

UAS: Nicole Golan Meeting Minutes

Call to Order

A meeting hosted by Nicole Golan was held on 4/10/18.

Attendees

- Executive Board: All members present
- Nicole Golan, Assurance Senior, nicole.golan@ey.com

Professionalism and Etiquette in Recruiting and the Workplace

- Behind the scenes of Meet the Firms
 - Discussions after MTF about who they met and what they were impressed by
 - Partners have a long of influence in opinions and decisions
- Interviews – use first names if that’s how they introduce themselves
 - Partners generally do interviews, but everyone is asked about you including managers, seniors, and recruiters in the waiting room
 - Online/Facetime – keep it professional, even though you’re physically separated
 - You’re always being interviewed, even during SLPs and internships
- What is working really like?
 - Most of what we learn in school is about the financial statements audit, but the internal controls audit is not discussed enough here at school
 - Quite a bit of mundane documentation in the earlier levels
 - You must be able to explain the internal controls and the revenue tracks of a company when you are performing an audit
 - Test everything, and use the controls from the company once checked to do less substantive work on tests
- Actual skills needed
 - So much of audit is writing and documentation
 - Must be comfortable talking/writing to any level at the firm or company being audited
- Connect with people (clients, other professionals, etc.)
 - Building a relationship with the client helps move the audit along, and they are more likely to be helpful and prioritize your needs during the audit
 - Start off especially nice and polite, try to write emails without sounding too forward or direct, especially if the client makes an error or does something wrong
- Resumes
 - Convey yourself accurately but positively, as concisely as possible
 - Attention to detail is incredibly important – spellcheck!

Adjournment

Rebecca Sonn makes a motion to adjourn the meeting, agreed upon at 7:57.



Internal Vice President
Undergraduate Accounting Society

4/10/18

Date of Approval