

San Diego State University Virtual Meet The Firms - Fall 2021

September 17th, 2021



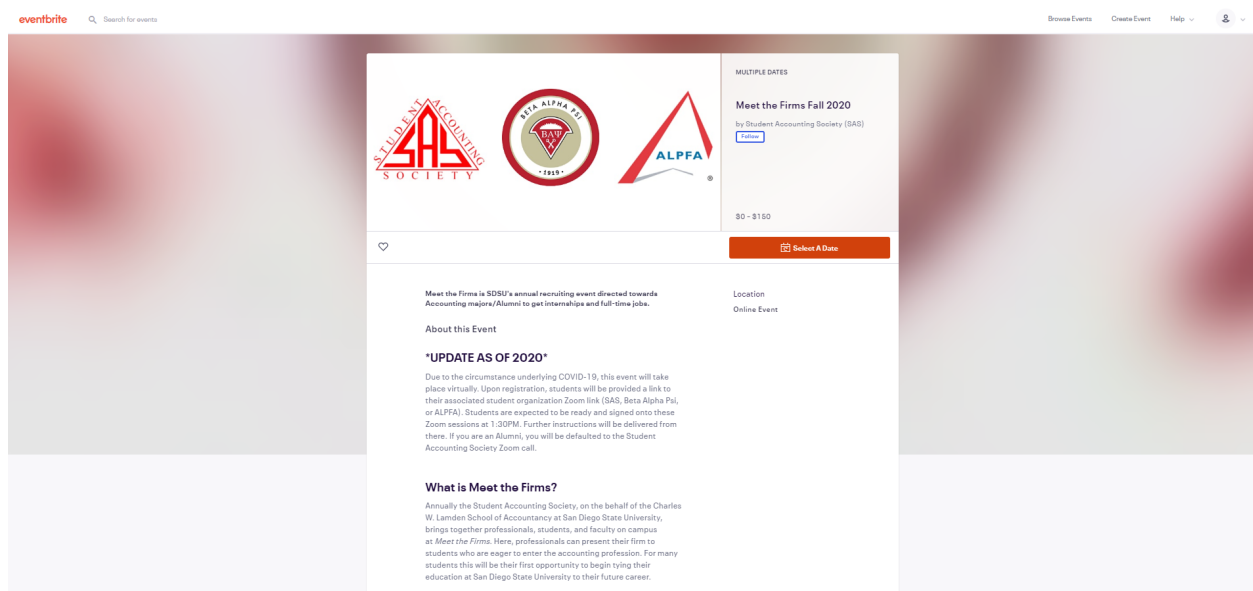
| | |
|--|-----------|
| Student Guideline | 3 |
| How to Register for MTF (Eventbrite) | 3 |
| Resumes | 6 |
| Day-of-MTF Instructions (Students) | 8 |
| Sign-in procedure (30 mins before event) | 8 |
| Firm Links | 8 |
| Professional etiquette | 8 |
| Firm availability on day of MTF | 9 |
| Software Installation | 10 |
| Zoom | 10 |
| Microsoft Teams | 11 |
| Firms Guideline | 13 |
| How to register for MTF: | 13 |
| Day of MTF - Structure | 15 |
| Sample structure for firm recruiting conference call | 15 |
| Sample Networking timeslots | 16 |
| End of Day | 17 |
| Retrieving Student Resumes | 17 |
| Questions? | 19 |

Student Guideline

How to register for MTF (Handshake & Eventbrite)

Visit <https://sdsu.joinhandshake.com/events/813189> and fill out the registration form provided.

- Check out this How-To Video tutorial: <https://www.screencast.com/t/tSHjDaEp>.



Meet the Firms Fall 2020
Multiple Dates

Filter by Date

SEP 18 Fri, 2:00 PM - 5:00 PM PDT
Meet the Firms Fall 2020

Tickets

SEP 25 Fri, 2:00 PM - 5:00 PM PDT
Meet the Firms Fall 2020

Tickets

Powered by **eventbrite** English (US) ▾

SELECT AN EVENT

← Meet the Firms Fall 2020
Fri, Sep 18, 2020 2:00 PM - 5:00 PM PDT

SAS Member
Free
Sales end on Sep 14, 2020
Admission ticket for SDSU SAS members only.

1 ▾

Beta Alpha Psi Member
Free
Sales end on Sep 14, 2020
Admission ticket for SDSU Beta Alpha Psi members only.

