

# Accounting Rookie Camp

## Step-by-Step instructions for Rookie Camp Applicants

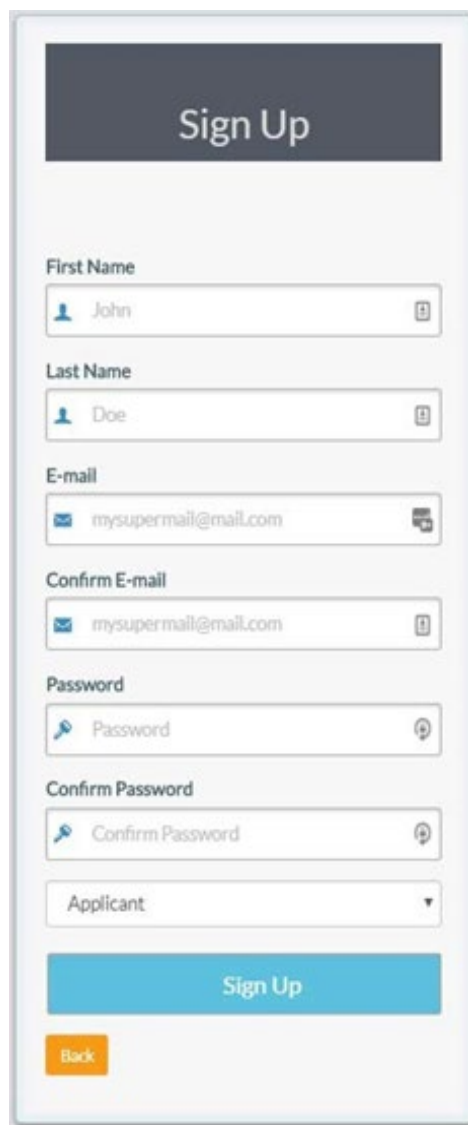
The application system works as follows. As an applicant, you sign up, complete a profile page, upload application materials, apply to schools, and then submit your application. Schools will be able to view your application materials in two ways:

- 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 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.



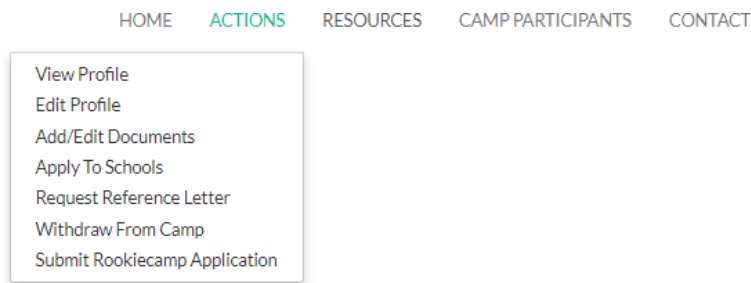
The screenshot shows a 'Sign Up' form with the following fields and elements:

- Sign Up** (header)
- First Name**: Input field with 'John' and a person icon.
- Last Name**: Input field with 'Doe' and a person icon.
- E-mail**: Input field with 'mysupermail@mail.com' and an email icon.
- Confirm E-mail**: Input field with 'mysupermail@mail.com' and an email icon.
- Password**: Input field with 'Password' and a key icon.
- Confirm Password**: Input field with 'Confirm Password' and a key icon.
- Applicant**: Dropdown menu with 'Applicant' selected.
- Sign Up** (button)
- Back** (button)

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Step-by-Step instructions for Rookie Camp Applicants

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](mailto:marybeth.gripshover@aaahq.org)

### Applicant Details

### Basic Registration Information

School :

School Not Listed? Please stop and contact [marybeth.gripshover@aaahq.org](mailto:marybeth.gripshover@aaahq.org) to have it added to the system.

School Type:

Department Type:

Mobile Phone:

Expected Graduation Date:

Expected Start Semester:

Expected Start Year:

Video Profile URL:

Please, provide the link to a 3-minute video where you state your name and university and briefly explain your research and teaching interests. This video is optional, and it is not meant to be a substitution of your Rookie Camp job market paper presentation.

[YouTube How-to](#)

Are you a rookie?

