



## UAS Meeting Minutes

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### **Call to Order:**

A UAS meeting was held on Oct 17, 2019, beginning at 6:30 pm

### **Attendees:**

- Executive Board: All Present
- KPMG

### Meeting Agenda:

An introduction to the firm was given at first at the beginning of the meeting

### Interview Tips:

What makes you stand out ?

- 1) strengths and areas for improvements
- 2) Career interests
- 3) Special skills

\* Know Yourself, and know what the firms want,

- Quick learner that takes initiative
- Effective communicator
- Flexible and adaptable
- Leadership abilities
- Self confident
- Team player
- Technical
- Positive Attitude

\* know the interview process

- 3 minutes introduction rapport building
- 2 mins administrative items/ background review

- 20 mins interview questions
  - 5 mins questions and wrap up
  - Interviewer may take notes
- \* Know interview process, arriving to the interview
- appropriate attire
  - Arrive rested and relaxed
  - Do not arrive too early
  - It Greeter, introduce and ask questions
  - Bring requested materials

Common types of interview questions

**Behavioral**

**self-assessment**

**Hypothetical**

Know the interview process During -STAR approach

Situation

Task

Action

Result

Project professionalism and pose

- Maintain comfortable eye contact and smile
- Be aware of your nonverbal gestures and habits
- Avoid filler non-words “um”, “like”
- Speak slowly and clearly
- Take time to collect your thoughts, breathe and rest
- Be honest and confident

**Adjournment**

The meeting was adjourned at 7:30 pm

**Signature:** Ahmad El Moussawel

Internal Vice President

Undergraduate Accounting Society

Date of Approval