Managing Your Career

Who We Are

- One of the top 100 firms, number 73
- Regional firm
  - Works nationally and internationally through their membership with PKF International

Services

- Assurance
- Tax
  - Compliance, planning, consulting, R&D, SALT, mergers and acquisitions
- Forensics and Bankruptcy Consulting

Client Industries

- Real estate, technology, government contractors, life sciences, individuals

The Interview

- Arrive at least 5-15 minutes early
- Look professional; accounting is a conservative profession
- Be friendly and smile!
- Avoid negative comments
- Actively engage in the interview
- Try not to appear anxious
- Ask questions
- Be prepared—know the company

Questions

- What is your personal mission statement?
- What is your plan? Where do you see yourself in 5-10 years?
- How will you fit in the firm?
- What was your least favorite working situation and how did you overcome that situation?
- What brings out the best in you?
• What are your best and worst qualities?
• What do you do in your spare time? Hobbies?

Career Development
• Have a mentor
  o Build a relationship
• Mentality on the job
  o Dress for the job you want
• Think like your supervisor
  o Put yourself on their page
  o Look for ways to improve efficiency
• Continuous learning
  o CPE and technical updates
  o Volunteer with projects with new clients
  o CPA license, Master’s programs
• Feedback
  o Periodically ask for ways in which you can improve
  o Keep a journal to keep track of mistakes, items you need, items in where you did well

Marketing
• Peers and classmates
• Attend functions to network
  o San Diego Young and Emerging Professionals
• Internet presence
  o LinkedIn
  o Facebook
  o Email

Winning Attitudes
• Show up cheerful and on time
• “I can win attitude”
• Be well groomed
• Manage distractions: be aware of perceptions and keep productive
• Get your work done and follow directions
• Be willing to do any job
• Take responsibility
  o Take responsibilities for mistakes and seek out ways to improve
• Use skills, talents, and knowledge to the fullest extent
• Focus on goals and objectives
• Be willing to go the extra mile
• Be self-disciplined

Characteristics of Leadership
• Have a goal
  o Know why you are at a company
  o Know what your leadership is looking for
  o Have the will power to succeed
- Have weekly goal achievements and measurements
  - Look for solutions
    - Find ideas that will help improve
    - Be a problem solver
    - Don’t be a griper
  - Make decisions
    - Do not procrastinate
    - Do not side aside or delay decisions