

Accounting Rookie Camp

Step-by-Step instructions for Rookie Camp Applicants

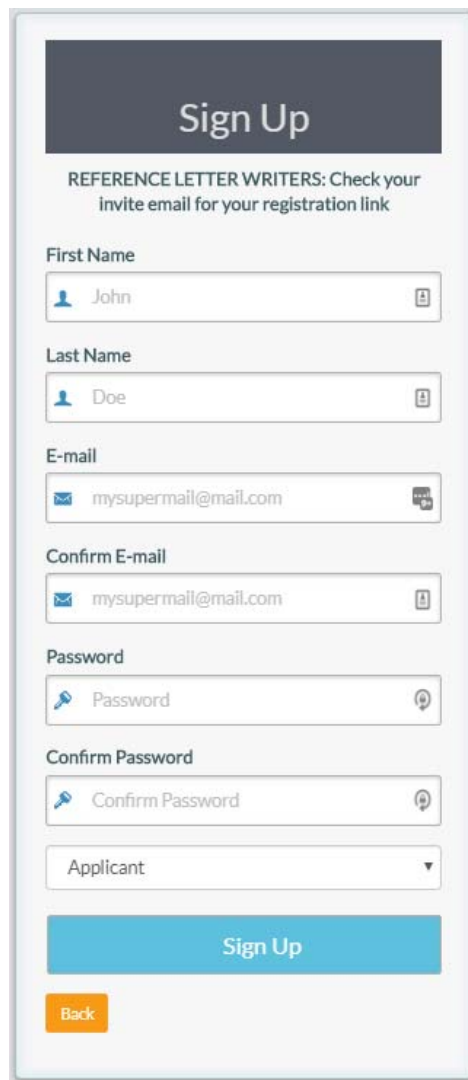
The application system works as follows. As an applicant, you sign up, complete a profile page, upload application materials, apply to schools, request reference letters and then submit your application. Schools will be able to view your application materials in two ways:

- 1) They can view your application materials online (you can limit access to only those schools you apply to or 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 Sign up button and sign up on the sign-up page as seen below.



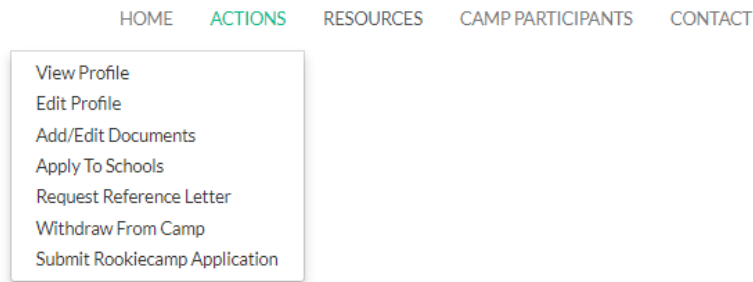
The screenshot shows a 'Sign Up' form with the following fields and elements:

- Sign Up** (header)
- REFERENCE LETTER WRITERS: Check your invite email for your registration link** (notification)
- First Name** (text input: John)
- Last Name** (text input: Doe)
- E-mail** (text input: mysupermail@mail.com)
- Confirm E-mail** (text input: mysupermail@mail.com)
- Password** (password input: Password)
- Confirm Password** (password input: Confirm Password)
- Applicant** (dropdown menu)
- Sign Up** (blue button)
- Back** (orange button)

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After you sign up, each of the steps below can be found under the "Actions" tab.



Add Profile Information




When you first sign up you will be taken to a page to complete your applicant registration. The first part of the page looks like the image below. After you complete this page, click save. You can update this information later by selecting "Edit Profile" under the Actions tab.

Non-Rookies Applying for a Position On-line, if you have completed your PhD, but have not yet held a tenure track position, you are considered a Non-Rookie.