0 ▾

ALPFA Member
Free
Sales end on Sep 14, 2020
Admission ticket for SDSU ALPFA members only.

0 ▾

SDSU Faculty
Free
Sales end on Sep 14, 2020
Admission ticket for SDSU Faculty only.

0 ▾

Checkout

Order Summary

| | |
|----------------|---------------|
| 1 x SAS Member | \$0.00 |
| Total | \$0.00 |

Price includes tax

←

Checkout
Time left 7:34

STUDENT ACCOUNTING SOCIETY

BETA ALPHA PSI

ALPFA

Order Summary

| | |
|----------------|---------------|
| 1 x SAS Member | \$0.00 |
| Delivery | \$0.00 |
| 1 x eTicket | |
| Total | \$0.00 |

First name *

Last name *

First name is required.

Last name is required.

Email *

saspresident.sdsu@gmail.com

Ticket 1 · SAS Member

First name *

Last name *

First name is required.

Last name is required.

Email *

Please enter a valid email address.

Register

Look out for updates from your student organization!

To attend Meet the Firms you must either be part of one of the organizations OR pay the appropriate Non-Member/Alumni fee:

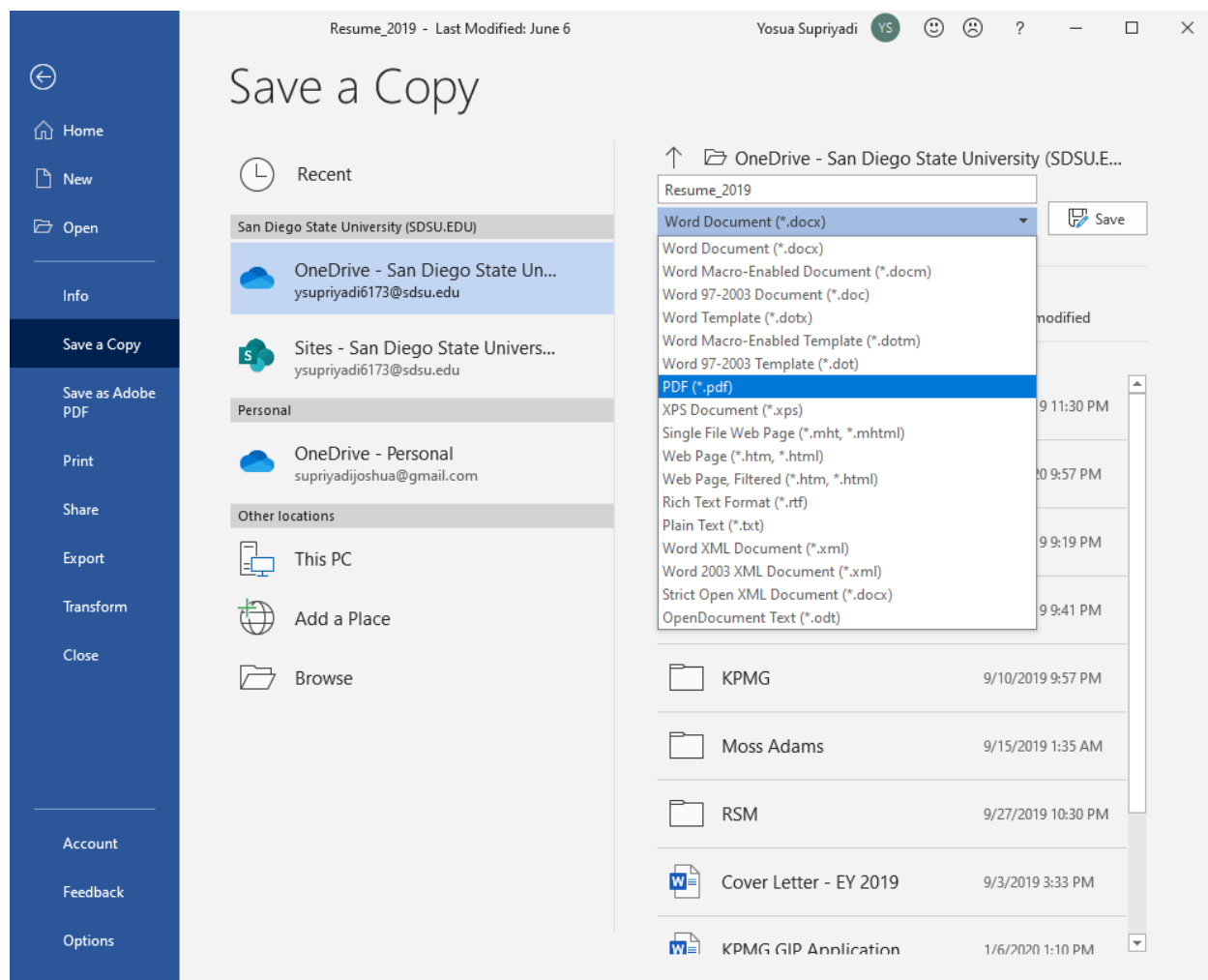
- SAS - membership dues include free MTF ticket
(<https://sas.sdsu.edu/index.php/active-member-requirements/payment/>)
- BAP - membership dues include free MTF ticket
(<https://sdsuabap.com/join/#pricing>)
- ALPFA - membership dues include free MTF ticket
(<https://sdsualpfa.org/membership/>)
- SDSU Student (Non-Member) - flat fee of \$55 for both dates. Additional \$10 if paid after September 17 @2pm
- Alumni - flat fee of \$55 for both dates. Additional \$10 if paid after September 17 @2pm