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

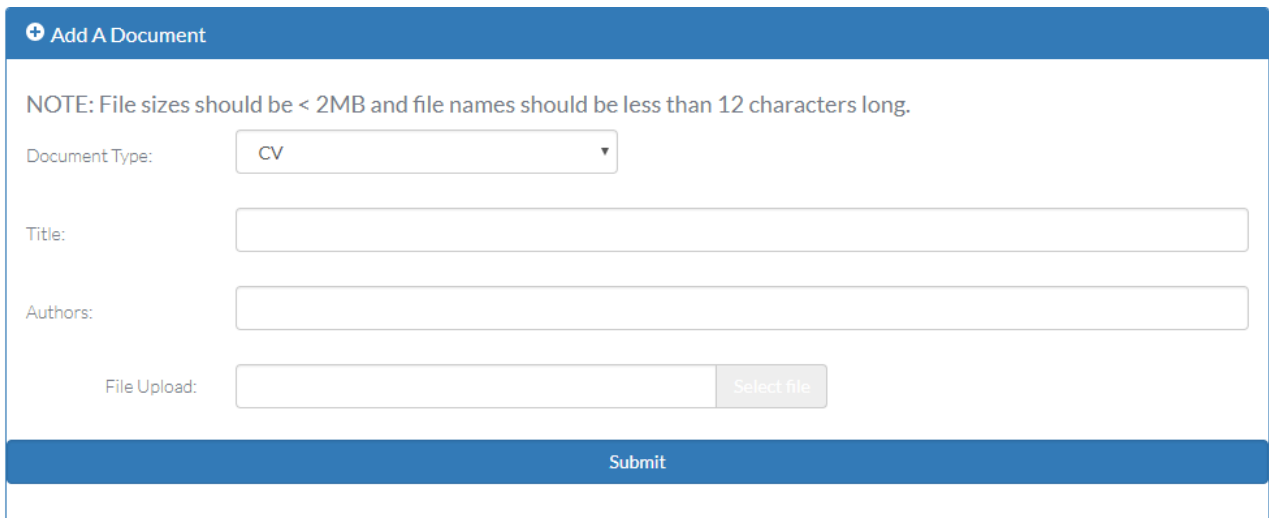
Select “Add/Edit Documents” from the Actions menu.

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.

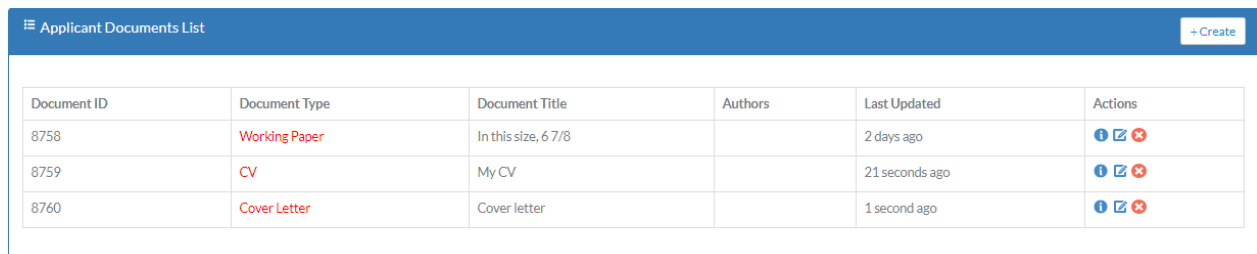
Document Type:

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	<a href="#">i</a> <a href="#">Z</a> <a href="#">x</a>
8759	CV	My CV		21 seconds ago	<a href="#">i</a> <a href="#">Z</a> <a href="#">x</a>
8760	Cover Letter	Cover letter		1 second ago	<a href="#">i</a> <a href="#">Z</a> <a href="#">x</a>

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Step-by-Step instructions for Rookie Camp Applicants

**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



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				Research Methods				Research Areas					Teaching Areas								
ID	School Name	School Attending Camp	Position Type	Archival	Analytical	Experimental	Any	Financial	Managerial	Tax	Auditing	Systems	Any	Financial	Managerial	Tax	Auditing	Systems	Any	Apply	
550	Chinese University of Hong Kong (Shenzhen)	No	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
551	Harvard University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓					✓	✓						<input type="checkbox"/>
552	Rice University	Yes	Tenure Track	✓	✓			✓	✓	✓	✓			✓	✓	✓					<input type="checkbox"/>
553	Yale University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
554	Chinese University of Hong Kong	Yes	Tenure Track	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
555	Peking University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
556	University of Memphis	Yes	Tenure Track	✓		✓		✓			✓			✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
557	Financial Accounting Standards Board (FASB)	Yes	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
558	HEC School of Mgt Paris	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
559	Singapore Management Univ	Yes	Tenure Track	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
560	The Hong Kong Polytechnic University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
561	AAA Test	No	Tenure Track																		<input type="checkbox"/>
562	University of Hong Kong	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
563	Queen's University	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓				<input type="checkbox"/>
564	Univ Adolfo Ibanez	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
565	Shanghai Univ Finance & Economics	Yes	Tenure Track	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>
566	Hong Kong Baptist University	Yes	Tenure Track	✓	✓	✓	✓	✓		✓	✓	✓				✓	✓				<input type="checkbox"/>

Save Cancel

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## 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, and you have applied to schools. Please refer to [rookiecamp.org](http://rookiecamp.org) for the submission deadline. After that point, no additional materials can be updated.

To submit your application, select the Submit RookieCamp Application menu 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.**

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.

Confirm Submission

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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.

▼ Rookiecampa - 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		Oct 14, 2016, 3:05 PM	--	Folder
▶ 441 - David Shaw	●	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!!!!