Presenters:

Jose Valencia (Audit Associate)
Michael Jakimzak (Tax Manager)

Presentation & Notes:

**Who is Squar Milner?**
- One of the top 100 accounting firms in the U.S.

**Client Services**
1. Assurance
2. Tax
   - Compliance
   - SALT
   - R&D
   - Mergers and Acquisition
3. Forensics & Bankruptcy Consulting

**Client Industries**
- Real Estate
- Technology
- Telecommunications
- Financial Services Businesses
- Manufacturing and Distribution
- Government Contractors
- Individuals in Professional Service Businesses
- Life Sciences

**Interview Tips**
- Be on Time
  - At least five minutes early
- Look Professional
  - Conservative
  - Look like you belong in a professional environment
  - When in doubt, think about those who run the company
- Be Friendly - Smile!
- Show the best aspects of your personality
  - Avoid negative comments about anything
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- Actively engage the interviewer and ask questions
- Research and be familiar with the company where you are interviewing

What will an Employer Ask?

- What do you consider to be your “Mission Statement?”
- Tell me about yourself?
- What do you know about our firm?
- Where do you see yourself in 5 years? Ten years?
- How do you see yourself fitting into our Firm?
- What has been your least favorite working situation/why?
- What brings out the best in you?
- What is your best and worst quality?
- What do you do in your spare time, outside of work and school?
- What questions do you have for us?
  - Do your research on the company
  - Have at least 2 to 3 questions in mind

Career Development

- Have a mentor(s)
  - Someone who has already traveled the path and can help guide you to the top
- Mentality on the Job
  - Try to have the same state of mind as your supervisor
    - “Dress for the job you want”- First impressions
    - “Think like the job you want”
- Thinking like your supervisor will cut down inefficiency and put you on the same page
- Puts you one step closer to the position you want
- Continuous learning
  - Learning never stops (CPE and technical updates)
  - Take advantage of opportunities
    - Volunteer for projects with new clients and industries
    - CPA license, masters programs, specialized programs
- Feedback
  - Periodically ask how you can improve
    - Do not wait for the annual review
    - Improve every day, small steps
      - Did you get faster at something?
      - Did you increase your knowledge on a topic?
  - Keep a journal
    - Track mistakes
    - See ways to improve
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- Marketing: Start today!
  - Your peers and classmates will join you in the business community
    - Potential clients
    - Potential reference sources
  - Attend functions to network with your peers and other professionals
  - Internet presence
    - LinkedIn: network with other professionals and keep in touch with former classmates
    - Facebook
    - Email: share technical updates with clients and professional contacts

Winning Attitudes!
- Show up cheerful, on time and prepared for the day
- “I can and will” Attitude
- Be properly groomed
- Manage distractions: Be aware of perceptions and keep productive
- Get your work done and follow directions
- Be willing to do whatever it takes to get the job done
- Take responsibility

- Use skills, talents and knowledge to the fullest extent
- Focus on goals and objectives
- Be willing to work hard and go the extra mile
- Be self-disciplined
- Flexibility

Characteristics of a Leader
- Have a goal
  - Know why you are at the company
  - Lean what your leadership is looking for in future leaders
  - Have a direction with strong desire that brings strong results
  - Have the will-power to succeed
  - Weekly goal achievement; measurement
- Look for Solutions
  - At a new company, will you be learning their process? What ideas do you have to help improve?
    - If you have the energy to complain, you have the energy to fix it!
- Made Decisions
  - Decisions aren’t set aside or delayed