Meeting Minutes
Armanino
October 6, 2015

Presenters:
Mckenzie Campana (Senior campus recruiter)
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Daisy Yan (supervising senior)
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Presentation & Notes: Ace the Interview

Recruiting Team
Jess Clearly: co-lead campus recruiting
Kevin Turco: campus recruiting manager
Jenn Locke: HR/Recruiting assistant
Vickie Moul: HR director, starter

About the Firm
● Largest California based accounting firm
● Highly ranked for employee satisfaction
● Employee involvement
  ○ Staff Advisory Board
    ■ Staff leadership team
    ■ Meets monthly with managing partner/CEO
  ○ Management Advisory Board
  ○ Event planning committee

How to Ace your Interview
● Get in the door
  ○ Resume:
    ■ Clear: do the right words stand out?
    ■ Concise: correct tense, action verbs
    ■ Comprehensive: did the recruiter get a good idea of who you are?
  ○ Take initiative and drive the conversation to what you want to standout
  ○ Stick to around 3-5 bullets
  ○ Cover Letter: what attract you to the company, why are you interested, why you’re qualified, and what you’re looking forward to
  ○ Be prepared to answer questions relating to what you listed on your resume
● Preparing for your interview
  ○ What an employer wants from you
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- Ambition, accountability, professional presence, leadership, communication, teamwork, critical thinking, and project management
- Involvement > GPA
- Looking for someone that is well-rounded
  - What do you want from an employer
    - Growth
    - Flexibility
    - Mentorship
    - Training
    - Travel
    - Philanthropy
    - Social Engagement
    - Compensation
    - Benefits
    - Special offer by Armanino: overtime pay
- Professional Presence
  - Be engaging
    - Punctuality
      - Make sure to be on time or early
    - Handshake
      - Eye contact
    - Attire
    - Attitude
      - Bring a positive attitude
      - Relax
    - SMILE
  - Communication
    - Start fitting in
      - Know your resume
      - be thorough in responses
      - Keep it a two-way discussion (treat it as a conversation)
    - Be personal
      - Don’t be a robot
      - Come with plenty of questions (thoughtful questions will standout more)
  - Critical Thinking
    - Situation
    - Task
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- Action
- Result

- Good Questions:
  - What has been your favorite client to work on and why?
  - What has been your favorite social event/moment at the firm?
  - Anything regarding being a professional did you not expect?

Fall Recruiting
- Graduating Dec 2016/May 2017 - Internship
- Graduating Dec 2015/May 2016 - Apply to full time position
- Full Process: first round interview → in house interview (one day program where you conduct 3 interviews) → lunch with staff

Q&A
What’s your opinion on the objective?
- Leave it off, in case of things like putting in the wrong firm
- Note position and area
What about cover letters?
- Varies depending on the recruiter, I (McKenzie) read them if I haven’t met the candidate to get a sense of who they are, list people you talk to
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