Non-Rookies can apply for positions through our website. Your materials will be viewable by recruiters in the same way as Rookie-Camp participants. Due to time constraints, you will not be able to present your research at the camp. If you are not a rookie but are interested in attending the camp, please contact marybeth.gripshover@aaahq.org

Applicant Details

Basic Registration Information

School :	Not Selected 
School Type:	Business 
Department Type:	Accounting 
Mobile Phone:	<input type="text"/>
Expected Graduation Date:	yyyy-mm <input type="text"/>
Expected Start Semester:	e.g., Fall <input type="text"/>
Expected Start Year:	e.g., 2016 <input type="text"/>

- Are you a rookie?
- Plan to Attend the Rookie Camp.
- Plan to present at the Rookie camp. (Note: Only rookies are permitted to present at the camp.)
- Allow all schools to view my profile. (Note: If you do not check this box, only schools to which you apply can view your profile.)


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Upload Application Materials

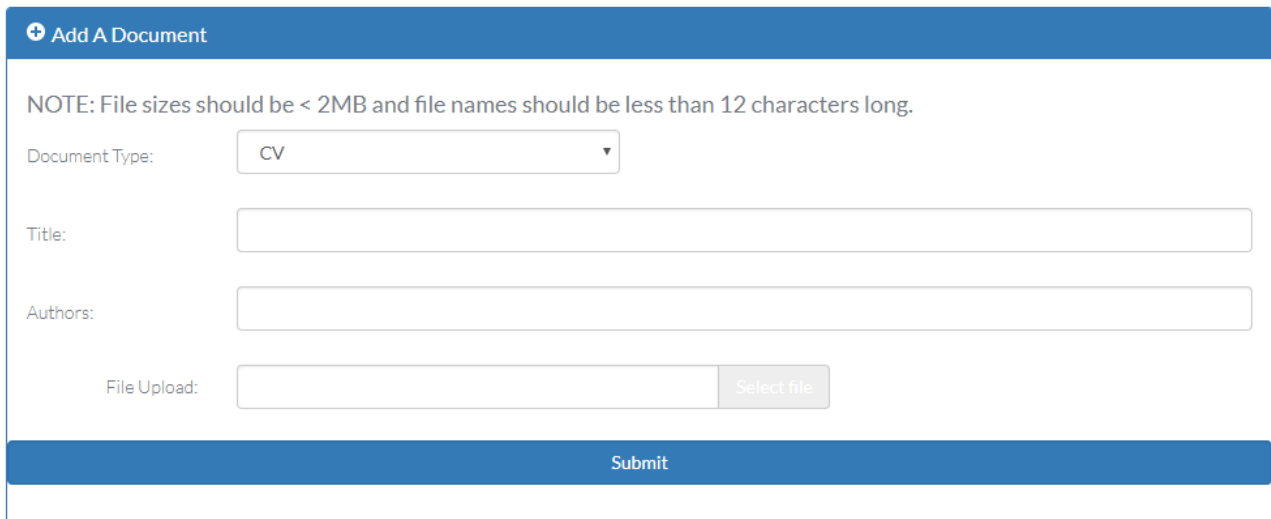
Select “Add/Edit Documents” from the Actions menu.

From there you will be presented with a page like the one below. Click on the Create button to add documents to your profile.



Document ID	Document Type	Document Title	Authors	Last Updated	Actions
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After you click on the Create button you will see an image like the one below. **Please note the restriction on file sizes and file naming.** Select the document type, Title (if applicable), authors (if applicable) and then select the file for upload. Once the file is selected, click submit.



NOTE: File sizes should be < 2MB and file names should be less than 12 characters long.

