What did you do with your down time on the job?  D

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
   Please Specify:

Upon completing your internship did you receive a job offer from the company?  B

A. Yes  B. No

After completing your internship experience, how interested were you in continuing work in that field?  B

A. More interested  
B. Less interested  
C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Laura Rogers

Year: C
   A. Sophomore B. Junior C. Senior D. Graduate

Company: DFAS- Defense Finance & Acctg. Services
Position: Budget and Execution Department- Intern

Type of Company: C
   A. Public B. Private C. Government

Supervisor’s Name: Cindy Cox

Supervisor’s Email Address: cindy.cox@dfas.gov

How many internships did you apply for? A
   A. 1-2 B. 3-4 C. 5 or more

How many internships did you receive interviews for? A
   A. 1-2 B. 3-4 C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

Please specify: Dr. Duncan

What other sources, if any, did you use to search for internships?
Please Specify: NA
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A

A. Yes          B. No

Which best fits what you wore to your interview? A

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? A

A. Yes          B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A

A. Yes          B. No

Did you take a copy of your resume with you to the interview? A

A. Yes          B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A

A. Yes          B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A

A. Yes          B. No

Who was seated first at the beginning of the interview? A

A. You
B. The Interviewer
C. Do Not Remember

**Post Interview**

Did you send the interviewer a thank you note after the interview? A

A. Yes B. No

How quickly did you receive an answer regarding whether or not you received your internship? A

A. A Few Days  
B. A Week  
C. 2-3 Weeks  
D. A Month or Longer

**Successful Job Experience** (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? A

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times  

Comments/Reasons (Optional):

How many times were you absent from work (unexcused)? A

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times  

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete? A

A. Ask Questions  
B. Work Through It  
C. Work on Something Else
What did you do with your down time on the job?  A

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
   Please Specify:

Upon completing your internship did you receive a job offer from the company?  A

A. Yes  B. No

After completing your internship experience, how interested were you in continuing work in that field?  A

A. More interested  
B. Less interested  
C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Kristin Davis

Year: C

   A. Sophomore  B. Junior  C. Senior  D. Graduate

Company: Adesa

   Position: Accounts Payable

Type of Company: A

   A. Public  B. Private  C. Government

Supervisor’s Name: Bill Divish

Supervisor’s Email Address:

How many internships did you apply for? B

   A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for? B

   A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied? (Examples: Internet, Career Fair, Networking)

   Please specify: People I knew

What other sources, if any, did you use to search for internships? Please Specify: Internet
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A

A. Yes  B. No

Which best fits what you wore to your interview? A

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? A

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A

A. Yes  B. No

Did you take a copy of your resume with you to the interview? A

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A

A. Yes  B. No

Who was seated first at the beginning of the interview? B

A. You  B. The Interviewer  C. Do Not Remember
**Post Interview**

Did you send the interviewer a thank you note after the interview? B

A. Yes  B. No

How quickly did you receive an answer regarding whether or not you received your internship? A

A. A Few Days
B. A Week
C. 2-3 Weeks
D. A Month or Longer

**Successful Job Experience** (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times
   Comments/Reasons (Optional):

How many times were you absent from work (unexcused)? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times
   Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete? A

A. Ask Questions
B. Work Through It
C. Work on Something Else
What did you do with your down time on the job? A

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
    Please Specify:

Upon completing your internship did you receive a job offer from the company? B

A. Yes B. No

After completing your internship experience, how interested were you in continuing work in that field? C

A. More interested  
B. Less interested  
C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Tyler White

Year: c.
   A. Sophomore  B. Junior  C. Senior  D. Graduate

Company: McGladrey and Pullen
    Elkhart, IN
    Position: Tax Intern

Type of Company: a
   A. Public  B. Private  C. Government

Supervisor’s Name: Sheryl Eakins

Supervisor’s Email Address: sheryl.eakins@rsmi.com

How many internships did you apply for? b
   A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for? a
   A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

Please specify: Career fair, networking, internet, faculty

What other sources, if any, did you use to search for internships?
Please Specify: classifieds
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? a

A. Yes       B. No

Which best fits what you wore to your interview? a

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? a

A. Yes       B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? a

A. Yes       B. No

Did you take a copy of your resume with you to the interview? a

A. Yes       B. No

The Interview

Did you shake hands with the interviewer upon meeting them? a

A. Yes       B. No

Did you shake hands with the interviewer upon the conclusion of the interview? a

A. Yes       B. No

Who was seated first at the beginning of the interview? a

A. You
B. The Interviewer
C. Do Not Remember

**Post Interview**

Did you send the interviewer a thank you note after the interview? □

A. Yes □ B. No

How quickly did you receive an answer regarding whether or not you received your internship? □

A. A Few Days □ B. A Week □ C. 2-3 Weeks □ D. A Month or Longer

**Successful Job Experience** (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? □

A. Never □ B. Once □ C. 2-4 times □ D. 5-7 times □ E. More than 7 times

Comments/Reasons (Optional): partied with another intern the night before our last day

How many times were you absent from work (unexcused)? □

A. Never □ B. Once □ C. 2-4 times □ D. 5-7 times □ E. More than 7 times

Comments/Reasons (Optional): since only a 3 month intern, didn't think it was appropriate to miss any work

How did you handle an assignment you did not know how to complete? □

A. Ask Questions □ B. Work Through It □ C. Work on Something Else
What did you do with your down time on the job?  

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  

Please Specify: didn't have down time, always had something to work on

Upon completing your internship did you receive a job offer from the company?  

A. Yes  
B. No  

After completing your internship experience, how interested were you in continuing work in that field?  