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Resumes

Resumes **MUST** be in PDF format.

- Please limit to 1 page.
- Microsoft Word:
 - File → Save As/Save a Copy → PDF Format
 - -or- File → Save As as Adobe PDF



Resumes will be compiled into one booklet for firms to reference and find your resumes after, so make it great!

- Some firms may request your resumes directly, have them ready to send at the day of MTF. Be prepared to share it through:
 - Handshake *PRIMARY*

[Resume Guide](#)

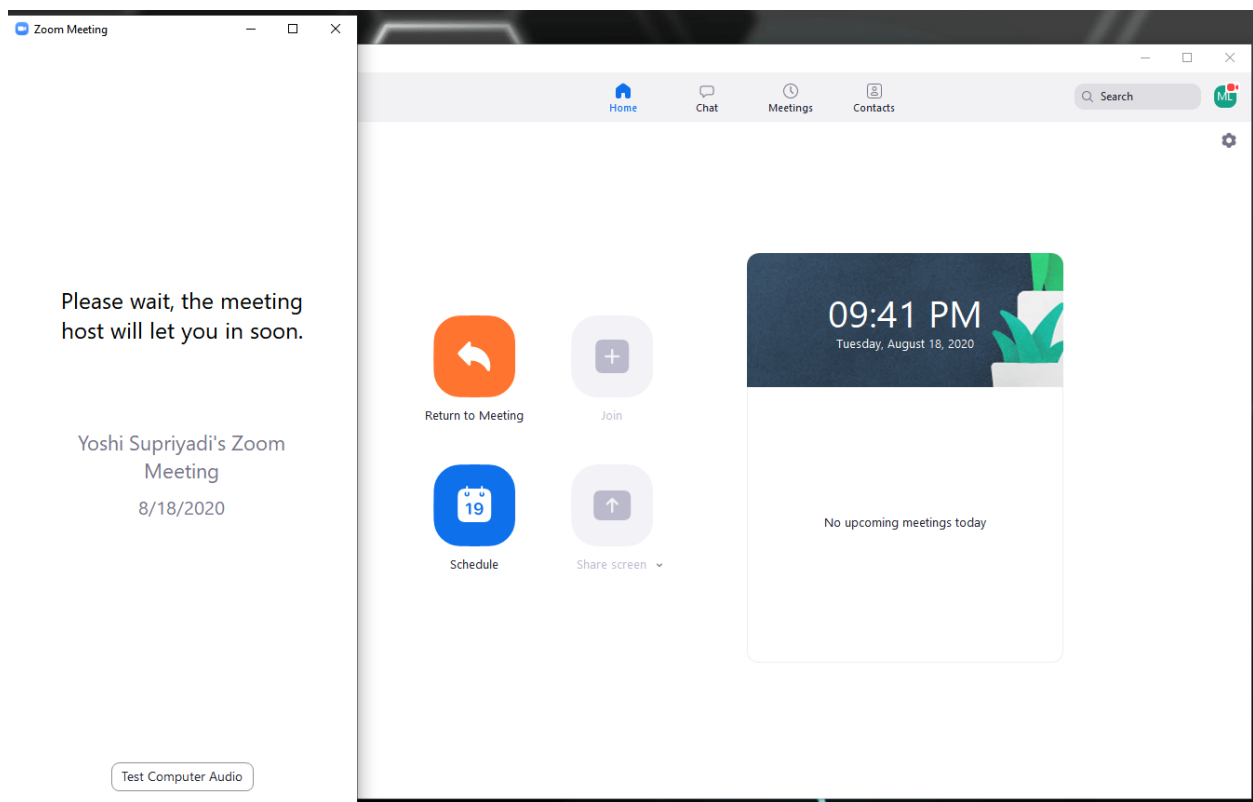
| | |
|--|---------------------------|
| First and Last Name | |
| City, State • Phone • Email Address • LinkedIn.com/in/personalizedURL | |
| <small><i>Do not include personal information such as marital status, age, weight, social security number, etc.</i></small> | |
| <u>EDUCATION*</u> | |
| Degree | |
| Name of Institution | Graduation Date |
| GPA: If over 3.0 Cumulative & Major GPA | CPA Eligible Date |
| <p>MSA Students: Include your graduate degree first, then undergraduate degree. Transfer Community College information is optional, but may be helpful to include for GPA purposes.</p> | |
| <u>SKILLS</u> | |
| <ul style="list-style-type: none">Emphasize computer software knowledge, especially programs relevant for your field (Ex. TaxWise, Bloomberg)Include specific skills relevant to the job for which you are applyingAvoid general descriptors (Ex. Self-Motivated, Great Communicator, Hardworking)Include foreign language (spoken and written) proficiencies (only list English if applying to positions outside of the United States) | |
| <u>EXPERIENCE</u> | |
| Job Title | Date of Employment |
| Organization | City, State (Optional) |
| <ul style="list-style-type: none">Describe your responsibilities & accomplishments here, start with action verbsMake your descriptions energetic and concisePresent information in reverse chronological orderBullet format is preferred by most employersFocus on results, skills, leadership, initiative, and teamworkIncorporate quantifiable figures (% , # , \$) to demonstrate results | |
| <u>LEADERSHIP</u> | |
| <ul style="list-style-type: none">Indicate your accomplishments and offices heldPresentations you may have facilitated at any conferences or leadership summits | |
| <u>OTHER HEADINGS</u> | |
| <ul style="list-style-type: none">Choose additional headings that highlight your strengths (Ex. Activities, Athletics, Professional Organizations, and/or Community Service) | |
| <small>*Graduate Students: (Optional) May use a profile above "Education" only if you have extensive accounting work experience.</small> | |