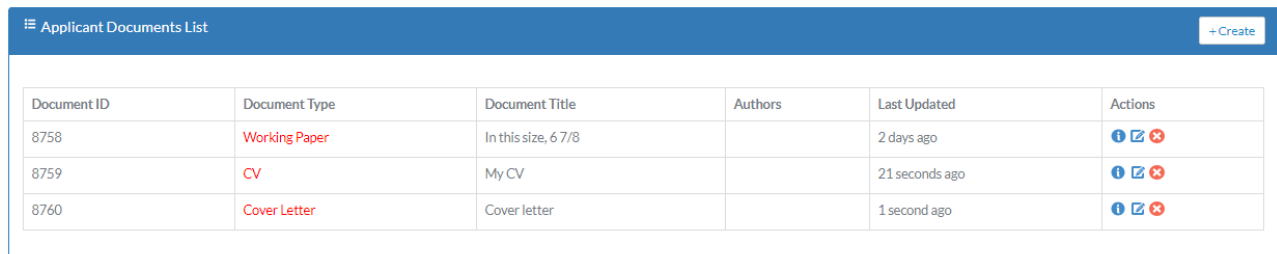
Document Type: CV

Title:

Authors:

File Upload:

After you add a document, the document list will look like the image below. You will be able to view, edit, or delete the document using the actions icons in the far-right column.



Document ID	Document Type	Document Title	Authors	Last Updated	Actions
8758	Working Paper	In this size, 6 7/8		2 days ago	i Z x
8759	CV	My CV		21 seconds ago	i Z x
8760	Cover Letter	Cover letter		1 second ago	i Z x

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Profile View- Once you have added all your documents and completed your profile, you can view it by selecting View Profile from the Actions menu tab.

Profile

Rookie from University of Testing

200 x 200

Powered by HTML.COM

Department Type	Accounting
School Type	Business
Email:	
Mobile Number	
Plan To Attend Camp	Yes
Plan To Present At Camp	Yes
Allow Other Schools To View Application	Yes
Teaching Interests	
Primary Teaching Interest	Any Area
Secondary Teaching Interest	Any Area
Research Interests	
Primary Research Area	Auditing
Secondary Research Area	Any Area
Primary Research Method	Analytical
Secondary Research Method	Analytical
Advisor(s)	
Dissertation Chair	Mr. Anderson
Dissertation Co-Chair	Mr. Anderson
Dissertation Title	
Quantifying Haberdasheries, 1750 - 1925	
Dissertation Abstract	
Yes, it's pretty abstract.	
Last Updated	14 minutes ago

Application Materials

Document ID	Document Type	Document Title	Authors	Last Updated
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Apply to Schools

Apply to Schools by selecting the “Apply to Schools” option in the Actions menu. You will then be presented with the list of schools and job postings as seen below. Check the box next to each school you would like to apply to and then click save. You can add schools add a later date (e.g., as additional schools post positions, etc.). Note that you do not need to complete your application (add all materials, etc.) before choosing schools you would like to apply to.

Further, you can always apply to additional schools later. For example, you might apply to most of the schools you are interested in but some schools might be late in posting a job. You can periodically check the list of recruiting schools and update accordingly.

Positions																					
ID	School Name	School Attending Camp	Position Type	Research Methods				Research Areas						Teaching Areas						Apply	
				Archival	Analytical	Experimental	Any	Financial	Managerial	Tax	Auditing	Systems	Any	Financial	Managerial	Tax	Auditing	Systems	Any		
251	University of Chicago	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
252	National University of Singapore	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
253	University of Melbourne	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
254	AAA Test	No	Tenure Track																		<input type="checkbox"/>
256	Yale University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
257	College of William & Mary	Yes	Tenure Track	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓		✓	✓			<input type="checkbox"/>
258	University of Denver	Yes	Tenure Track	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓						<input type="checkbox"/>
259	IE Business School, Madrid	Yes	Tenure Track	✓	✓	✓	✓	✓	✓		✓			✓	✓						<input type="checkbox"/>
260	University of Toronto	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
262	City University of Hong Kong	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
263	Eastern Illinois Univ	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					<input type="checkbox"/>
264	ESSEC Business Sch	Yes	Tenure Track	✓		✓		✓	✓		✓			✓	✓		✓				<input type="checkbox"/>
265	University of Notre Dame	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
266	Peking University	Yes	Tenure Track	✓				✓	✓	✓	✓			✓	✓	✓	✓				<input type="checkbox"/>
267	INSEAD	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					<input type="checkbox"/>
268	Georgia Institute Tech	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
269	Chinese University of Hong Kong	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
270	Georgetown University	No	Tenure Track	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
271	Harvard University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓					✓	✓						<input type="checkbox"/>
272	Boston College	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
273	Cornell University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
274	SUNY at Binghamton	Yes	Tenure Track	✓	✓	✓	✓							✓		✓					<input type="checkbox"/>

