

# 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.**

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

My Profile

School:

School Type:

Department Type:

Mobile Phone:

I Plan to Attend the Rookie Camp.

Please note: Recruiters who do not attend Rookie Camp will not appear in certain searches on this website.

Submit

After you click on the submit button, you will see a summary of your profile with a toolbar menu specifically for recruiters.

[HOME](#) [RESOURCES](#) [CAMP PARTICIPANTS](#) [PROFILE](#) [POST/VIEW JOBS](#) [CONTACT](#)

## Recruiter Profile Information

First Name	Mark
Last Name	RecruiterTest2
School	University of Arizona
Department Type	Accounting
School Type	Business
Email:	mvanzorn+rcr2@gmail.com
Mobile Number	
Plan To Attend Camp	Yes

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## 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.

Position Announcements for University of Arizona							+ Create
Position ID	School	Position Type	Number of Applications	Updated	View Applicants	Actions	

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.

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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 Announcements for University of Arizona <span style="float: right;">+ Create</span>						
Position ID	School	Position Type	Number of Applications	Updated	View Applicants	Actions
362	University of Arizona	Tenure Track	0	1 second 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.**

▼ Rookiecamp - University of Miami	●	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
▼ Position - 35				
▶ 441 - David Shaw	●	Today, 3:05 PM	--	Folder
▶ 448 - Jane R. Smith	●	Oct 12, 2016, 8:15 AM	--	Folder
▼ Jane R. Smith Profile.pdf	●	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 the deadline specified on [rookiecamp.org](http://rookiecamp.org), and all application materials will be delivered to the applicant's subfolder.