[Career Services - Sample Accounting Resume](#)

Day-of-MTF Instructions (Students)

Sign-in procedure (30 mins before event)

- Follow Zoom Link -
 - <https://SDSU.zoom.us/j/96164905585>
 - Meeting ID: 884 7501 0571
 - i. This link is used for 9/17/2021 ONLY
 - Your organization will admit you to the zoom meeting after confirming your registration



Firm Links

- Master List - list of firm Zoom/Teams/Meet links will be sent in the Check-in Lobby Zoom Chat for Students

Professional Etiquette

Preparation

- Attire - **business professional** is highly recommended for Meet the Firms



Test audio and video day before

- ALWAYS mute when not talking
- Make sure your internet is stable day-of, unstable internet and choppy audio can hinder your recruiting. Show you are prepared in all aspects!
- Keep pets in a separate room
- Clean background (no distractions), or use a professional virtual background
 - Check with your respective student organization for a member background

Day of Meet the Firms etiquette

- Arrive on-time, check in to your student org is at 1:30pm
 - Firms open up their lobbies at 2:00pm
- During networking
 - i. Do not multitask, focus on the professional/firm you are networking with.
 - ii. ALWAYS mute when not talking
 - iii. Follow up with requesting contact info if not given earlier.
 - iv. Thank the professionals for their time.

Firm Availability on Day of MTF

Availability of firms will be on display in the main Student Zoom Lobby

- Hosted by SAS, ALPFA, and BAP
- Link will be sent out to your Eventbrite email

The screenshot displays a Zoom meeting window. The main content is a Google Sheet titled "MTF" with the following data:

| Estimated Firm Wait Times: | | | | |
|----------------------------|--------|--|-------|-------|
| Firm1 | 10mins | | Firm4 | 0mins |
| Firm2 | 20mins | | Firm5 | 2mins |
| Firm3 | 5mins | | | |

The Zoom interface shows a grid of participants on the right side, including Sarah M..., Nicole S..., and Michael Liu. The bottom of the screen shows the Zoom toolbar with options like Stop Video, Security, Participants, Polls, Chat, Share Screen, Record, Cloud Caption, Breakout Rooms, and Reaction.

