



# J.M. TULL SCHOOL OF ACCOUNTING

## STUDENT RECRUITING HANDBOOK





Welcome to recruiting season! The purpose of the J.M. Tull School Recruiting Handbook is to assist accounting students as they secure an internship or full-time employment. This handbook provides answers and insights to the recruiting process at UGA. To interview, you must complete the Career Center's online Handshake registration. Unless indicated otherwise, all interviews take place on the second floor of Clarke Howell Hall.

The internet provides a wealth of information for a prospective employee, so take advantage of it. You can continue your research at the UGA Career Center's homepage, where you will find helpful links. A mock interview is a terrific way to practice your interview skills before it really counts! Contact Jasmine Moorman at the Career Center at 706-542-3375 to schedule a mock interview.

As you go through the recruiting process, budget your time wisely. Most recruiting activities are scheduled during the fall, along with classes, football season, regular meetings of Beta Alpha Psi, and, for some, preparing for the CPA Exam. Please note that recruiters will also be on campus during the spring semester.

Once you have accepted employment, I ask that you complete our Accounting Employment and Salary Survey form by reaching out to me. This will help us maintain statistical information on our graduates. All information is kept confidential.

Please feel free to drop by and discuss any issues or questions you may have about your job search. It is a hectic yet exciting process, and one you need to be prepared for. We wish you success!

Ally DeLucia  
MAcc Program Coordinator  
allison.delucia@uga.edu

Faith Rasmussen  
DD Program Coordinator  
efg25108@uga.edu





## TABLE OF CONTENTS

---

|                                  |    |
|----------------------------------|----|
| Resources .....                  | 4  |
| International Students.....      | 4  |
| Guide to Handshake.....          | 5  |
| Career Fairs.....                | 6  |
| Networking 101 .....             | 7  |
| Researching Companies.....       | 8  |
| Dress for Success.....           | 9  |
| Informational Interviews .....   | 10 |
| Phone and Video Interviews ..... | 11 |
| In-Person Interviews .....       | 13 |
| Dos and Don'ts .....             | 14 |
| Sample Questions .....           | 15 |
| Salary Negotiation .....         | 17 |
| Salary Survey .....              | 18 |
| Student Organizations .....      | 19 |

## RESOURCES

### JOB SEARCH RESOURCES

1. **Handshake:** This is a job board exclusive to UGA students and alumni. Employers post full-time and part-time jobs, on-campus and off-campus opportunities, and internships. Visit [career.uga.edu/handshake](https://career.uga.edu/handshake) to log in with your MyID and password and set up your Handshake profile. This will help you find opportunities that are a good fit for your skill set and interests. Check out p. 5 for information on setting up an account.
2. **Indeed:** This large, nationwide job board has a variety of opportunities for students seeking positions in a variety of industries and locations. Visit [indeed.com](https://www.indeed.com).
3. **USA Jobs:** For every private sector job in the U.S., there is a government position. To find federal positions, visit [usajobs.gov](https://usajobs.gov).
4. **Idealist:** Working in the nonprofit industry does not mean you forgo a paycheck. In fact, there are many great opportunities within the sector. To find some in your interest area, visit [idealist.org](https://www.idealists.org).
5. **Search Engines:** Type your desired job title into your search engine of choice, and you may find some solid leads or industry-specific sites that specialize in hiring in your field. Be sure to vet each site closely, and be wary of any site that asks for money to search jobs.

The UGA Career Center offers many tips on navigating your job search. Visit [career.uga.edu/students](https://career.uga.edu/students).



## INTERNATIONAL STUDENTS

International students on F-1 and J-1 visas may be eligible for on-campus employment as well as several types of practical and academic training while enrolled at UGA and after graduation. For more information, visit the Office of Global Engagement's International Students portal at [globalengagement.uga.edu/international-students](https://globalengagement.uga.edu/international-students). To find a list of companies that sponsor H1B visas, visit [myvisajobs.com](https://myvisajobs.com).

