1. **What are the application deadlines and interview dates for each accounting firm?**

   The most up-to-date schedule is posted at the Career Services Center, which can be accessed here: [http://www.wwu.edu/careers/accountingevevents.shtml](http://www.wwu.edu/careers/accountingevevents.shtml). Additionally, the Department of Accounting sends out electronically, press releases for each firm, highlighting what career opportunities are available, including application deadlines and when interviews will be taking place.

   Application deadlines and interview dates also listed on individual position postings in [Viking CareerLink](http://www.wwu.edu/careers/careerlink).  

2. **What internship and full-time positions are being offered for each accounting firm?**

   View all available internship and career opportunities available with each firm within your Viking Career Link account.

   For more detailed information about each position opening login to [Viking CareerLink](http://www.wwu.edu/careers/careerlink):
   - Under the **Search** (with a magnifying glass icon) type in the name of the firm
   - Results will be displayed in “active job results” featuring the company and job title
   - Click on the job title to learn more about a position and apply
   - **Important!** Make sure your profile in Viking Career Link reflects your current year in school, major, anticipated graduation date and GPA. Failure to keep this section updated might exclude you from applying for positions in which you are qualified for.

3. **Do I apply to each position through Viking CareerLink, through the firm’s website, or both?**

   Every position application requires students to apply through [Viking CareerLink](http://www.wwu.edu/careers/careerlink). Some accounting firms ask students to apply through the company’s website in addition to applying through Viking CareerLink. Make sure to check the application instructions on each position posting.

4. **What documents do I need to include in my application?**

   Generally, a copy of your résumé, cover letter, unofficial transcript, as well as any other additional documents requested specifically in the position description. These documents can be stored in your Viking Career Link account and uploaded as needed.

5. **How do I edit my GPA or major?**

   Within your Viking Career Link Account, instead of selecting the “Profile” section where your GPA is listed, go to “My Account” and select “Academic” to then edit your GPA.

6. **I’m having difficulties attaching a transcript to my application!**

   An official transcript usually has a lot of extra style included, such as a color logo for Western, which takes up data space, and Viking Career Link has a size limitation on attachments. Open your transcript and select all the information related to courses taken, including the text line...
with your name, copy and paste this information into a new word document and save as a PDF. Another option, print a copy of your transcript, scan the copy to your email and try attaching it to your application in Viking Career Link.

7. How do I sign-up for an interview?

Once the accounting firms makes their selections, the selected candidates will receive an email notification from Viking CareerLink that they have been invited to interview with a particular firm. This email will advise you to login to Viking CareerLink and select a preferred interview time.

**Important!** There is a starting/ending signup period to select an interview slot. First come, first served. If you anticipate interviewing, determine what times work best in your schedule asap! Make sure that you have your account preferences in VCL set to receive email alerts so that you receive notification in advance to sign up for interviews!

8. What interview practice resources are available through Career Services?

Participating in a Mock Interview is a great way to get some practice ahead of time. An interview experience is simulated by a facilitator asking a set of questions (usually for 20-30 minutes) followed by a period of feedback and an opportunity for the interviewee to ask questions. Mock Interviews can be digitally recorded, which provides an insightful opportunity to view yourself participating in this experience. Additionally, the Career Services Center has interview prep materials located at our website and in paper resource form in the Career Services Center, OM 280. **Important!**

9. Whom should I contact, if I have questions?

**Please note that many firms have application deadlines that fall on a weekend!** Consider submitting your application well in advance of the deadline, so that you allow sufficient time to address any issues you might experience! The Career Services Center is open 8AM-5PM Monday through Friday, and is closed on Saturdays and Sundays.

**Help! Do you need your application reviewed before submitting it?** Make an appointment to meet with a Career Counselor well in advance of application deadlines. Call the Center at 360-650-3240 to schedule an application review, cover letter or resume editing, or gain interview practice with a mock interview.