Sample waiting time screen for firms

Some firms might have long waiting times. Manage your time to network with as many firms as possible!

○

Software Installation

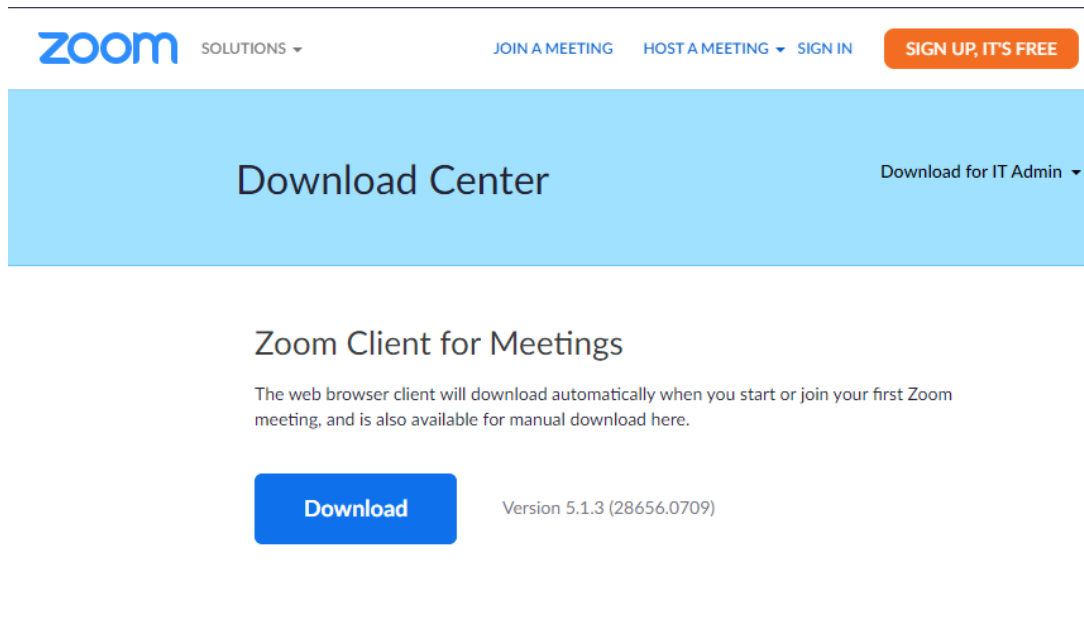
Installation is not required to participate, but recommended for a smoother experience. Clicking the firms' links through a browser should work as well.

Software list subject to change- check email for updates and installation instructions or reach out to your orgs' contacts for more information

i. Zoom

Main platform used by most firms

- [Zoom Download](#)
- Create account
- Follow download and install instructions

A screenshot of the Zoom website's Download Center. The top navigation bar includes the Zoom logo, a 'SOLUTIONS' dropdown menu, links for 'JOIN A MEETING', 'HOST A MEETING' with a dropdown arrow, 'SIGN IN', and an orange 'SIGN UP, IT'S FREE' button. The main heading is 'Download Center' with a 'Download for IT Admin' link to the right. Below this, the section is titled 'Zoom Client for Meetings'. A paragraph states: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' A large blue 'Download' button is prominently displayed, with the text 'Version 5.1.3 (28656.0709)' to its right.

■ Microsoft Teams

Alternate platform by some firms (ex: KPMG, etc.)

- [Microsoft Teams Download](#)
- Create account
- Follow download and install instructions

The screenshot shows the Microsoft Teams website. At the top is the Microsoft 365 navigation bar. Below it is a purple banner with text about the mobile app. The main content area features the heading 'Download Microsoft Teams' and a subtext 'Connect and collaborate with anyone from anywhere on Teams.' There are two buttons: 'Download for desktop' and 'Download for mobile'. To the right, there are three device mockups: a smartphone showing a chat interface, a tablet showing a meeting interface, and a desktop monitor showing a survey results chart.