A. More interested  
B. Less interested  
C. About the same amount of interest
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Company</th>
<th>Position</th>
<th>Type of Company</th>
<th>Website</th>
<th>Campus Interviews</th>
<th>Job Fairs</th>
<th>Career Bank.com</th>
<th>Career Center</th>
<th>Career Monster.com</th>
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<tbody>
<tr>
<td>Liz</td>
<td>Comer</td>
<td>Defense Finance &amp; Accounting Services</td>
<td>Developmental Program Coordinator</td>
<td>Government</td>
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<tr>
<td>Jim</td>
<td>Hummel</td>
<td>Cinergy</td>
<td>Supervisor</td>
<td>Corporation</td>
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<tr>
<td>JoDee</td>
<td>Curtis</td>
<td>Katz, Sapper, &amp; Miller</td>
<td>Accounting Intern</td>
<td>Public</td>
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<td>John</td>
<td>Curry</td>
<td>BKD LLP</td>
<td>Tax Manager</td>
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<td>x</td>
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<td>Tim</td>
<td>Doyle</td>
<td>Dauby, O'Connor &amp; Zaleski, LLC</td>
<td>Principal</td>
<td>Public</td>
<td>x</td>
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<td>Brandon</td>
<td>Cook</td>
<td>Greenwalt Sponsel &amp; Co., Inc.</td>
<td>Tax Staff</td>
<td>Public</td>
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<tr>
<td>Chris</td>
<td>Haywood</td>
<td>Haywood &amp; Petrow, P.C.</td>
<td>Public</td>
<td></td>
<td>x</td>
<td>x</td>
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<tr>
<td>Jodi</td>
<td>Lamp</td>
<td>PricewaterhouseCoopers</td>
<td>Recruitment Coordinator</td>
<td>Public</td>
<td>x</td>
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<tr>
<td>Kristi</td>
<td>McNally</td>
<td>Deloitte</td>
<td>Human Resources Manager</td>
<td>Public</td>
<td>x</td>
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<td>Molly</td>
<td>White</td>
<td>Ernst &amp; Young</td>
<td>Campus Recruiter</td>
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<tr>
<td>Tina</td>
<td>Ebert</td>
<td>Slattery &amp; Holman, P.C.</td>
<td>Staff Accountant</td>
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<td>x</td>
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<td>82% Public</td>
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<td>18%</td>
<td>100%</td>
<td>9%</td>
<td>64%</td>
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<td>Defense Finance &amp; Accounting Services</td>
<td>x</td>
<td>x</td>
<td>Résumé, Initial Conversation to determine compatibility</td>
<td>résumé</td>
<td>Yes</td>
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<td>Cinergy</td>
<td>x</td>
<td>x</td>
<td>GPA, extracurricular activities, referrals</td>
<td>None</td>
<td>Yes</td>
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<td>Katz, Sapper, &amp; Miller</td>
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<td>Grades, Major</td>
<td>résumé</td>
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<td>BKD LLP</td>
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<td>Job Fair &amp; résumé</td>
<td>None</td>
<td>No</td>
<td></td>
<td></td>
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<td>Daubly, O'Connor &amp; Zaleski, LLC</td>
<td>x</td>
<td>classroom presentations, one-on-ones, word of mouth</td>
<td>Past Interns recommendations, professor input, meetings, personality, &quot;fit&quot;, GPA</td>
<td>résumé, Background Information Sheet from Website</td>
<td>No</td>
<td></td>
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<tr>
<td>Greenwalt Sponsel &amp; Co., Inc.</td>
<td>word of mouth, Central Indiana small Accounting interview day, &amp; IU's accounting interview day</td>
<td></td>
<td>Campus Involvement, GPA, &amp; expected credits upon graduation</td>
<td>résumé</td>
<td>Yes (see survey)</td>
<td></td>
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<tr>
<td>Haywood &amp; Petrow, P.C.</td>
<td></td>
<td></td>
<td>résumé - grammar, cosmetics, format; preliminary questionnaire</td>
<td>References, Transcripts, résumé</td>
<td>Yes</td>
<td></td>
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<tr>
<td>PricewaterhouseCoopers</td>
<td>Online Career Profile via website &amp; résumé</td>
<td></td>
<td>Pre-identification events (see previous), résumé, campus interview</td>
<td>résumé &amp; Application</td>
<td>Yes</td>
<td></td>
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<td>Deloitte</td>
<td>x</td>
<td></td>
<td>Résumé &amp; Application</td>
<td></td>
<td>Yes</td>
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<td>Ernst &amp; Young</td>
<td>x</td>
<td>Summer Programs</td>
<td>See Previous</td>
<td>Résumé, Campus Hire Application, Transcript</td>
<td>No</td>
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<td>Slattery &amp; Holman, P.C.</td>
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<td>Résumé, Talk to candidate one-on-one at Job Fair</td>
<td>résumé</td>
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<td>45%</td>
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<td>82% résumé</td>
<td>Yes is 63.6%</td>
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<td>Company</td>
<td>How should Interviewee appear?</td>
<td>Should Interviewee have questions to ask?</td>
<td>Negative Qualities?</td>
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<tr>
<td>Defense Finance &amp; Accounting</td>
<td>Dressed in a suit, well-groomed, on time</td>
<td>Yes</td>
<td>Showing up late, dressing casually, one-word answers</td>
<td></td>
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<tr>
<td>Cinergy</td>
<td>Business Casual Dress, Neat &amp; Confident</td>
<td>Yes</td>
<td>Meek &amp; Shy, not willing to expand upon answers</td>
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<tr>
<td>Katz, Sapper, &amp; Miller</td>
<td>Suit, Well-groomed, Professional, Strong Communication</td>
<td>Yes</td>
<td>Not Prepared, Not knowledgeable about firm, not professional</td>
<td></td>
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<tr>
<td>BKD LLP</td>
<td>Professional Attire &amp; Professional Appearance</td>
<td>Yes, real questions though</td>
<td>Lack of knowledge about our firm and lack of passion for the profession in general</td>
<td></td>
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<tr>
<td>Dauby, O'Connor &amp; Zaleski, LLC</td>
<td>Business Attire, Well Groomed, Alert, Professional</td>
<td>Yes, real questions though</td>
<td>No Eye contact, not well groomed, unprepared, lack of interest, not smiling</td>
<td></td>
<td></td>
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<tr>
<td>Greenwalt Sponsel &amp; Co., Inc.</td>
<td>Professional Dress, Confident, Well-groomed, No facial piercings</td>
<td>Yes (see survey)</td>
<td>No eye contact, short answers, negative talk about past work experience</td>
<td></td>
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<tr>
<td>Haywood &amp; Petrow, P.C.</td>
<td>Business Attire, Attentive, Not Fidgety</td>
<td>Yes</td>
<td>Improper Attire, Bad Manners, Bad Grammar, Inability to Communicate</td>
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<tr>
<td>PricewaterhouseCoopers</td>
<td>Business Professional</td>
<td>Yes</td>
<td>Excellent GPA not supported by appropriate leadership, teamwork, campus involvement; lack of enthusiasm; lack of knowledge about opportunity</td>
<td></td>
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<tr>
<td>Deloitte</td>
<td>Professional</td>
<td>Yes</td>
<td>Poor Communication skills, lack of leadership, low GPA, not being prepared, unprofessional</td>
<td></td>
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<tr>
<td>Ernst &amp; Young</td>
<td>Professional</td>
<td>Yes</td>
<td>Lack of eye contact, no knowledge of the position, lack of confidence</td>
<td></td>
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<tr>
<td>Slattery &amp; Holman, P.C.</td>
<td>Dressed Professionally, Well-mannered</td>
<td>Yes</td>
<td>Poor Posture, Lack of eye-contact</td>
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<td>100% Business Professional</td>
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<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Company</td>
<td>The Interview</td>
<td>Most Important Qualities</td>
<td>How Fast do you Respond with a Decision?</td>
<td>Influence of a Thank You Note?</td>
<td></td>
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<tr>
<td>Defense Finance &amp; Accounting Services</td>
<td>discussing plans/goals that marry up with the goals of our organization. (i.e. talk about wanting to be a lawyer)</td>
<td>Self-confidence, Able to &quot;tell stories&quot; that illustrate their résumé</td>
<td>Few Days to A Week</td>
<td>A little Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cinergy</td>
<td>Answering with only a &quot;yes&quot; or &quot;no&quot;</td>
<td>Confidence, Interpersonal skill to carry on a conversation, an interview is really a &quot;forced&quot; conversation</td>
<td>A Few Weeks</td>
<td>A little Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Katz, Sapper, &amp; Miller</td>
<td>&quot;I really want to work for the Big 4&quot;</td>
<td>Strong Communicator, Interest, Prepared, Involvement</td>
<td>Few Days</td>
<td>No Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BKD LLP</td>
<td>Ask questions that can be answered from the website</td>
<td>Ability during the interview to highlight past successes in &amp; out of the classroom</td>
<td>One to Two Weeks</td>
<td>A little Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dauby, O'Connor &amp; Zaleski, LLC</td>
<td>anything that breaks the law</td>
<td>attitude, by far...</td>
<td>A Week</td>
<td>A little Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greenwalt Sponsel &amp; Co., Inc.</td>
<td>&quot;I hated my last boss&quot;</td>
<td>Communication skills, confidence, non-over-the-top cockiness</td>
<td>One to Two Weeks</td>
<td>Little to no Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haywood &amp; Petrow, P.C.</td>
<td>Disinterested in the position (i.e. cell phone usage, disrespectful, etc.)</td>
<td>Professionalism, Proper Attire, Attention to Detail</td>
<td>A Few Weeks</td>
<td>A lot of Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PricewaterhouseCoopers</td>
<td>Answering questions with inappropriate examples, i.e. religion, politics, or personal relationships</td>
<td>Flexibility, Initiative, Leadership, Teamwork, Communication</td>
<td>A Week</td>
<td>A little Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deloitte</td>
<td></td>
<td>Technical, Communication, Leadership</td>
<td>A Few Days</td>
<td>No Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ernst &amp; Young</td>
<td></td>
<td></td>
<td>A Few Days</td>
<td>No Influence, but shows professionalism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slattery &amp; Holman, P.C.</td>
<td>Act disrespectful</td>
<td>Personable</td>
<td>A Week</td>
<td>A little Influence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Majority is a week or Majority is little to no influence.
## Successful Job Experience

