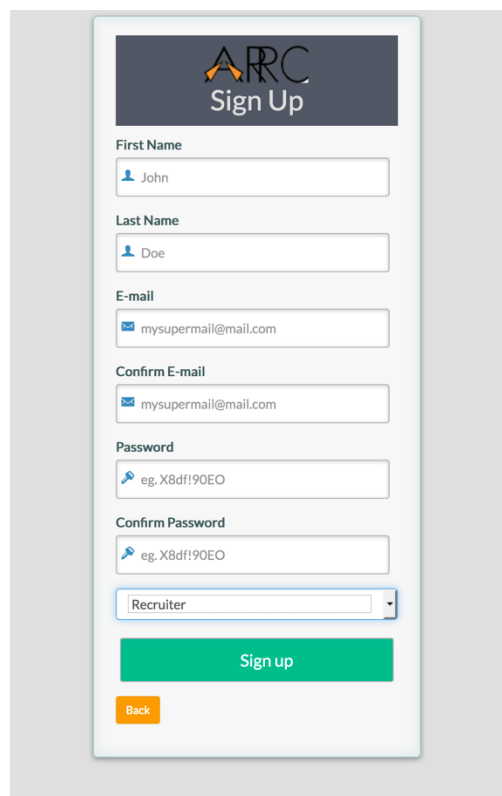**Accounting Rookie Camp 2017**
Step-by-Step instructions for Rookie Camp Recruiters

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.

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.

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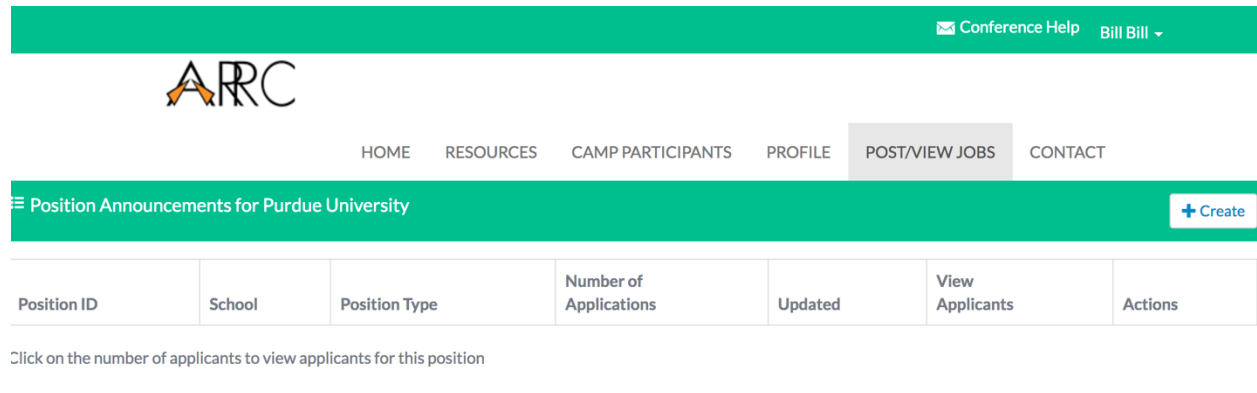
Post a Position

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

To post a position, click on the create button (). 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.

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**.

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.