## GUIDE TO HANDSHAKE

---

Handshake connects UGA students to thousands of jobs, internships, and employers using simple and powerful search tools and alerts. You can quickly access your account using the login box at [career.uga.edu](https://career.uga.edu). To maximize Handshake's potential, use the following tips:

### UPDATE YOUR PROFILE:

- Click the “My Profile” link, located in the drop-down menu under your name
- Edit your primary education section with your major(s), GPA, and expected graduation date
- Use the “Upload Resume” tool to autofill your profile from your resume
- Add copies of your resume/cover letter/transcript to the “Documents” section for easy access
- Stand out to employers by filling out the various sections of your profile, and upload relevant projects as examples of your work

### EMPLOYER SEARCH:

- Click “Jobs” along the top menu, then click “Employers”
- Search for employers by keyword, name, location, employer size, or industry
- On the employer’s Handshake page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities
- Once you find an employer you are interested in, click “Favorite” in the upper right corner of their employer page. You will then receive updates when they post a new job, internship or event on campus.

### ON-CAMPUS INTERVIEWS:

- Click “Jobs” along the top menu, then click “On-Campus Interviews”
- Search for or select the company for which you are interviewing
- Most companies only allow you to sign up for an interview after a pre-selection process. If you are selected, you will be able to sign up for a time on their interview page

### FIND EVENTS:

- Click “Events” along the top menu
- See career workshops, employer panels, and online events hosted by the UGA Career Center
- Information sessions hosted by employers on campus will also be listed under the Events tab
- Click “Find Career Fairs” along the top of the page to see information specifically about upcoming fairs on campus
- When you have clicked on a career fair, click “View All Employers” to see who will be attending. Click “View Details” under an employer’s name in the list to learn more about the company, job openings they have posted on Handshake, and more

### JOB/INTERNSHIP SEARCH:

- Click “Jobs” along the top menu
- Select “Full-Time Job,” “Part-Time,” “Internship,” or “On-Campus” along the top, or use the search bar to search for specific employers, job titles, or locations
- Click “Filters” to narrow down the results by location, major, job function, and more
- View “Employers Preferences” to only see positions for which you are fully qualified based on major, GPA, graduation date, and work authorization
- Favorite jobs/internships from the homepage and view those favorites by clicking “My Favorite Jobs” at the top
- Save the search by selecting “Create Search Alert.” You can edit or delete your search alerts, and view them under “Saved Searches”

## CAREER FAIRS

---

Career fairs are an easy way for students and alumni to meet recruiters, network for internships and jobs, and gather company information. Below are five steps to help ensure you leave a great first impression.

### STEP 1: WRITE A WINNING RESUME

- Create your resume and make sure it's updated
- Schedule an appointment with your career consultant or visit walk-in hours to have your resume critiqued
- Bring 10+ printed copies to the fair to give to employers
- Try to print on resume paper

### STEP 2: DRESS FOR SUCCESS

- Dress in business professional attire, or as close as possible (see p. 9)
- Be conservative with cologne, perfume, and cosmetics
- Be mindful of piercings and tattoos
- Carry a folder or padfolio with your materials
- Turn off your cell phone
- Do not chew gum

### STEP 3: DO YOUR HOMEWORK

- Review the list of employers attending the fair on Handshake
- Identify your top 3-5 employers and research those companies. See the Researching Companies section on p. 8 for more information
- Consider searching companies on Handshake that have checked the “Accepts All Majors” box
- Preview job descriptions in Handshake; if there aren't any listed, check the company website for openings
- Develop pertinent questions to ask employers

### STEP 4: MAKE YOUR MOVE

- Prepare and practice your pitch (see tips on p. 7)
- When you arrive at the fair, review the map of employers to plan your route
- Be patient when waiting to speak to employers
- Show enthusiasm!
- Be confident and network independently

### STEP 5: SEAL THE DEAL

- Collect business cards from employers
- Determine follow-up and know your next step
- Send a thank you email within 24 hours

Students should begin attending career fairs during their first year at UGA. For a complete list of all upcoming fairs, visit [career.uga.edu](http://career.uga.edu).