<table>
<thead>
<tr>
<th>Company</th>
<th>How often is it acceptable to be late (unexcused)?</th>
<th>How often is it okay to be absent (unexcused)?</th>
<th>If Stuck, What should they do?</th>
<th>If Still Stuck, what should they do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defense Finance &amp; Accounting Services</td>
<td>They have cover to be late. See survey</td>
<td>They have cover to be absent. See survey</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>Cinergy</td>
<td>Never, see survey</td>
<td>Never, see survey</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>Katz, Sapper, &amp; Miller</td>
<td>Once</td>
<td>Never</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>BKD LLP</td>
<td>Never</td>
<td>Never</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>Dauby, O'Connor &amp; Zaleski, LLC</td>
<td>Discussions will happen if an issue arises</td>
<td>Discussions will happen if an issue arises</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>Greenwalt Sponsel &amp; Co., Inc.</td>
<td>Depends on the situation, but once or twice is understandable</td>
<td>Never, must have a viable reason</td>
<td>Ask Questions</td>
<td>Ask More Questions (See Survey)</td>
</tr>
<tr>
<td>Haywood &amp; Petrow, P.C.</td>
<td>Never, should call manager</td>
<td>Never, should be approved</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>PricewaterhouseCoopers</td>
<td>Never</td>
<td>Never</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>Deloitte</td>
<td>Depends on the situation, but not advisable to be late</td>
<td>Depends on the situation, but not advisable to be absent</td>
<td>Ask Questions</td>
<td>Work through it, and then ask more questions</td>
</tr>
<tr>
<td>Ernst &amp; Young</td>
<td>Once</td>
<td></td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td>Slattery &amp; Holman, P.C.</td>
<td>Once</td>
<td>Never</td>
<td>Ask Questions</td>
<td>Ask More Questions</td>
</tr>
<tr>
<td></td>
<td>50% is Once; 50% is Never</td>
<td>Majority say Never</td>
<td>100% say Ask Questions</td>
<td>100% say Ask More Questions</td>
</tr>
<tr>
<td>Company</td>
<td>What should they do with Down Time?</td>
<td>Common to offer a job?</td>
<td>Of offered jobs, how many accept?</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Defense Finance &amp; Accounting Services</td>
<td>Acclimate his or herself to their job</td>
<td>Yes</td>
<td>78%</td>
<td></td>
</tr>
<tr>
<td>Cinergy</td>
<td>Acclimate his or herself to their job, Ask for something to do, talking to coworkers if can be deemed good team building</td>
<td>Yes</td>
<td>50-74%</td>
<td></td>
</tr>
<tr>
<td>Katz, Sapper, &amp; Miller</td>
<td>Ask for something to Do</td>
<td>Yes</td>
<td>75-99%</td>
<td></td>
</tr>
<tr>
<td>BKD LLP</td>
<td>Acclimate his or herself to their job, Ask for something to do, talking to coworkers if can be deemed good team building</td>
<td>Yes</td>
<td>75-99%</td>
<td></td>
</tr>
<tr>
<td>Dauby, O'Connor &amp; Zaleski, LLC</td>
<td>Ask for something to Do</td>
<td>Yes</td>
<td>75-99%</td>
<td></td>
</tr>
<tr>
<td>Greenwalt Sponsel &amp; Co., Inc.</td>
<td>Help out elsewhere, read periodicals about the industry</td>
<td>Yes</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Haywood &amp; Petrow, P.C.</td>
<td>Ask for something to Do</td>
<td>Yes</td>
<td>75-99%</td>
<td></td>
</tr>
<tr>
<td>PricewaterhouseCoopers</td>
<td>Ask for something to Do</td>
<td>Yes</td>
<td>75-99%</td>
<td></td>
</tr>
<tr>
<td>Deloitte</td>
<td>Ask for something to Do</td>
<td>Yes</td>
<td>75-99%</td>
<td></td>
</tr>
<tr>
<td>Ernst &amp; Young</td>
<td>Ask for something to Do</td>
<td>Yes</td>
<td>75-99%</td>
<td></td>
</tr>
<tr>
<td>Slattery &amp; Holman, P.C.</td>
<td>Ask for something to Do</td>
<td>Yes</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
| Majority say ask for something to do, but also say to acclimate yourself to your job | Majority say 75-99%
Appendix B: Employers

