

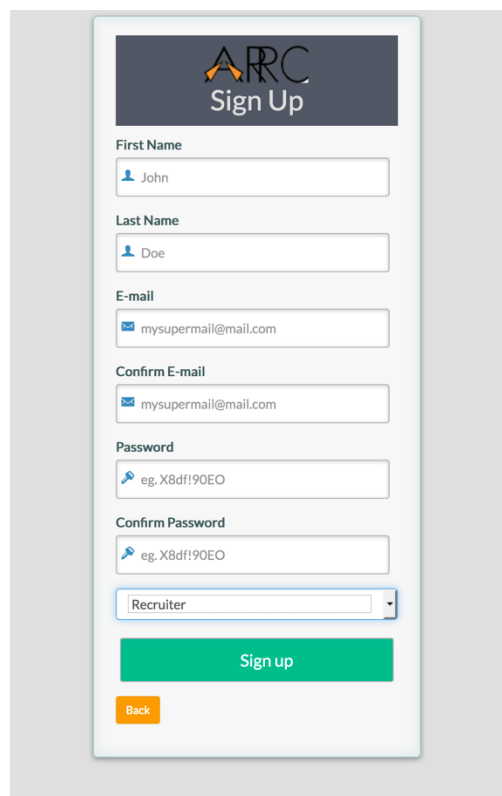
Accounting Rookie Camp 2017 Step-by-Step instructions for Rookie Camp Recruiters

Any faculty member from a recruiting school can sign up as a recruiter. All faculty who are attending the meeting must register on the [AAA website](#). After signing up you can post a position announcement and review applicants online. Significant changes have been made to the system from last year; we now have a system in place for reference letters to be uploaded and processed confidentially using DropBox, which allows recruiters to have subfolders for each applicant to their school. The student's materials along with reference letters (which can only be viewed via DropBox) are delivered to a unique DropBox folder for each candidate and school. As an applicant, you sign up, complete a profile page, upload application materials, apply to schools, request reference letters and then submit your application. Schools will be able to view your application materials in two ways. 1) They can view your application materials online (you can limit access to only those schools you apply to or you could allow all recruiters to view your materials); and 2) once you "submit" your application, your application materials and reference letters will be delivered to a DropBox folder that is created for each school you apply to. Note that reference letters will only be viewable via DropBox to maintain confidentiality.

Following are step-by-step instructions for the application process. Please review the instructions carefully.

Sign Up on Rookie Camp Site

From the homepage, click the Signup button and sign up on the sign-up page as seen below.



The image shows a screenshot of the 'ARC Sign Up' form. The form is titled 'ARC Sign Up' and contains the following fields and options:

- First Name:** Input field with the value 'John'.
- Last Name:** Input field with the value 'Doe'.
- E-mail:** Input field with the value 'mysupermail@mail.com'.
- Confirm E-mail:** Input field with the value 'mysupermail@mail.com'.
- Password:** Input field with the value 'eg. X8df!90EO'.
- Confirm Password:** Input field with the value 'eg. X8df!90EO'.
- Role:** A dropdown menu with 'Recruiter' selected.
- Buttons:** A green 'Sign up' button and a yellow 'Back' button.

After you sign up, you will be taken to the following page to complete your registration. Please be sure to check the box “Plan to Attend the Rookie Camp,” if you are, in fact, planning to attend.

Conference Help Oliver Hart

ARC

HOME RESOURCES CAMP PARTICIPANTS PROFILE POST/VIEW JOBS CONTACT

Success: Account successfully created.

My Profile

School: Harvard University

School Type: Business

Department Type: Accounting

Mobile Phone: 6175551212

Plan to Attend the Rookie Camp.

Submit

After you click on the submit button, you will be returned to the camp home page with a toolbar menu specifically for recruiters.

