

**LOYOLA MARYMOUNT UNIVERSITY
RECRUITING GUIDELINES
FOR PUBLIC ACCOUNTING FIRMS
2018-2019**

We believe that recruiting activities should enhance the educational experiences of students, and that students should have the opportunity and time to explore the varied opportunities available to them before making career or internship decisions. These goals can best be accomplished by the firms, student accounting organizations, faculty, accounting staff and career development centers working together. With this in mind, please observe the following guidelines:

A. SUMMER INTERNSHIP & DIVERSITY INTERVIEWS AND OFFERS

1. If a student interviews on-campus and is referred outside of Southern California (Los Angeles, Orange County, and San Diego), interview/offer/acceptance dates may follow the rules of the respective office.
2. Firms and students should make all attempts possible to schedule both on-campus and second round interviews around class schedules.
3. Students are encouraged to decline a firm's internship offer as soon as they have decided they will not accept that offer. This may be communicated via email, though a phone call is highly preferred, indicating which firm's internship offer was accepted (if it is known at the time).
4. No follow-up events that indicate receiving an offer can be scheduled with students receiving internship offers prior to such internship offers being extended.
5. The Quiet Period should be observed by both students and firms. Firms will not contact, meet in person or host any events or meals. Students should not contact firms' professionals even via phone or email.
6. No full time offers will be extended in tandem with an internship offer.
7. Upon the conclusion of summer internships, the firms may issue full time employment offers to their own interns. Students will have two weeks to accept or reject the offer for full-time employment.
8. The firms will not approach another firm's interns or invite them to summer recruiting events during the summer internship period.
9. Indirect/informal verbiage (e.g. "you know you have an offer from us whenever you are ready") with students suggesting an offer is waiting for them upon their decision to join the firm goes against the spirit and conduct of this document, especially when delivered at Meet the Firms, or other times outside of the dates specified in the chart below.
10. Once a student has formally accepted an offer for a full-time position with a firm, they may not continue recruitment with other firms. Once a student has formally accepted an offer for an internship position with a firm, they may not continue recruitment with other firms until the internship is complete.

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B. FULL TIME POSITION INTERVIEWS AND OFFERS

1. Firms and students should make all attempts possible to schedule both on-campus and second round interviews around class schedules.
2. Students are encouraged to decline a firm's full-time offer as soon as they have decided they will not accept that offer. This may be communicated via email, though a phone call is highly preferred, indicating which firm's full-time offer was accepted (if it is known at the time).

C. SUMMER LEADERSHIP PROGRAMS (SLP)

The early internship offer date and acceptance date for SLP invitees for summer 2019 will be determined in spring 2019.

D. STUDENT ACCOUNTING ORGANIZATIONS AND FIRM-SPONSORED EVENTS

1. We encourage the firms to work with the student accounting organizations to sponsor events where students and firm representatives have the opportunity to gain more knowledge about the firm culture and clients.
2. The accounting firms and LMU shall observe and promote the principles of LMU policies prohibiting alcohol being served to undergraduates at LMU events, whether on campus or off-site recruiting events.

E. DISCUSSIONS WITH STUDENTS

1. Negative comments about firms have no place in the recruiting process. Please tell the students how wonderful your firm is, but the insidious and false representations of other firms must stop. Students will understand that comments such as these are unprofessional and do not place your firm in the best light.
2. Please respect student privacy and refrain from asking students for confidential information, including GPA, in front of other students. Requesting a resume or contacting a student personally to discuss confidential information is more appropriate.

F. REPORTING VIOLATIONS OF THE GUIDELINES

Questions regarding these guidelines and compliance with them should be discussed with the Chair of the Department of Accounting, Dr. Lawrence Kalbers.

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INTERVIEW AND OFFER DATES	2018-2019
<i>Southern California Internship Candidates follow this schedule (Same process for LMU students studying abroad)</i>	
Resume Drop Date Opens (no earlier)	August 27, 2018
Resume Deadline (no earlier)	September 27, 2018 (11:59pm)
Offer Date (no earlier)	November 2, 2018
Offer Acceptance Deadline	November 16, 2018
Quiet Period	November 17, 2018 to January 13, 2019