Employer Email
Blank Survey
Employer Responses
Employer Data Chart
Sample Employer Email
Dear (Recruiter’s Name) at (Company’s Name),

We are conducting a survey of firms that offer accounting internships. This survey will be a part of our final Honors Thesis project at Ball State University, under the direction of Dr. James Duncan. Our goal is to put together a pamphlet filled with information that would be useful to accounting students in their pursuit of an accounting internship. Topics include searching for an internship, interviewing, and having a good on the job experience.

We would appreciate your help in this endeavor. If you could take a few moments to fill out the attached survey in order to give us data on what firms are looking for in an intern.

Just save the attached file to your desk top and fill it out. Once you have completed the survey, save the file once more and then attach it in an email addressed to Katrina Chrisman, kkchrisman@bsu.edu.

Thank you for your help. We hope this project will help you in the future as well by offering you interviewees that are better prepared to intern in your company. If you have any questions please feel free to contact one of us.

Katrina Chrisman
Jessica Gooselaw

kkchrisman@bsu.edu
jlgooselaw@bsu.edu
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name:

Company: Position:

Kind of Company:

A. Public B. Private C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify:

How do you screen applicants for the initial interview?

Please Specify:

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify:

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview?

A. Yes B. No

How do you expect your interviewee to appear upon first meeting? (Regarding clothing, grooming, body language, etc.)

Please Specify:
Do you prefer your interviewees think of questions ahead of time to ask you during the interview?

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify:

What is the worst thing that an interviewee can do or say?

Please Specify:

What qualities strike you as the most important for an interviewee to possess?

Please Specify:

**Post Interview**

How quickly do you usually communicate your decision to the applicant(s)?

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them?

A. A lot of influence
B. A little influence
C. No influence

**Successful Job Experience**

How often is it acceptable for an intern to be late to work for a non-excused reason?

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional):
How many times is it acceptable for an intern to be absent from work (non-excused reason)?

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (optional):

When an intern does not know how to perform a task, what should they do?

A. Ask questions  
B. Work through it  
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do?

A. Ask more questions  
B. Work through it  
C. Work on something else

What should an intern do with his or her down time on the job?

A. Ask for something to do  
B. Acclimate his or herself to their job  
C. Play games; play online; read a book  
D. Act busy  
E. Talk to Co-workers  
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship?

A. Yes  
B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted?

A. 100% of them accept the job offer  
B. 75-99% of them accepted the job offer  
C. 50-74% of them accepted the job offer  
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey
(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Brandon Cook

Company: Greenwalt Sponsel & Co, Inc. Position: Tax Staff

Kind of Company: A

A. Public B. Private C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: We go to various college recruiting events and interview on campus. We also take referrals from other peers in the business world. Our biggest recruiting day is the Central Indiana small college accounting interview day. 12 central Indiana Universities/Colleges gather at U of I for a day (Butler, Taylor, St Joseph's, Marian, U of I, Franklin, Anderson, Indiana Wesleyan, Huntington, IUPUI, IU-East, and IU-Southeast. We also participate in IU's accounting interview day

How do you screen applicants for the initial interview?

Please Specify: There isn't too much pre-screening. A lot of times, the Universities set up the interviews for us. At IU, we get the stack of applicants and get to go through their resumes. Typically, we look for campus involvement, work experience, GPA and expected credits upon graduation.

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: Normally just a resume

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview?
 Depends on the interviewer. I only have 2 or 3 specific questions that I ask everyone. I like to get the applicant talking and just let the interview flow with very minimal guidance on my part.

A. Yes  B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: Professional dress, confident w/ one's appearance. Facial hair is ok for guys, as long as it is natural looking. Facial piercings are not a good thing...its hard for someone to take you seriously if you have a rod through your nose or lip

Do you prefer your interviewees think of questions ahead of time to ask you during the interview?

Yes, it shows they have prepared and done a little research about my company

A. Yes  
B. No  
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: Not having eye contact. Short answers. Talking negatively about past work experience

What is the worst thing that an interviewee can do or say?

