Accounting Rookie Camp
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. The student’s materials (which can only be viewed via DropBox) are delivered to a unique DropBox folder for each candidate and school.

From the homepage, click the Signup button and sign up on the sign-up page as seen below. Be sure to select Recruiter from the selection box (show with arrow)

Register for Rookie Camp
To improve attendee and recruiter experience, Rookie Camp now uses Single Sign-On for access. Please start your process by visiting the event registration page. If you do not already have a AAA login, you will be prompted to create one as part of the registration process. Once registered, visit https://RookieCamp.org and log in using your AAA credentials.

If you have forgotten your username or password, you can visit the AAA member portal at https://my.aaahq.org/Security/Sign-In?returnurl=%2f and scroll down to view the section titled "Do you need help signing into our site?" which will walk you through the steps needed to look up your username or reset your password.

Once logged in, please continue with instructions on the next page.
Accounting Rookie Camp
Step-by-Step instructions for Rookie Camp Recruiters

After you sign up, you will be taken to the following page to complete your registration.

After you click on the submit button, you will see a summary of your profile with a toolbar menu specifically for recruiters.
Accounting Rookie Camp
Step-by-Step instructions for Rookie Camp 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. Your school will not appear as a “recruiting” school until a position is posted.

To post a position, click on the create button at top right.

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

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 the deadline specified on rookiecamp.org, and all application materials will be delivered to the applicant’s subfolder.