Now stay connected with family and friends with the new features in the Microsoft Teams mobile app.
[Learn more >](#)

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

[Download for desktop](#)

[Download for mobile](#)

Survey Results: 1. What is your first reaction to the product?

| Reaction | Percentage | Count |
|--------------------------|------------|--------------|
| Very positive | 56.55% | 1,238 |
| Somewhat positive | 24.70% | 506 |
| Neutral | 13.89% | 291 |
| Somewhat negative | 4.17% | 102 |
| Very negative | 4.50% | 110 |
| Total Respondents | | 2,445 |

Firms Guideline

How to register for MTF:

Registration will be handled through Eventbrite:

<https://www.eventbrite.com/e/sdsus-meet-the-firms-fall-2021-firm-registration-tickets-166842647851>

The screenshot shows the Eventbrite event page for "Meet the Firms Fall 2020" by the Student Accounting Society (SAS). The page features the logos of the Student Accounting Society (SAS), Beta Alpha Psi (BAP), and ALPFA. The event is listed as a "Multiple Dates" event with a price range of "\$0 - \$150". A "Select A Date" button is visible. The event description states: "Meet the Firms is SDSU's annual recruiting event directed towards Accounting majors/Alumni to get internships and full-time jobs." It also includes an "About this Event" section with an "UPDATE AS OF 2020" note, explaining that due to COVID-19, the event will take place virtually. The "What is Meet the Firms?" section describes the event as an annual recruiting event organized by the Student Accounting Society on behalf of the Charles W. Lomden School of Accountancy at San Diego State University, where professionals can present their firm to students.



Meet the Firms Fall 2020

Fri, Sep 18, 2020 2:00 PM - 5:00 PM PDT

Sales end on Sep 14, 2020

Admission ticket for SDSU Alumni only.

Firm

\$100.00

1 ▼

Sales end on Aug 31, 2020

Admission ticket for firms as a whole.

Firm - Late

\$150.00

0 ▼

Sales end on Sep 17, 2020

Late admission ticket for firms as a whole.

SDSU Alumni - Late

\$45.00

0 ▼

Sales end on Sep 17, 2020

Late admission ticket for SDSU Alumni only.

Powered by **eventbrite**

English (US) ▼

Checkout



Order Summary

1 x Firm \$100.00

Total \$100.00

Price includes tax



Checkout

Time left 7:37

Clicking 'Place Order' will open a new tab allowing you to pay with your PayPal account. Return to this page when you're finished.

Ticket 1 - Firm

First name *

Last name *

First name is required.

Last name is required.

Email *

Please enter a valid email address.

☒ Keep me updated on the latest news, events, and exclusive offers from this event organizer.

☒ Eventbrite can send me emails about the best events happening nearby.

By clicking "Place Order", I accept the [Terms of Service](#) and have read the [Privacy Policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.

Powered by **eventbrite**

Place Order



Order Summary

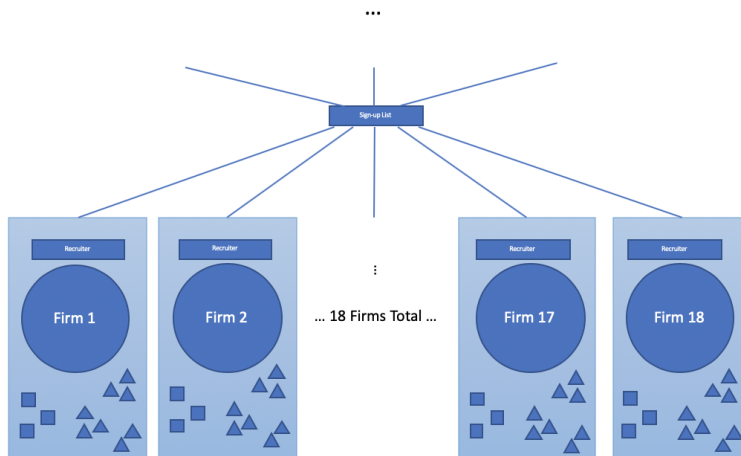
1 x Firm \$100.00

Delivery \$0.00
1 x eTicket

Total \$100.00

Day of MTF - Structure

■ Sample structure for firm recruiting conference call



Outline of Basic Structure:

- General group breakout sessions for each service line
- One-on-one breakout sessions for each service line

Entrance in Firm's Zoom:

Student contact with check-in personnel:

Personnel asks if they would like to be set up with a one-on-one session with specific professional

If professional is busy, student may join group session in the meantime while they wait