Please Specify: I hated my last boss

What qualities strike you as the most important for an interviewee to possess?

Please Specify: Communication skills - if you can't carry on a natural conversation w/ me, you probably would not fit in our office culture. Confidence in one self is also very important. Cockiness is OK, as long as it is not over the top.

Post Interview

How quickly do you usually communicate your decision to the applicant(s)?

Depends, but typically within a week or two

A. Right Away
B. A Few Days  
C. A Week  
D. A Few Weeks  

How much influence does a thank you note from the interviewee have on your decision to hire them?  
Little to no influence  

A. A lot of influence  
B. A little influence  
C. No influence  

Successful Job Experience  

How often is it acceptable for an intern to be late to work for a non-excused reason?  
Depends how you define "late"  
Once or twice is understandable.....after that, it is a problem  

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times  

Comments/Reasons (optional):  

How many times is it acceptable for an intern to be absent from work (non-excused reason)?  
A  

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times  

Comments/Reasons (optional):  
You should always have a viable reason if you are going to miss work  

When an intern does not know how to perform a task, what should they do?  
Ask questions  

A. Ask questions  
B. Work through it  
C. Work on something else
When an intern still does not understand part or all of a task after they have asked once, what should they do? Ask to have it clarified...normally someone would then help them through the task. Training is not a waste time if the trainee learns something from it

A. Ask more questions
B. Work through it
C. Work on something else

What should an intern do with his or her down time on the job? Try and help out somewhere else, read periodicals about the industry or a client's industry. Never sit and do nothing

A. Ask for something to do
B. Acclimate his or herself to their job
C. Play games; play online; read a book
D. Act busy
E. Talk to Co-workers
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship? Yes, very common. An internship is really just a long interview

A. Yes
B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted? Close to 100%...I do not know of any that have declined an offer

A. 100% of them accept the job offer
B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey
(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: JoDee Curtis

Company: Katz, Sapper, & Miller

Position: accounting intern

Kind of Company: b

A. Public    B. Private    C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: job fairs, website, campus career center and campus interviews

How do you screen applicants for the initial interview?

Please Specify: grades, major

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: resume

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? yes

A. Yes    B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: suit, well groomed, professional, strong communication
Do you prefer your interviewees think of questions ahead of time to ask you during the interview? yes

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: not prepared, not knowledgeable about our Firm, not profession

What is the worst thing that an interviewee can do or say?

Please Specify: I really want to work for the Big 4

What qualities strike you as the most important for an interviewee to possess?

Please Specify: strong communicator, interest, prepared, involvement

Post Interview

How quickly do you usually communicate your decision to the applicant(s)? a few days

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them? none

A. A lot of influence
B. A little influence
C. No influence

Successful Job Experience

How often is it acceptable for an intern to be late to work for a non-excused reason? b

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional):
How many times is it acceptable for an intern to be absent from work (non-excused reason)?

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (optional): a

When an intern does not know how to perform a task, what should they do? a

A. Ask questions  
B. Work through it  
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do? a

A. Ask more questions  
B. Work through it  
C. Work on something else

What should an intern do with his or her down time on the job? a

A. Ask for something to do  
B. Acclimate his or herself to their job  
C. Play games; play online; read a book  
D. Act busy  
E. Talk to Co-workers  
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship? a

A. Yes  
B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted? b

A. 100% of them accept the job offer  
B. 75-99% of them accepted the job offer  
C. 50-74% of them accepted the job offer  
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Liz Comer

Company: DFAS Coordinator

Position: Developmental Program

Kind of Company: C

A. Public    B. Private    C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: career fairs, career centers, website, campus business clubs/fraternities

How do you screen applicants for the initial interview?

Please Specify: review resume, initial conversation to determine compatibility

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: resume

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? yes

A. Yes    B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: dressed in a suit, well groomed, on time
Do you prefer your interviewees think of questions ahead of time to ask you during the interview? yes

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: showing up late, dressed too casually, one word answers

What is the worst thing that an interviewee can do or say?

Please Specify: discussing plans/goals that don't marry up with the goals of our organization - i.e. we're an accounting org - please don't talk of your plans to become a lawyer and starting your own practice

What qualities strike you as the most important for an interviewee to possess?

Please Specify: self confidence, able to 'tell stories' that illustrate their resume

Post Interview

How quickly do you usually communicate your decision to the applicant(s)? b - c

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them? b

A. A lot of influence
B. A little influence
C. No influence

Successful Job Experience

How often is it acceptable for an intern to be late to work for a non-excused reason? not sure how you define non-excused. Our summer internships offer benefits, they earn 4 hours of vacation time and 4 hours of sick leave every 2 weeks. They have leave to cover being late.

A. Never
B. Once
C. 2-4 times  
D. 5-7 times  
E. More than 7 times  

Comments/Reasons (optional):  
How many times is it acceptable for an intern to be absent from work (non-excused reason)?  
A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times  
Comments/Reasons (optional): see above  

When an intern does not know how to perform a task, what should they do?  
A. Ask questions  
B. Work through it  
C. Work on something else  

When an intern still does not understand part or all of a task after they have asked once, what should they do?  
A. Ask more questions  
B. Work through it  
C. Work on something else  

What should an intern do with his or her down time on the job?  
A. Ask for something to do  
B. Acclimate his or herself to their job  
C. Play games; play online; read a book  
D. Act busy  
E. Talk to Co-workers  
F. Other please specify:  

Is it common for you to offer a job to an intern after successful completion of their internship?  
A. Yes  
B. No  

Of the jobs that you have offered to interns, approximately what percent of them have accepted? offered 9, 7 accepted
A. 100% of them accept the job offer
B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Chris Haywood

Company: Haywood & Petrow, P.C.

Kind of Company: A

A. Public  B. Private  C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: Job Fairs, Website, Monster.com, Careerbank.com

How do you screen applicants for the initial interview?

Please Specify: Check resume - grammer, cosmetics, format. Potential candidates are then sent a questionnaire with 5 preliminary questions.