## NETWORKING 101

Networking does not require that you know lots of people — it only requires that you want to know more people than you do now. Though it may seem intimidating, all you need is preparation, time, and effort.

### GETTING STARTED

**Know Yourself:** Consider your skills, interests, personality, and values. Take a few minutes to reflect on these areas or schedule an appointment with your Career Consultant for more advice.

**Determine Your Purpose:** If you are in the early stages of exploring major or career directions, your purpose is to gather info about jobs and careers of interest to you. If you are in the later stages and looking for full-time employment, your purpose is to obtain advice on how to conduct your job search and get job leads.

**Develop a List of Potential Contacts:** Be creative! This list can include classmates, parents and family members, parents of classmates or roommates, professors, and other advisors, as well as current and former employers. Initiate new contacts through guest speakers, career fair representatives, members of professional organizations, and web-based networks.



**Practice Introductions:** The elevator pitch — an abbreviated introduction of yourself — can be used in a situation where you don't have much time to talk. It is also a good lead-in for telephone conversations with contacts. The elevator pitch consists of your name and university, your major, and the purpose of your networking.

### ELEVATOR PITCH TEMPLATE

Hello, my name is \_\_\_\_\_. I am a \_\_\_\_\_ (Fr./Soph./Jr./Sr.) studying (major/minor) and am looking for a \_\_\_\_\_ (full-time/part-time/internship) in \_\_\_\_\_ (industry). Over the past few years, I have (worked/volunteered/interned) with \_\_\_\_\_ (company/student/group) as (position/role). Through this position I have developed a better understanding of \_\_\_\_\_ (industry) as well as useful (skills/knowledge) that I hope to use in my next position. I know that \_\_\_\_\_ (company name) is currently hiring for (name of open position). I am very interested in applying. Could you tell me more about \_\_\_\_\_ (the company/application process/training/etc.)?

### WAYS TO NETWORK

**Face-to-Face:** Talk to people you know well and let them know your purpose for networking. These initial contacts will lead to meetings with secondary contacts. Have a list of questions to facilitate the conversation.

**Telephone Calls:** Always clearly identify yourself, the reason you are calling, and give the name of who referred you, if applicable. Suggest a follow-up conversation by phone, face-to-face, or email.

**Email:** Do not send a message that is overly casual — do not start an email with “hey.” Instead, use “Dear Mr./Ms. [last name]”. Include a signature with your name, major, and contact information.

**Online:** Check [career.uga.edu/calendar](http://career.uga.edu/calendar) for UGA Virtual Networking Hours, online networking events with alumni and/or industry professionals. Be sure to follow the instructions on the calendar and register for the event. Check back often for a variety of events based on industry, major, or topic.

## RESEARCHING COMPANIES

Researching a company or organization is integral in any search. By gaining more information about the organizational structure and culture you are entering, you can be sure the environment is the best fit for you and your career aspirations.

### WHAT TO LOOK FOR:

- What is the organization's mission statement?
- Where is the company located?
- How many people are employed there?
- Are there multiple locations/offices?
- Which location do you prefer?
- What good(s) or service(s) does the company provide?
- Are there any new products soon to be released by the company?
- How old is the company?
- Where does this position fit into the organization?
- What are some major trends in the industry?
- What forms of advertising do the company/organization use?
- How do they present themselves on social media?
- How do they describe themselves?
- What is the company's statement on diversity?
- How do people who have worked there describe the company?
- What is the organizational structure?
- Are there any associated parent companies or subsidiaries?  
Main or branch campuses?
- Who is the CEO/president and other leaders?
- How and why has the company recently appeared in the news?
- Who are the company's main competitors?
- When will they be on UGA's campus?
- Where does this position fit in to the organization?
- What do they want the person in this position to contribute?
- How do you fit their profile?
- Do you have real-life examples to demonstrate that fit?
- How can you help them achieve their goals?
- What are the key things they want? How do you offer them?