Conference Help Oliver Hart

ARC

HOME RESOURCES CAMP PARTICIPANTS PROFILE POST/VIEW JOBS CONTACT

ACCOUNTING FACULTY RECRUITING AND ROOKIE CAMP WEBSITE

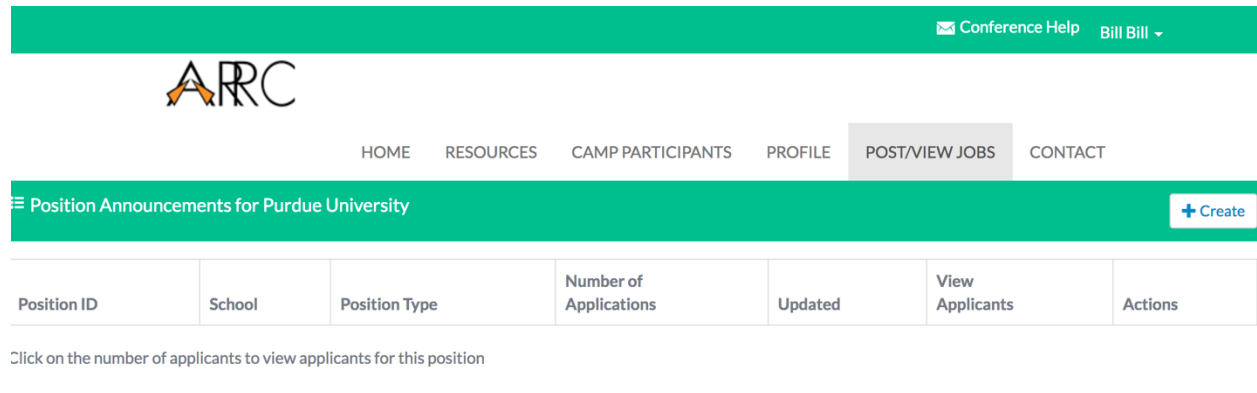
Sign Up

MIAMI

American Accounting Association
Thought Leaders in Accounting

Post a Position

After clicking POST/VIEW JOBS on the menu bar to post a job, you will be presented with the following view.






The screenshot shows the top navigation bar with 'Conference Help' and 'Bill Bill' on the right. The ARC logo is centered. Below the logo is a menu bar with 'HOME', 'RESOURCES', 'CAMP PARTICIPANTS', 'PROFILE', 'POST/VIEW JOBS', and 'CONTACT'. The 'POST/VIEW JOBS' menu item is highlighted. Below the menu bar is a green header with 'Position Announcements for Purdue University' and a '+ Create' button. Below this is a table with the following columns: Position ID, School, Position Type, Number of Applications, Updated, View Applicants, and Actions. Below the table is a note: 'Click on the number of applicants to view applicants for this position'.

Position ID	School	Position Type	Number of Applications	Updated	View Applicants	Actions
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To post a position, click on the create button ([+ Create](#)). Complete the contact information and position details, and then select the file (job posting) you would like to upload. **Note, the contact email must be the email of someone who has signed up as a recruiter for your school.** That person does not have to be a faculty member (e.g., can be the Administrative Assistant) or be attending the camp.

After you have saved your position, you will be returned to the list view (below) where you will see all job postings you have created.

Position ID	School	Position Type	Number of Applications	Updated	View Applicants	Actions
131	Purdue University	Tenure Track	0	1 minute ago		

You have the option to view () , edit () , or delete () job postings from this page from the Actions column. In addition you can view all the applicants to your job posting by clicking on the view icon in the "View Applicants" column.

DropBox Folder

Note that each school has its own folder (e.g., University of Miami). Within each folder are the application materials of all candidates applying to that school. After you create a job posting as a recruiter, a DropBox folder will be created for that position. The contact person will then be invited to share the folder. This folder will initially only be viewable by the contact person but the contact person can then share the folder with other faculty members. The contact person should have a **DropBox account with roughly 5 GB of available space.**

Item	Date/Time	Size	Type
Folder	Oct 12, 2016, 7:35 PM	--	Folder
.dropbox	Oct 12, 2016, 8:15 AM	35 bytes	TextEd...ument
Icon?	Yesterday, 2:35 PM	347 KB	TextEd...ument
Folder	Today, 3:05 PM	--	Folder
Folder	Oct 12, 2016, 8:15 AM	--	Folder
Folder	Today, 3:05 PM	--	Folder
Jane R. Smith Profile.pdf	Today, 3:04 PM	35 KB	Adobe...cument
Accounting for Private Email Servers.pdf	Today, 3:05 PM	138 KB	Adobe...cument
Cover letter.pdf	Today, 3:05 PM	1.8 MB	Adobe...cument
Jane R. Smith recommendation letter by Carl Jones.pdf	Today, 3:05 PM	4 KB	Adobe...cument
Mv CV.pdf	Today, 3:05 PM	186 KB	Adobe...cument

A subfolder will be created for each applicant (who applies to your school) once the applicant "Submits" his/her application (see Jane's subfolder above within the University of Miami's DropBox account). Applicants are required to submit their application by November 8, 2017, and all application materials will be delivered to the applicant's subfolder. After that point, the only document a candidate can update is the dissertation, which cannot be updated after November 15. Reference letters will also be delivered to the candidate's DropBox subfolder.

A unique subfolder is created for each school a candidate applies to. This allows reference letters to differ from school to school. For example, Jane's subfolder in the University of Miami's DropBox account above, contains a recommendation letter from Carl. That recommendation letter is viewable only by the University of Miami and only in DropBox. Carl can choose to write different letters for Jane to different schools and each of those letters will only be viewable by the school designated by the letter writer.

Confidentiality of Reference Letters

Reference letters are intended to be confidential and it is the responsibility of each school to limit DropBox access to only those involved in the recruiting process.