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: Resume, transcript, references

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? A

A. Yes  B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: Business attire - professionally dressed; attentive; not fidgety
Do you prefer your interviewees think of questions ahead of time to ask you during the interview?  A

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: improper attire, bad manners, bad grammar, inability to communicate

What is the worst thing that an interviewee can do or say?

Please Specify: Disinterested in the position, such as cell phone usage, disrespectful, etc

What qualities strike you as the most important for an interviewee to possess?

Please Specify: Professionalism, proper attire, attention to detail

Post Interview

How quickly do you usually communicate your decision to the applicant(s)?  D

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them?  A

A. A lot of influence
B. A little influence
C. No influence

Successful Job Experience

How often is it acceptable for an intern to be late to work for a non-excused reason?  A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional): If going to be late, intern should call to notify manager.
How many times is it acceptable for an intern to be absent from work (non-excused reason)?

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional): Any absence from work should be approved.

When an intern does not know how to perform a task, what should they do?

A. Ask questions
B. Work through it
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do?

A. Ask more questions
B. Work through it
C. Work on something else

What should an intern do with his or her down time on the job?

A. Ask for something to do
B. Acclimate his or herself to their job
C. Play games; play online; read a book
D. Act busy
E. Talk to Co-workers
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship?

A. Yes
B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted?

A. 100% of them accept the job offer
B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: John Curry

Company: BKD LLP                     Position: Tax Manager

Kind of Company: B (Public Accounting Firm)

   A. Public       B. Private       C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: Job fairs, website, campus career centers

How do you screen applicants for the initial interview?

Please Specify: Job fair and resume

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: None

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview?  B

   A. Yes       B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: Professional attire and professional overall appearance
Do you prefer your interviewees think of questions ahead of time to ask you during the interview? A (as long as they are questions of actual interest and not just questions for questions sake)

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: Lack of knowledge about our firm and lack of passion for the profession in general

What is the worst thing that an interviewee can do or say?

Please Specify: Ask questions that can be answered from the website

What qualities strike you as the most important for an interviewee to possess?

Please Specify: Ability during the interview to highlight past successes both in and out of the classroom

**Post Interview**

How quickly do you usually communicate your decision to the applicant(s)? C or D (one to two weeks)

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them? B

A. A lot of influence
B. A little influence
C. No influence

**Successful Job Experience**

How often is it acceptable for an intern to be late to work for a non-excused reason? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional):
How many times is it acceptable for an intern to be absent from work (non-excused reason)?

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional):

When an intern does not know how to perform a task, what should they do?

A. (We encourage interns to ask lots of questions. We feel this is an important part of the learning process.)

A. Ask questions
B. Work through it
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do?

A. Ask more questions
B. Work through it
C. Work on something else

What should an intern do with his or her down time on the job?

A. Ask for something to do
B. Acclimate his or herself to their job
C. Play games; play online; read a book
D. Act busy
E. Talk to Co-workers
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship?

A. Yes
B. No
Of the jobs that you have offered to interns, approximately what percent of them have accepted?  B

A. 100% of them accept the job offer
B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey
(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Jodi Lamp

Company: PricewaterhouseCoopers Coordinator

Position: Recruitment

Kind of Company: A

A. Public   B. Private   C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: All of the above

How do you screen applicants for the initial interview?

Please Specify: Online career profile - completed via our website/resume review

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: Online career profile/ resume

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? A

A. Yes   B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: Business Professional
Do you prefer your interviewees think of questions ahead of time to ask you during the interview? A

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: Excellent GPA not supported by appropriate leadership, teamwork, campus involvement; lack of enthusiasm; lack of knowledge about opportunity

What is the worst thing that an interviewee can do or say?

Please Specify: answering questions with inappropriate examples referencing religion, politics or personal relationships;

What qualities strike you as the most important for an interviewee to possess?

Please Specify: Flexibility, Initiative, Leadership, Teamwork, Communication

**Post Interview**

How quickly do you usually communicate your decision to the applicant(s)? C

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them? B

A. A lot of influence
B. A little influence
C. No influence

**Successful Job Experience**

How often is it acceptable for an intern to be late to work for a non-excused reason? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times
Comments/Reasons (optional):
How many times is it acceptable for an intern to be absent from work (non-excused reason)? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional):

When an intern does not know how to perform a task, what should they do? A

A. Ask questions
B. Work through it
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do? A

A. Ask more questions
B. Work through it
C. Work on something else

What should an intern do with his or her down time on the job? A

A. Ask for something to do
B. Acclimate his or herself to their job
C. Play games; play online; read a book
D. Act busy
E. Talk to Co-workers
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship? A

A. Yes
B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted? B

A. 100% of them accept the job offer
B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey
(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Kristi McNally

Company: Deloitte
Position: Human Resources Manager

Kind of Company: A

A. Public   B. Private   C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: job fairs, campus career center, Deloitte website, accounting club and Beta Alpha Psi events

How do you screen applicants for the initial interview?

Please Specify: pre-identification events (mentioned above), review of resumes, campus interviews

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: resume and application

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? A

A. Yes   B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: professional
Do you prefer your interviewees think of questions ahead of time to ask you during the interview? A

A. Yes  
B. No  
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: poor communication skills, lack of leadership, low GPA, not being prepared, unprofessional

What is the worst thing that an interviewee can do or say?

Please Specify:

What qualities strike you as the most important for an interviewee to possess?

Please Specify: technical, communication, leadership,

Post Interview

How quickly do you usually communicate your decision to the applicant(s)? B

A. Right Away  
B. A Few Days  
C. A Week  
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them? C

A. A lot of influence  
B. A little influence  
C. No influence

Successful Job Experience

How often is it acceptable for an intern to be late to work for a non-excused reason?

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times
Comments/Reasons (optional): depends on the situation. Not advisable to be late.

How many times is it acceptable for an intern to be absent from work (non-excused reason)?

- A. Never
- B. Once
- C. 2-4 times
- D. 5-7 times
- E. More than 7 times

Comments/Reasons (optional): depends on the situation. Not advisable to miss work...the internship is short in duration as is.