### PUT IT INTO PRACTICE WHILE NETWORKING

#### Put It Into Practice in an Interview

"Based on the research I've done, this company is an industry leader. When I visited your website, I found \_\_\_\_\_ to be very impressive. Due to my background in \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, I feel that I would be a great fit for your company or organization. I could utilize these skills to \_\_\_\_\_!"





# DRESS FOR SUCCESS

---

## BUSINESS PROFESSIONAL ATTIRE

Workplace attire varies by company or organization. Industry standards for business professional attire typically include suits, dress shoes, and neutral colors and hues. Business professional attire should be crisp and clean and reflect a more conservative look, rather than bold prints and/or colors. Business professional standards typically require women to wear their hair pulled back and for men to display low haircuts. You should wear a style that is most comfortable to you and that will allow you to focus on the workplace.

Below are some tips for business professional dress. Consider opting for a more conservative look the first few weeks at an office or organization and adjust as appropriate.

- Suits with matching pieces should be worn (can include skirts or pants)
- All clothing should reflect a neutral color palette
- Dress shoes such as low-heeled and closed-toe pumps, oxfords, and loafers should be worn (polish, if necessary)
- Use simple accessories and avoid large watches and jewelry
- Wear neat, simple makeup if you feel inclined to wear any
- Nails should be clean and neat, as should any polish
- Limit perfume or cologne
- Carry a portfolio/padfolio. Briefcases and handbags should be black, blue, or other neutral and conservative tones

## BUSINESS CASUAL ATTIRE

Business casual attire describes additional suitable options for business professional clothing, depending on your workplace environment. Your workplace will specify if they adhere to a business casual dress code. Business casual dress allows you to add a bit of color and variety to your already professional wardrobe.

Much like interview attire, business casual should be crisp, conservative, and neat. It is not as formal as a full interview outfit, but not as casual as attire you would wear to a sporting event or picnic. You are still in a business environment and want to be comfortable meeting even the CEO of your organization.

Below are some tips for business casual dress. If you are in doubt, observe the people in your office and in your industry to understand the standard dress.

- Blazers are a good business casual item
- Buttoned shirts, blouses, and collared shirts are all acceptable
- Spaghetti straps and narrow tank tops should have a top or sweater over and/or under them
- Polo shirts may be appropriate if the environment is more casual or outdoors
- Ties are generally not necessary for business casual, but if in doubt, wear a tie
- Dresses and skirts should be knee-length
- Dress slacks/pants, khaki pants, and dress capri pants are all acceptable options, and pants should be neatly pressed
- Dress shoes (flats, closed-toe shoes), heels and loafers are acceptable

For information about dress as it relates to gender expression or cultural identity, we encourage you to make an appointment with your career consultant.

# INFORMATIONAL INTERVIEWS

---

An informational interview is an opportunity to spend time with a professional in a career field of interest. Informational interviews can help you build your network, tap into the hidden job market, and learn unpublished details about a company, organization, or school.

## PREPARATION

- Identify a professional to contact in a career field of interest to you
- Research the professional and their organization/industry
- Reach out via phone or email to schedule
- Prepare for the informational interview using some of our sample questions
- When arranging an informational interview, plan for the interview to take 30 minutes or less
- Pay close attention to the time so that you can respect the professional's schedule

