



SDSU Student Accounting Society

Meeting Minutes: KPMG

“How to be a Successful Intern & New Hire”

February 24, 2020

Presenters

Allison	Campus Recruiter
Adam	Manager Audit Practice
Ian	Tax Practice
Mallery	Tax Practice
Matt	Audit Practice

Presentation

The 10 Attributes to a successful first year... and beyond:

10. Ask Questions

- Why do we not ask questions?
 - Questions are expected
 - Does NOT indicate lack of knowledge
 - Saves significance time
 - Use questions to: Clarify, Check, Learn
 - Apply knowledge learned > to next project

Q: Ask many questions as we need?

A: Yes, it demonstrates high performance. It shows strong communication skills.

9. Play by the house rules

- Understand and accept office policies and procedures
 - Dress code
 - Use of telephones/Facebook
 - Expected working hours
 - Other policies
- Never try to take advantage of or abuse the privileges inherent in the system

8. Quality Counts

- Quality work > Efficiency
 - Do it RIGHT the first time
 - Practice doing a thorough self-review
- Take pride in anything that bears your name 😊

7. Communication

- Email
 - Work appropriate
 - Spell check
 - Business language
 - Respond regularly
 - Be certain who you are sending to
- Voicemail
 - Professional greeting
 - Keep greeting current
 - Leave concise messages
 - Return calls with 24 hours or less
- Telephone
 - Answer calls professionally
 - Be pleasant and courteous at all times
 - Take ownership of the call
 - Place outgoing calls professionally

6. Once a professional... Always a professional

- Be cognizant of your surroundings
- Avoid HOT topics
- No need for politics
- Do NOT take performance feedback personally
- Don't let problems fester

5. Be a team player

- Trust > Earn your team's confidence
- Be courteous to ALL
- Learn from EVERY task and seek out knowledge
- Always look for opportunities to offer assistance
- Share to credit

4. Set goals

- Have a vision
- Set measurable objectives and expectations
- Be proactive – show initiative
- Do your homework

3. Under-promise / Over-deliver

- Don't over promise
- Deliver on promises you make
- Procrastination add stress to you and your team
- Priorities and meet deadlines
- Do above and beyond

2. Take time to listen

- To actively listen is to learn
- Practice strong listening skills
 - Paraphrasing
 - Rewording
 - Acknowledge gestures
 - Clarifying
- Silence can be golden

Q: Could you use your phone on taking notes?

A: Yes, on random situation. It is better to use a pen and a paper. Using your phone can give a wrong perception that you are using your phone for personal reason.

1. Attitude is everything

- Good attitudes/bad attitudes both CONTAGIOUS
- A positive attitude makes even the most tedious of tasks more bearable
- Positive thinkers seem to attract success
- A positive attitude is the X Factor

Opportunities for Spring 2020

Bay Area Info Season – February 27 @ 5PM

Fulltime, Summer 2020, Summer 2021 – Posted on Handshake and expire February 28

Rise Leadership Conference – Posted on Handshake ***4-day program in June*

Branding U – Freshman/Sophomore Conference – Posted on Handshake