

# 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 al (which can only be viewed via DropBox) are delivered to a unique DropBox folder for each candidate and school.

### Sign Up on Rookie Camp Site

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)

The image shows a 'Sign Up' form with the following fields and values:

- First Name:** John
- Last Name:** Doe
- E-mail:** mysupermail@mail.com
- Confirm E-mail:** mysupermail@mail.com
- Password:** Password
- Confirm Password:** Confirm Password
- Recruiter:** A dropdown menu with 'Recruiter' selected, indicated by a red arrow.

At the bottom of the form, there is a blue 'Sign Up' button and an orange 'Back' button.

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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.

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.**

| Name  | Modified              | Size     | Type           |
|---|-----------------------|----------|----------------|
| Rookiecamp - University of Miami                      |                       |          | Folder         |
| .dropbox  | Oct 12, 2016, 7:35 PM |          | Folder         |
| icon?   | Oct 12, 2016, 8:15 AM | 35 bytes | TextEd...ument |
| Position - 35   | Yesterday, 2:35 PM    | 347 KB   | TextEd...ument |
| 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         |
| Accounting for Private Email Servers.pdf              | Today, 3:04 PM        | 35 KB    | Adobe...cument |
| Cover letter.pdf                                      | Today, 3:05 PM        | 138 KB   | Adobe...cument |
| Jane R. Smith recommendation letter by Carl Jones.pdf | Today, 3:05 PM        | 1.8 MB   | Adobe...cument |
| Mv CV.pdf   | Today, 3:05 PM        | 4 KB     | Adobe...cument |
|   | 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.