## QUESTIONS TO ASK

1. How did you get started in this field?
2. What is your educational background?
3. What are your major responsibilities?
4. What is the most/least rewarding aspect of your career?
5. Would you choose this career again?
6. What is a typical day like?
7. What is the most common career path to end where you are?
8. What obligations does your work put on you outside of the actual job?
9. What are some lifestyle considerations for this career field?
10. What are some common entry-level positions (or graduate programs) in the field?
11. What kind of salary range and benefits could an entry-level position expect to receive?
12. What kind of individual (skills/personality) would be best suited for these entry-level positions??
13. What are the most important factors used when hiring?
14. What is the future outlook for this career?
15. What is the best educational preparation for a career in this field?
16. Which classes and experience would be most helpful to obtain while still in college?
17. How high is turnover? How does one move within the organization?
18. How do people find out about open positions in this field?
19. What are areas for potential growth/decline?
20. How do you see jobs like yours changing in the future?
21. Which professional journals/organizations would be most helpful in evaluating the field?
22. Who else do you recommend I talk with, and may I have permission to use your name?
23. Can you recommend other types of organizations I might investigate or contact?

## PHONE AND VIDEO INTERVIEWS

Employers often use telephone and video interviews to screen and narrow a pool of applicants just like they would with an in-person interview. You should adequately prepare for a phone or video interview, even though it may seem like a casual conversation.

### FOR BOTH TYPES OF INTERVIEWS, BE SURE TO:

- Research the company, read through the job description, and practice answering interview questions in the same way you would for an in-person interview
- Understand that many companies approach these as screening interviews, so don't worry if it seems brief. Be sure to ask about next steps
- Be prepared to take notes. It's OK if your interviewer sees you writing something down. It means that you're taking this interview (and the job itself) seriously
- Let your interviewer know if you cannot hear properly. There may be an easily resolved connection problem, and it's better to speak up than to misunderstand an important detail.
- Ask for the interviewer's email address, and send a thank-you note within 24 hours of the interview

### FOR A SUCCESSFUL PHONE INTERVIEW:

- Have a professional voicemail message, should you miss a call from an employer
- Choose a quiet interview location that is free from distractions
- Contact family, friends, and group text members to let them know not to call or text during your interview time
- Keep your resume and notes nearby
- A smile on your face will produce a smile in your voice
- Sit up straight or stand during a phone interview to sound more confident and alert
- Speak clearly, slowly, and directly into the phone
- Be sure your location has reliable cell service or Wi-Fi





## PHONE AND VIDEO INTERVIEWS *(CONTINUED)*



### FOR A SUCCESSFUL VIDEO INTERVIEW:

- Download Skype, Zoom or a similar program in advance and choose a professional username
- Practice talking with a friend
- If a friend is not available, practice using the interview modules on Optimal Resume, a resource that is free with your UGA email. Log in at [uga.optimalresume.com](http://uga.optimalresume.com)
- Make sure your background is uncluttered
- Turn your cell phone on silent. Keep all pets in a separate room. Ask all roommates to stay out of the room
- Adjust the camera to ensure the employer can see your professional attire, not just your face
- Dress professionally from head to toe — you never know when you may need to stand up
- Make (virtual) eye contact by looking at the camera. If you're using a laptop, try elevating it by approximately 6 inches
- Be sure to have a phone available in case there are any technical issues
- Call the Career Center at least 24 hours in advance to inquire about using one of our interview rooms for your video interview

### FOR BOTH TYPES OF INTERVIEWS, REMEMBER:

- Don't wait until the last minute to call in. You'll want to have a few minutes to resolve any problems that may occur
- Don't talk too much. Depending on the scenario, you may not be able to pick up on visual cues that you've said enough. Keep your answers fairly brief
- Don't multi-task. Keep your attention 100% focused on the interview
- Don't call on speakerphone. It may seem like a good idea to have your hands free to take notes or sort through your research and resume, but it's more important that your interviewer can hear you clearly

# IN-PERSON INTERVIEWS

---

## ON-CAMPUS INTERVIEWS

The UGA Career Center has 16 interview rooms that employers use to conduct interviews with UGA students and alumni. All on-campus interviews are coordinated through Handshake. On-campus interviews give an employer the opportunity to meet a series of candidates and determine initial fit. Likely, the interview will be around 30-45 minutes long and will be one of the first steps in the interview process.