Otherwise, they can join a group session with professional and other students

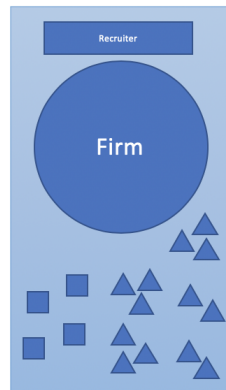
i. This structure is just a sample, firms can structure their Zoom/MST/Skype call to fit their recruiting day needs

ii. Please have Zoom/MST/Meets conference link submitted by 9/15/21

- SAS email (Keano): sasprofdev.sdsu@gmail.com

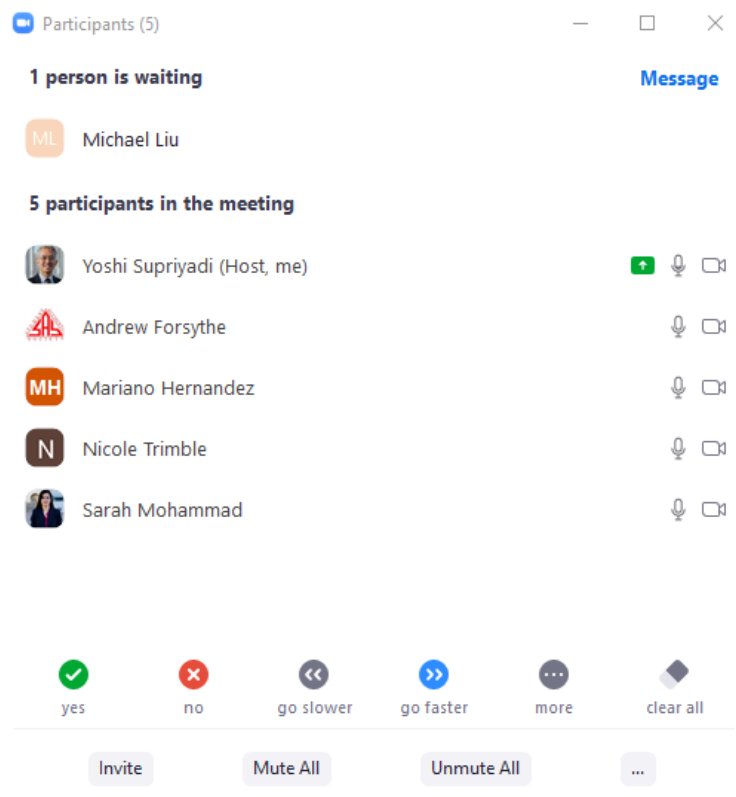
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■ Sample Networking timeslots



| Professional one-on-one availability | | |
|--------------------------------------|-------|------|
| available slots for students | start | end |
| Check-Ins | 2:00 | 2:15 |
| for 1-on-1; 2-on-1; ... | 2:15 | 2:30 |
| 1 | 2:30 | 2:45 |
| 2 | 2:45 | 3:00 |
| 3 | 3:00 | 3:15 |
| 4 | 3:15 | 3:30 |
| break | 3:30 | 3:45 |
| 5 | 3:45 | 4:00 |
| 6 | 4:00 | 4:15 |
| 7 | 4:15 | 4:30 |
| 8 | 4:30 | 4:45 |
| 9 | 4:45 | 5:00 |

- Have waiting room options enabled (if software allows):
 - i. Students will be free to visit firm conference rooms at 2:00pm, after registering with student orgs at 1:30pm



Sample waiting room (Zoom)

- During the entire MTF span, feel free to reach out to the student orgs for support and for any questions! (Support contacts on last page)
 - i. Please inform us if you are having long wait lines and we will inform students in our Zoom lobby in real time

End of Day

- Event will conclude at 5pm, where student officers will be available for 15 mins after, otherwise we will inform students that all firms have finished their networking sessions.
 - i. Please contact one of the student supporters if there are questions at the end of day.

Retrieving Student Resumes

The resumes from students that attended the firm will be made available through Career Services and Handshake.

- Contact Jill Lackey with any questions about resume retrieval: jlackey@sdsu.edu

Questions?

Student Support

1. BAP - bapbetaeta.president@gmail.com (Liam Gunning)
2. ALPFA - president@sdsualpfa.org (Ryan Khojasteh)
3. SAS - saspresident.sdsu@gmail.com (Lauren Ho)