Professional vs. Business Casual</u> <ul style="list-style-type: none">• <i>When is professional dress appropriate?</i><ul style="list-style-type: none">◦ Interview situation◦ Formal client meetings• <i>When is business casual appropriate?</i><ul style="list-style-type: none">◦ In the office◦ Casual business lunches and dinners◦ Some office visits
<u>Business Casual Dress</u> <ul style="list-style-type: none">• Rule #1: If you have to question it, do not wear it!• Make sure that your business casual attire still says that you mean business• Always be prepared to go on impromptu business calls.	

PROFESSIONAL ATTIRE

<u>Professional Image for Men</u> <ul style="list-style-type: none">• Make sure to be well groomed and shave• Ties to be well knotted & end in middle of your belt• Over the calf socks in black, brown, or navy• Professional suit colors are navy, gray, and charcoal• Belt should match shoes	<u>Professional Image for Women</u> <ul style="list-style-type: none">• One ring per hand, quality watch, nothing flashy• Pay attention to hose if worn and socks• Hose should be sheer, neutral, or off-black• Professional suit colors are black, navy, gray, & taupe• Make sure no top or bottom is too tight• Make sure skirt is not too short
<u>Dressing for an Interview for Men</u> <ul style="list-style-type: none">• Wear a dark suit and conservative tie• Light colored long sleeve shirt (white or light blue)	<u>Dressing for an Interview for Women</u> <ul style="list-style-type: none">• Wear a suit, pantsuit, or blouse/skirt/jacket

BUSINESS CASUAL (MEN & WOMEN)

<p><u>Acceptable Clothing</u></p> <ul style="list-style-type: none">• Polos• Pressed Oxford Shirts• Turtlenecks and sweaters• Blouses	<p><u>Unacceptable Clothing</u></p> <ul style="list-style-type: none">• Tee shirts, tank tops, jeans, and collarless shirts• Halter/midriff tops• Sweatshirts• Untucked shirts and shirttails
<p><u>Acceptable Shoes</u></p> <ul style="list-style-type: none">• Loafers• Flat shoes• Dress shoes and dress socks• Conservative heels or pumps	<p><u>Unacceptable Shoes</u></p> <ul style="list-style-type: none">• Sneakers and casual footwear• Hiking boots• Athletic socks• Non-dressy sandals and flip flops