When an intern does not know how to perform a task, what should they do? A

- A. Ask questions
- B. Work through it
- C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do? B and then A

- A. Ask more questions
- B. Work through it
- C. Work on something else

What should an intern do with his or her down time on the job? A

- A. Ask for something to do
- B. Acclimate his or herself to their job
- C. Play games; play online; read a book
- D. Act busy
- E. Talk to Co-workers
- F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship? A

- A. Yes
- B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted? B about 90%

- A. 100% of them accept the job offer
- B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name:

Company: 

Position: 

Kind of Company:

A. Public B. Private C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify:

How do you screen applicants for the initial interview?

Please Specify:

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify:

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview?

A. Yes B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify:
Do you prefer your interviewees think of questions ahead of time to ask you during the interview?

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify:

What is the worst thing that an interviewee can do or say?

Please Specify:

What qualities strike you as the most important for an interviewee to possess?

Please Specify:

Post Interview

How quickly do you usually communicate your decision to the applicant(s)?

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them?

A. A lot of influence
B. A little influence
C. No influence

Successful Job Experience

How often is it acceptable for an intern to be late to work for a non-excused reason?

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional):
How many times is it acceptable for an intern to be absent from work (non-excused reason)?

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (optional):

When an intern does not know how to perform a task, what should they do?

A. Ask questions  
B. Work through it  
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do?

A. Ask more questions  
B. Work through it  
C. Work on something else

What should an intern do with his or her down time on the job?

A. Ask for something to do  
B. Acclimate his or herself to their job  
C. Play games; play online; read a book  
D. Act busy  
E. Talk to Co-workers  
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship?

A. Yes  
B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted?

A. 100% of them accept the job offer  
B. 75-99% of them accepted the job offer  
C. 50-74% of them accepted the job offer  
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Tim Doyle

Company: Dauby, O'Connor & Zaleski, LLC

Kind of Company: B

A. Public  B. Private  C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: Job fair, past interns word of mouth, website, campus classroom, beta alpha psi, acct club, one on one time with interested recruits

How do you screen applicants for the initial interview?

Please Specify: past interns recommendations, professor input, meetings, personality, "fit", gpa

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: resume our background information sheet accessed from our website

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? b

A. Yes  B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: business attire, very well groomed, alert, professional
Do you prefer your interviewees think of questions ahead of time to ask you during the interview? a - but only questions that truly interest them - - the general questions that they really have no interest in is evident

A. Yes
B. No
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: don’t look in eye, not well groomed, unprepared, don’t appear interested, not smiling

What is the worst thing that an interviewee can do or say?

Please Specify: anything that breaks a law

What qualities strike you as the most important for an interviewee to possess?

Please Specify: attitude, by far.....

Post Interview

How quickly do you usually communicate your decision to the applicant(s)? c -

A. Right Away
B. A Few Days
C. A Week
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them? b

A. A lot of influence
B. A little influence
C. No influence

Successful Job Experience

How often is it acceptable for an intern to be late to work for a non-excused reason? we handle on a case by case issue

A. Never
B. Once
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (optional): what's inexcusable for me may not be for them... we will have immediate discussions if issues arise

**How many times is it acceptable for an intern to be absent from work (non-excused reason)?** see comments

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (optional): what's inexcusable for me may not be for them... we will have immediate discussions if issues arise

**When an intern does not know how to perform a task, what should they do?**

A. Ask questions  
B. Work through it  
C. Work on something else

**When an intern still does not understand part or all of a task after they have asked once, what should they do?**

A. Ask more questions  
B. Work through it  
C. Work on something else

**What should an intern do with his or her down time on the job?**

A. Ask for something to do  
B. Acclimate his or herself to their job  
C. Play games; play online; read a book  
D. Act busy  
E. Talk to Co-workers  
F. Other please specify:

**Is it common for you to offer a job to an intern after successful completion of their internship?**

A. Yes  
B. No
Of the jobs that you have offered to interns, approximately what percent of them have accepted? b

A. 100% of them accept the job offer
B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Jim Hummel

Company: Cinergy Position: Supervisor, Commercial and Industrial Billing (formerly Supervisor, External Reporting)

Kind of Company: B - SEC Reporting

A. Public  B. Private  C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: job fairs, campus career centers, on-campus activities (Beta Alpha Psi, Accounting Club, etc.)

How do you screen applicants for the initial interview?

Please Specify: No specific order: grade point average, activities outside of school, referrals

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: Nothing

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? A

A. Yes  B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: Business Casual Dress, Neat and Confident
Do you prefer your interviewees think of questions ahead of time to ask you during the interview? A

A. Yes  
B. No  
C. No Preference

What qualities do you look upon as negative in an interviewee?

Please Specify: Meek and shy, not willing to expand on questions asked during an interview.

What is the worst thing that an interviewee can do or say?

Please Specify: Answer a question with only a "yes" or "no"

What qualities strike you as the most important for an interviewee to possess?

Please Specify: confidence, interpersonal skill to carry on a conversation, an interview is really a "forced" conversation

**Post Interview**

How quickly do you usually communicate your decision to the applicant(s)? D

A. Right Away  
B. A Few Days  
C. A Week  
D. A Few Weeks

How much influence does a thank you note from the interviewee have on your decision to hire them? B

A. A lot of influence  
B. A little influence  
C. No influence

**Successful Job Experience**

How often is it acceptable for an intern to be late to work for a non-excused reason? A

A. Never  
B. Once  
C. 2-4 times
Comments/Reasons (optional): At Cinergy your part of the team and we make this a real job experience. You have the ability to flex your time so if you are late it is because you did not communicate with your team members

How many times is it acceptable for an intern to be absent from work (non-excused reason)?

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (optional): Again communication is the key. If you communicate with your team members missing work should never be "non-excused"

When an intern does not know how to perform a task, what should they do?

A. Ask questions
B. Work through it
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do?

A. Ask more questions
B. Work through it
C. Work on something else

What should an intern do with his or her down time on the job? A, B and E are all acceptable. Talking to co-workers usually leads to more work or learning the environment at Cinergy

A. Ask for something to do
B. Acclimate his or herself to their job
C. Play games; play online; read a book
D. Act busy
E. Talk to Co-workers
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship?

