Frank, Rimerman & Co. LLP
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About Frank, Rimerman & Co. LLP
http://www.frankrimerman.com/

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- This is a public firm that has three central offices: one in San Jose, Palo Alto, and San Francisco
- There is a New York office, but they work with California clients
- They do have international subsidiaries, some consultants travel for clients but this is not the norm
- Specializes with start-up companies and high profile clients; their focus is on the private sector and people
- Types of clients: wineries, software, IT consulting
- Frank, Rimerman & Co. does not grow by acquisition

Making the Most of Meet the Firms and Some Recruiting Tips

Recruiting
What is Meet the Firms?
- MTF is a networking event, career fair
- It is not a time for personal interviews
- Its purpose is to give information about the firms and employment opportunities

Tips for MTF
- Don’t be nervous- this is not an interview
- Speak up when chatting with professionals because the room does get noisy
- Dress business professional for the event
- Name tags are placed on your right side- this creates easy visibility for others when you are shaking hands
- Leave large backpacks and purses at home
• Keep your hands free to collect business cards and giveaways
• Don’t feel like you need to leave anything with the recruiters
  o Patti advises not to leave resumes with recruiters since most companies want you
to apply through career services
• Be sure to ask about the application processes for smaller firms
  o Usually big firms have their applications posted on career services
• Realize that you do not have to talk to everyone attending the event

**Preparation**
• Research the firm before MTF
• Read the job postings of the attending firms
• Have your resume, cover letter, and unofficial copy of transcript in Word/PDF form and
ready to submit after the event
• Prepare good questions to ask at MTF

**How do I meet professionals?**
• Walk up to them and introduce yourself
  o “Hi, my name is… I read about your summer internship position. Could you
please tell me more about the rotational aspect of your program?”
• Make a request for a business card at the end of your conversation
• Don’t forget to thank them to attending MTF

**The Handshake**
• Web-to-web
• Give a firm grip for 2 seconds
• Create eye contact; read nametag then make eye contact
• Shake hands at the initial introduction and goodbye
• Practice! This is a “big deal” first impression. Don’t forget to be confident.

**Example Questions**
• What is your role within your firm?
• Why did you choose you firm?
• What types of clients do you specialize in?
• Why do your clients choose your firm?
• What is the office culture?
• Can you please tell me about the intern/ new hire programs/ new hire training/ mentoring/
professional development?

**Questions to Avoid**
• Do not ask for an informational interview
• Do not ask them to review your resume/ cover letter/ transcripts
• Do not ask about the firm’s compensation policies compared to other companies
• Do not ask about information that can be easily found online
What Professionals Will Ask
- Your year in school
- Your expected graduation date
- When and how you will become eligible to take the CPA exam
- Have you applied online?
- Audit/Tax
- Casual chat- fun, campus, school life

Keep in mind MTF is an informational event. Lead the conversation to better educate yourself about the firms and possible job opportunities.

General Recruiting Tips
- Be sure to attend events, meetings, and presentations
- Take note and adhere to deadlines
- Research beyond what is told to you
- Explore all of your options
- Talk to professionals currently in the field
- Find out what you like because you will have to be at that job everyday
- Take advantage of career center counselors and resources
- Make a list of what you can deal with and what you don’t want
  - Pursue opportunities that you feel are the best fit for you
- Have peers and advisors proof read your materials
  - Make sure you have the right company name in your resume and cover letter

The First Interview
- Do not accept the first interview if you are not serious about the job
- Be ready to ask questions for the interviewer (similar to MTF questions)
  - “What are the expectations of a new hire in the first year?”
  - “What is expected of an intern?”
- Research the company in advance
- Articulate whether you are pursuing the private or public sector
- Try to confirm or disprove some of the misconceptions you may have about certain practice areas
- This is where the company gets to know you and “dig deeper”
- Do not cancel and interview or visit

Office Visit
During
- Research the company before you visit
- Make a connection with the people you meet
- Observe the office culture and employee interaction

Walk away with…
- A sense of whether or not you belong in this company
- A full knowledge of your expectations of the company and their expectations of you
- Connection to the people you met and the culture you witnessed
- A clarification of job requirements, working hours, structure, etc.
Offer Deliberation

- Beware of the exploding offer!
- Tight deadlines and inflexibility are warning signs of how a firm will treat you
- Don't be afraid to ask for additional time to make your decision or attend final office visits
  - Keep in mind that if a firm wants you then they will wait
- Feel free to follow up with recruiters or anyone you met during the interview process with questions
- Keep in mind that you do not have to accept invitations from the firm
  - If you do accept invitations then do not flake
- Be sure to follow through with commitments that you have made - do not simply cancel because you were given an offer
- If you do reject an offer than do not forget to thank them for the opportunity
  - You do not have to tell them whose offer you have accepted