## NO-SHOW POLICY

Students unable to keep an appointment for a campus interview must cancel the interview through Handshake by noon two working days prior to the scheduled interview time. Students who fail to cancel their interviews in time or fail to appear for scheduled interviews may lose their interviewing privileges at the Career Center and have their Handshake accounts suspended.

## ON-SITE INTERVIEWS

An on-site interview in an employer's office gives the opportunity for both the employer and candidate to thoroughly evaluate each other. The employer has an opportunity to make a more in-depth assessment of the candidate; the candidate has a chance to observe the work environment, interact with staff, and gain perspective about the organization's services and location.

## ACCEPTING THE INVITATION

Acknowledge or decline an invitation to visit an employer in a timely manner. Only accept an invitation if you are genuinely interested in the position and have not accepted another job offer. Be sure to have a voicemail message that is clear and professional, should you miss an expected call from an employer. Confirm your plans with your professors. Avoid conflicts with exams or project deadlines. Because interviews vary among organizations, ask for an interview schedule, including names of interviewers, when you agree to a site visit.

## PLANNING YOUR TRIP

Confirm who is responsible for expenses and travel arrangements before accepting an invitation for an on-site interview. Some employers will reimburse for legitimate expenses associated with the interview, while some may not pay any expenses. Be sure to get directions well ahead of time. Plan for unforeseen delays, such as traffic, road construction, getting lost, etc.

## INTERVIEW DAY

Begin the morning by checking your email and voicemail to ensure no changes have been made to the time or location of the interview. An interview can range from one to eight hours. It may include multiple interviews, information sessions, tours, meals, and other activities. Most on-site visits incorporate some combination of one-on-one, behavior-based and group interview formats. Some employers may invite many candidates to visit at one time so they can observe interactions in a group or team setting.

You typically meet with many people and may answer the same question more than once. Do not be surprised if you are asked questions you were already asked in a previous on-campus or phone interview. Remember to respond thoroughly and enthusiastically, as if it were your first time hearing the question.

Before leaving, find out the hiring timeline and when you should hear back. Collect business cards, or at least the name and title, from everyone you meet. Remember to send thank you notes!

# INTERVIEW DOS AND DON'TS

---

## BEFORE THE INTERVIEW

- **DO:**
  - Schedule a mock interview with your career consultant
  - Obtain the interviewer's name and title
  - Research the position and organization/company thoroughly
  - Review common questions and practice answering them
  - Understand the four main types of interview questions and how to prepare for them
  - Plan what to wear. Check out p. 9 for tips
- **DON'T:**
  - Don't forget the details. Confirm the time, date and location
  - Don't prepare for each interview the same way. Identify your skills that relate to each job; review your resume and be able to demonstrate how you're a good fit for the role
  - Don't forget that you will need to assess if the job and organization are a good fit for you, too. Prepare 3-5 questions to ask
  - Don't ask questions about salary and benefits, but do some research to learn the general salary range for the position

## DURING THE INTERVIEW

- **DO:**
  - Relax, be yourself, and be positive
  - Listen closely to questions; ask for clarification if needed
  - Be aware of your posture, eye contact and body language
  - Be sure to clarify any follow-up arrangements
  - Time your arrival to 10-15 minutes before the interview start time, and bring extra copies of your resume
- **DON'T:**
  - Don't ramble. Be concise in your answers, and give concrete examples to back up your claims
  - Don't slight a former employer or colleague. Keep everything as positive as possible

