



2010 Procedures for CA Accounting Recruitment

Permanent Positions: Junior Auditor

Summer Positions: Audit Trainee / Summer Intern

Link to myFuture: <https://management.myfuture.mcgill.ca/students/>

Please follow the procedure below:

1. **Become a member of the McGill Accounting Society (MAS).** Tables will be set up in the Bronfman Lobby during the first two weeks of school. Your \$20 membership includes your fee to attend the main cocktail event. (Please note, based on direction given by the OCAQ, picture books will no longer be provided to the firms).
2. **Review the Accounting Recruitment Calendar and the Student Recruitment Package and sign up for all events** that you intend on attending via myFuture. Spots are limited and on a first come first serve basis. Firms are given the attendance lists prior to their event and it is a very negative impression to be a 'no show'. Please review the Career Service's code of conduct. Absences will be tracked closely and could result in suspension from using the Career Services Resources.
3. **Attend the Accounting Recruitment Kick Off Session on Wednesday, Sept 1st from 4:00-6:00 in the McIntyre Medical Building, Room 504.** The accounting recruitment process will be explained in detail. Sign up via myFuture.
4. **Attend the MAS Accounting Recruitment Cocktail on Sept 15th from 6:00-9:00pm at the Hyatt.** Being visible and showing recruiters that you have strong interpersonal, networking and communication skills are important elements in the CA recruitment process.

Applying to the CA Firms

(A) Applying to the Quebec CA Firms

1. **Refer to the list of firms recruiting on campus for summer and permanent positions** as well as application procedures for each. Applications will be received by the firms either by email or via on-line application. No hard copies will be accepted by Career Services. Individual job postings for each firm will not be found in myFuture.
2. **Documents** - Quebec firms request a **CACEE Form** (see separate section on the CACEE Form) and an **unofficial transcript**.
3. **Bilingualism** - If you do not have at least a working knowledge of French, you are encouraged to apply to out-of province firms as well.
4. **Application deadline is September 23rd at 12:00pm(noon)**. Early submissions are encouraged.
5. **Email Applications:** Unless the firm requests otherwise, the subject line should indicate: Your name, McGill University, whether you are applying for summer or permanent and the time frame. Example: Cathy Smith, McGill University, Summer 2010 OR Joe Willcox, McGill University, Permanent Fall 2010 OR Permanent Winter 2010. Attach your CACEE form and attach your unofficial transcript which can be downloaded from Minerva and converted to PDF.

6. **On-line applications:** Read the instructions carefully on whether you have to apply to different locations separately or through the same application. Rank the locations that interest you, keeping in mind that you are most seriously considered at your first choice location. Upload all required documents.
7. **Choosing the Firms** -Research the firms recruiting on campus. Each small, medium and large firm offers a unique and valuable work experience. Choosing which firms to apply to is a STRATEGY and 'putting all your eggs in one basket' is not recommended.
8. **Complete and return the CA Application Summary Sheet** to Career Services: carol.karoutas@mcgill.ca . Deadline to submit is Monday, September 27th. The document will be available in early September on the MAS website.

(B) Applying to Out-of Province Firms (Toronto, Ottawa, Vancouver, Calgary, Halifax, etc..)

1. **Refer to the list of firms recruiting on campus for summer and permanent positions** as well as application procedures for each. The Big 4 CA Firms are very interested in recruiting McGill students for their locations outside of Quebec as well. Applications will be received by the firms either by email or via on-line application. No hard copies will be accepted by Career Services. Individual job postings for each firm will not be found in myFuture.
1. **Procedures and documents may differ.** Out of province firms are not bound to use the same procedures and deadlines as Quebec. Some firms may accept CACEE Forms (see separate section on the CACEE Form). Most require a resume and cover letter in lieu of the CACEE form. Please consult the Guides to Writing Resumes and Cover Letters found in the Career Resources section of myFuture. (Management students should ensure that they are consulting the management guides). **IT IS YOUR RESPONSIBILITY TO BE INFORMED ABOUT WHICH DOCUMENTS EACH FIRM REQUIRES.**
2. **Application deadlines** may differ than the Quebec deadline. Some Toronto offices choose to align with the Quebec deadline yet others do not. **IT IS YOUR RESPONSIBILITY TO BE INFORMED ABOUT THE DIFFERENT DEADLINES FOR FIRMS OUTSIDE OF QUEBEC.**
3. **Contact the HR Recruitment person in the province of your choice** directly to confirm all the required information. As each firm has a national profile and culture, it is still recommended that you attend the Montreal events and meet the Montreal contacts. Out of province representatives will be present at the Cocktail on September 15th.
4. **Follow steps 5-8** in Applying to the Quebec CA Firms.

GOOD LUCK AND HAVE A FUN AND SUCCESSFUL RECRUITMENT PERIOD!