A. Yes
B. No
Of the jobs that you have offered to interns, approximately what percent of them have accepted?  C

A. 100% of them accept the job offer
B. 75-99% of them accepted the job offer
C. 50-74% of them accepted the job offer
D. Less than 50% of them accepted the job offer
Employer Accounting Internship Survey

(All information gathered here will be used for research purposes; no personal information will be passed on to third parties.)

Please answer the following questions; if there are multiple choices please type the letter of your choice in the space provided. Thank you.

Name: Tina Ebert

Company: Slattery & Holman, P.C.  
Position: Staff Accountant

Kind of Company: A

A. Public  
B. Private  
C. Government

Obtaining Interviewees

How do you and your company advertise your internship position(s)?
(Examples: job fairs, campus career centers, website, etc.)

Please Specify: Job Fairs, Campus Career Center Job Postings

How do you screen applicants for the initial interview?

Please Specify: Review resume, talk to applicant one-on-one at job fair

Preparing for the Interview

What documents do you ask for from the interviewees prior to the interview?

Please Specify: Resume

The Interview

Do you have a fixed set of questions that you ask potential employees during each interview? B

A. Yes  
B. No

How do you expect your interviewee to appear upon first meeting?
(Regarding clothing, grooming, body language, etc.)

Please Specify: Dressed professionally, Well-mannered
Do you prefer your interviewees think of questions ahead of time to ask you during the interview?  
A
   A. Yes  
   B. No  
   C. No Preference  

What qualities do you look upon as negative in an interviewee?  
Please Specify: Poor posture, lack of eye contact  

What is the worst thing that an interviewee can do or say?  
Please Specify: Act disrespectful  

What qualities strike you as the most important for an interviewee to possess?  
Please Specify: Personable  

**Post Interview**  

How quickly do you usually communicate your decision to the applicant(s)?  C  
   A. Right Away  
   B. A Few Days  
   C. A Week  
   D. A Few Weeks  

How much influence does a thank you note from the interviewee have on your decision to hire them?  B  
   A. A lot of influence  
   B. A little influence  
   C. No influence  

**Successful Job Experience**  

How often is it acceptable for an intern to be late to work for a non-excused reason?  B  
   A. Never  
   B. Once  
   C. 2-4 times  
   D. 5-7 times  
   E. More than 7 times  

Comments/Reasons (optional):
How many times is it acceptable for an intern to be absent from work (non-excused reason)? A

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (optional):

When an intern does not know how to perform a task, what should they do? A

A. Ask questions  
B. Work through it  
C. Work on something else

When an intern still does not understand part or all of a task after they have asked once, what should they do? A

A. Ask more questions  
B. Work through it  
C. Work on something else

What should an intern do with his or her down time on the job? A

A. Ask for something to do  
B. Acclimate his or herself to their job  
C. Play games; play online; read a book  
D. Act busy  
E. Talk to Co-workers  
F. Other please specify:

Is it common for you to offer a job to an intern after successful completion of their internship? A

A. Yes  
B. No

Of the jobs that you have offered to interns, approximately what percent of them have accepted? A

A. 100% of them accept the job offer  
B. 75-99% of them accepted the job offer  
C. 50-74% of them accepted the job offer  
D. Less than 50% of them accepted the job offer
<table>
<thead>
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<th>First Name</th>
<th>Last Name</th>
<th>Company</th>
<th>Position</th>
<th>Year</th>
<th>Type of Company</th>
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<td>Rogers</td>
<td>Defense Finance &amp; Accounting Services</td>
<td>Budget &amp; Execution Department - Intern</td>
<td>Senior</td>
<td>Government</td>
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<td>Cassandra</td>
<td>Springer</td>
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<td>Senior</td>
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<td>Tax Department Intern</td>
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<td>Henry</td>
<td>Ernst &amp; Young</td>
<td>Intern</td>
<td>Senior</td>
<td>Public</td>
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<td>Ashley</td>
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<td>Alltrista CPC</td>
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<tr>
<td>Brandi</td>
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<td>Shepard, Schwartz, &amp; Harris</td>
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<td>Public</td>
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<td># Internships Apply</td>
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<tr>
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<td>Cindy Cox</td>
<td><a href="mailto:cindy.cox@dfas.mil">cindy.cox@dfas.mil</a></td>
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<tr>
<td>Schnell</td>
<td>Gregg Scott</td>
<td><a href="mailto:gscott@cinergy.com">gscott@cinergy.com</a></td>
<td>5 or more</td>
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<tr>
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<td>Tyson Stuckey</td>
<td><a href="mailto:Tyson.Stuckey@ey.com">Tyson.Stuckey@ey.com</a></td>
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<tr>
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<td>Jim Hummel</td>
<td><a href="mailto:Jim.Hummel@cinergy.com">Jim.Hummel@cinergy.com</a></td>
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<td>Mary Fuller</td>
<td><a href="mailto:mfuller@ssh-cpa.com">mfuller@ssh-cpa.com</a></td>
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<td>Jim Kattman</td>
<td><a href="mailto:jmkattman@noblecon.net">jmkattman@noblecon.net</a></td>
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<td>Bill Divish</td>
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<td><a href="mailto:sheryl.eakins@rsml.com">sheryl.eakins@rsml.com</a></td>
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<td>1-2</td>
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<td>Interview Outfit</td>
<td>Study Possible Questions?</td>
<td>Think of Questions to Ask?</td>
<td>Pre-Interview</td>
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<td>100% is Yes</td>
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<td>58% say yes</td>
<td>92% say yes</td>
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<td>When did you receive an answer?</td>
<td># Times Tardy (Unexcused)</td>
<td># Times Absent (Unexcused)</td>
<td>Comments (See Survey)</td>
<td>If Stuck, What did you do?</td>
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<td>Ask for more work</td>
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<tr>
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<td>Turner</td>
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<td>58% say at least a week</td>
<td>67% say never</td>
<td>83% say never</td>
<td>92% say ask questions</td>
<td>91% say ask for more work</td>
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75% are equal or more interested
Works Referenced