## AFTER THE INTERVIEW

- **DO:**
  - Write a thank you email to the interviewer(s)
  - Evaluate your performance by asking yourself questions such as: "How well did I present my qualifications?" "Did I use clear, concrete examples?" "How can I improve for my next interview?"
  - Follow up with a phone call to find out the status of your application if the employer has not contacted you within the stated time frame
- **DON'T:**
  - Don't have any spelling or grammatical errors in your follow-up
  - Don't be afraid to express your interest in the position. Make it known why you are an ideal candidate
  - Don't stop your job search after one interview. Most students experience several interviews before landing an offer





## SAMPLE INTERVIEW QUESTIONS

---

### BEHAVIORAL QUESTIONS

- Tell me about a time when you had to resolve a difference of opinion with a co-worker, customer, or supervisor. How do you feel you showed respect?
- Tell me about a time you failed at something.
- Give me an example of a time when you did not meet a deadline. How did you handle it?
- Describe the most creative presentation or idea that you developed or implemented.
- Tell me about a tough decision you made. What steps and considerations did you take to make that decision?
- What have you done in your present or previous job that goes beyond what was required?
- Describe a situation in which you were able to use persuasion to successfully convince someone to approach things your way.
- Tell me about a time you faced an ethical dilemma and how you handled it.
- What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past or current position?
- 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?
- Tell me about a time when you demonstrated excellent communication skills. What did you need to communicate, and how did you communicate the information clearly?

### SITUATIONAL QUESTIONS

- What would you do if the priorities suddenly changed on a project you were working on?
- What would you do if a team member was not meeting your expectations?

### TRADITIONAL QUESTIONS

- Tell me about yourself.
- Why are you interested in this position?
- What do you know about our company/organization/school?
- What are your greatest strengths and weaknesses?
- What two or three accomplishments have given you the most satisfaction? Why?
- How would a friend or professor describe you?
- Why did you select your college/university/major?
- What are your future career goals? 5 years? 10 years?
- Why should I hire you over any other candidate?



## SAMPLE INTERVIEW QUESTIONS *(CONTINUED)*

---

### CASE QUESTIONS

- How many pennies would it take to reach from the ground to the top of the Empire State Building?
- How many telephones are there in the U.S.?
- How would you redesign an ATM to make it more user-friendly?
- If you could be any animal, which would you choose and why?

### QUESTIONS TO ASK EMPLOYERS

- How much time will I spend on each area in a typical day?
- How much travel will be involved in the position?
- How would you describe the work environment? Company culture?
- What type of training program or orientation does a new employee receive?
- What is the typical career path of someone in this position?
- What are the next steps in your search process, and what is your hiring timeline for this position?

Don't forget that you can schedule a mock interview with your career consultant to practice your responses to any type of interview question.

## SALARY NEGOTIATION

---

Salary negotiation can be a complicated and intimidating process, but negotiation can be very effective when handled in the proper manner. Negotiating should be a friendly process. Be sure to identify the proper person(s) to negotiate with before beginning the process.

### BEFORE NEGOTIATION, ASK YOURSELF:

- What do you wish to negotiate and why?
- Do you know what the minimum salary and benefits you are willing to work for are?
- If you are negotiating with a company that is not willing to budge on salary, do you have other benefits you wish to include?

### PRACTICE SCENARIOS

#### SCENARIO 1:

Early in the interview process you are asked the question, “What salary are you seeking?”

You: “What is most important to me is whether or not the job is a good fit for me and the company. I am willing to negotiate, but I would rather wait and discuss salary until after we determine whether or not I am the best person for this position.”

Employer: “We need to know what you are expecting.”

You: “Based on the research I have conducted, the market rate salary for this type of position could be anywhere from \$50,000-\$55,000, depending on the specifics of the job, the location, and the total compensation package. I would expect a salary and benefits package that is comparable to market rate.”

#### SCENARIO 2:

You are offered a salary of \$45,000 for a financial advisor position but would like to negotiate for a higher figure.

You: “I am pleased to read the initial annual salary of \$45,000 provided by your company. According to my market research, the average salary for financial advisors in this region is above \$50,000. Such salaries correspond with the experience and knowledge that I will bring to your team. I am very interested in this position and your company; is there any room to negotiate this initial offer?”