Showing 1 to 23 of 100 entries

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Request Reference Letters

To invite a faculty member to write a reference letter, provide the email address. To avoid confusion, please check with your advisors to be sure that the email you use here is **different** from the one they will use if they are also recruiting at the camp.

Request Reference Letter

Enter the email of the person who you would like to request a reference letter from. They will receive an invitation to send a letter (to your school of choice). Please check with your reference on the exact email to use. If your reference already registered as a recruiter, for example, it is essential that the email you enter here is **different** from the email that he/she used to register as a recruiter.

If your reference letter writer has not received their invitation within an hour, please contact marybeth.gripshover@AAAHQ.ORG for assistance

Reference Email:

Submit Application

The final step in the process is for you to submit your application. This should be done after all your materials are uploaded, you have applied to schools, and requested outside letter writers. Please refer to rookiecamp.org for the submission deadline. After that point, no additional materials can be updated except for your dissertation. Updates to your dissertation (up to a week after submission deadline) will be delivered to the schools you applied to via DropBox. To submit your application, select the Submit RookieCamp Application item and you will be presented with a page like the image below. From there, click "Confirm Submission." At that point your application materials will be delivered to folders at each school you applied to.

Submission Notice

Please read this before submitting your application

Please note that by clicking the button below you will submit your Rookie Camp application to your chosen schools. After clicking the button below you will be returned the Camp Home Page. **IMPORTANT: Any changes you make to your application after submitting below will not be received by the schools you applied to.**

You are required to submit your application by November 1. Except for your dissertation, any changes you make to your application after it is submitted will not be received by the schools you applied to (they receive a DropBox folder containing all your application materials once you "Submit" your application here. Updates to your dissertation will be delivered to Dropbox folders up until November 8, 2018.

Other Deadlines:

Reference Letters: November 22, 2018

Update Road Paper: November 8, 2018

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What the Schools see in DropBox

Note that each school has its own folder (e.g., University of Miami). Within each folder are the application materials. Notice that Jane has a recommendation from George Andrews in her folder. That recommendation letter is viewable only by University of Miami and only in the DropBox. George can choose to write different letters for you to different schools and each that letter will be viewable only by the school designated by the letter writes.

▼	Rookiecamp - University of Miami	✓	Oct 22, 2016, 7:17 AM	--	Folder
	.dropbox		Oct 12, 2016, 8:15 AM	35 bytes	TextEd...ument
	icon?		Yesterday, 3:14 PM	347 KB	TextEd...ument
▼	Position - 35				
	▶ 441 - David Shaw	✓	Oct 14, 2016, 3:05 PM	--	Folder
	▶ 448 - Jane R. Smith	✓	Oct 12, 2016, 8:15 AM	--	Folder
▼	448 - Jane R. Smith	✓	Today, 7:33 PM	--	Folder
	448 - Jane R. Smith Profile.pdf	✓	Oct 14, 2016, 3:04 PM	35 KB	Adobe...cument
	Accounting for Blockchain.pdf	✓	Oct 14, 2016, 3:05 PM	138 KB	Adobe...cument
	Cover letter.pdf	✓	Oct 14, 2016, 3:05 PM	1.8 MB	Adobe...cument
	Jane R. Smith recommendation letter by Carl Jones.pdf	✓	Oct 14, 2016, 3:05 PM	4 KB	Adobe...cument
	Jane R. Smith recommendation letter by George Andrews.pdf	✓	Oct 19, 2016, 10:20 AM	374 KB	Adobe...cument
	My CV.pdf	✓	Oct 14, 2016, 3:05 PM	186 KB	Adobe...cument

Congratulations, you are done!!!!