#### SCENARIO 2 ALTERNATIVE:

You: “I am very excited to work for Company XYZ, and I am confident that I will bring value to the job. I appreciate the initial salary offer of \$45,000, but I am expecting to be in the \$50,000 range based on my experience, past performance, and offers extended to me by other companies. While salary is not my only motivation for working here, would it be possible to discuss a salary and/or benefits increase?”

Employer: “The company is not in a position at this time to offer a higher initial salary.”

You: “I understand. Are there other areas we can discuss such as start date, childcare, and/or a flexible work schedule to accommodate the gap in total compensation?”










## SALARY SURVEY

Once you land that dream job and have accepted employment, make sure to email Ally DeLucia at [allison.delucia@uga.edu](mailto:allison.delucia@uga.edu) to let her know. She will ask you to complete the online Accounting Employment and Salary Survey.

This survey ensures that our department maintains statistical information on our graduates. All information is kept confidential. Averages will be taken from the information and reported for accreditation purposes.

## FOLLOW US ON SOCIAL MEDIA TO FIND OUT ABOUT UPCOMING RECRUITING EVENTS!

-  Facebook @UGAaccounting
-  Twitter @UGATullAcct
-  Instagram @ugatullaccounting
-  Youtube [youtube.com/terrycollege](https://www.youtube.com/terrycollege)
-  LinkedIn J.M. Tull School of Accounting

## STUDENT ORGANIZATIONS

---



### BETA ALPHA PSI

Beta Upsilon Chapter

Founded in 1919, Beta Alpha Psi is an honor organization for financial information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. We promote the study and practice of accounting, finance and information systems, provide opportunities for self-development, service and association among members as well as encourage a sense of ethical, social, and public responsibility.

Please contact [ugabappresident@gmail.com](mailto:ugabappresident@gmail.com) for more information.

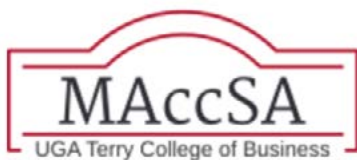


### NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS, INC.

NABA is an exciting group of students with similar academic and future professional interests in accounting and business. We desire to unite in a student association to promote group identity, while advancing individual academic development, instilling desire for self-improvement and fostering high moral and ethical standards. In addition, the organization is known for encouraging a sense of professional and civic responsibility through serving the community. We desire to create a sense of esprit de corps for NABA, yet give members the opportunities to associate with other student organizations. NABA promotes the tremendous benefits of studying accounting and exposes its members to a vast array of career opportunities as well as an array of social outlets the organization provides.

*“Lifting As We Climb”*

To learn more about the organization, follow [@UGANABA](https://twitter.com/UGANABA) on Twitter.



### MACCSA (MACC STUDENT ASSOCIATION)

MaccSA started in 2017 and is open to all MAcc students. The group is focused on building relationships between students, faculty, and staff at Tull, community service, CPA exam preparation, and building a strong network of MAcc students and alumni.

Please email [ugamaccsa@gmail.com](mailto:ugamaccsa@gmail.com) for more information.

## CONTACT US

**J.M. Tull School of Accounting**  
**Terry College of Business**  
**University of Georgia**  
**3rd Floor Moore-Rooker Hall**  
**610 South Lumpkin Street**  
**Athens, Georgia 30602**  
**706-542-3600**

**[terry.uga.edu/accounting/advising/career](http://terry.uga.edu/accounting/advising/career)**

## GET TO KNOW US ONLINE



 [facebook.com/ugaaccounting](https://facebook.com/ugaaccounting)




 @ugatullaccounting



 [youtube.com/terrycollege](https://youtube.com/terrycollege)



 J.M. Tull School of Accounting



 @UGATullAcct



**UNIVERSITY OF  
GEORGIA**  
Terry College of Business

