

Introduction to Career Development Services



MENDOZA COLLEGE OF BUSINESS

GROW
THE GOOD
IN BUSINESS™

Welcome to Notre Dame!



PROUD TO BE



Mendoza Mission

To build a premier Catholic business school that fosters academic excellence, professional effectiveness and personal accountability in a context that strives to be faithful to the ideals of community, human development and individual integrity.

Graduate Business Career Development's Mission

"Help students obtain careers that allow them to be their best and to have a positive impact on their organizations, communities, and families."

WE WILL

- Help you understand yourself better
- Help you understand the marketplace and identify opportunities
- Teach you valuable job search and communication skills

WE OFFER

- Dedicated 1:1 Coaching
- Workshops - Fall Recruiting & Interviewing
- Mock Interviews

Who are we? Graduate Business Career Development



Lisa Michaels

Sr. Associate Director

Career Coaching

Programs: MSBA, MSDM



Mindy Evans

Assistant Director

Career Coaching

Programs: **MSA**, MSF



Jessica Stookey

Assistant Director

Career Coaching

Programs: MSM, MNA, EMNA



Mary Cooper

Assistant Director

Employer Engagement

Where You Can Find Us



Duncan Student Center 5th Floor

Take the north elevators to the 5th floor and turn left and left again.

Office location in Room 528

What We Do

1:1 Career Coaching

Driven by YOU

- You schedule the appointments
- You set the agenda and come prepared
- You drive the discussion
- You do the follow up

Email – mevans8@nd.edu

Learn More on Our Website



Your Coach - Mindy Evans

Education

- Saint Joseph High School
- Ball State University (BS, Finance)

Career

- Merrill Lynch - Financial Analyst
- Levi Strauss & Co. - Project Manager
- Meruelo Family Center for Career Development - Employer Engagement
- MCOB - Employer Relations Program Manager
- MCOB - MSF/MSA Career Coach

Interests

- Live Music
- Indiana Dunes
- Gardening



Bank of America
Merrill Lynch



How to Schedule Career Coaching

How to Schedule Career Coaching:

- Go to <https://mendoza-mscareers.nd.edu>
- Click **“Schedule a New Appointment”**
- Choose **“MSA”**
- Select an available time and follow the prompts
- Appointments fill up fast in **August** and **September**
- **You can also schedule with Jessica or Lisa if Mindy’s schedule is full**

***24 hours advance notice required to schedule**

- If needs are time sensitive send an email to your Coach Mindy Evans at mevans8@nd.edu



What you need to know about Friday 9/21:

7:30 AM EST:	Arrive in Stayer to grab breakfast in lobby and load the buses
7:45 AM EST:	Buses depart Stayer from east entrance facing Legend's
9:30 AM CST:	Arrive at EY
11:30 AM CST:	Lunch at EY
12:30 PM CST:	Take bus/walk to KPMG
3:00 PM CST:	Load buses: travel to networking event
3:30 PM CST:	Networking event at AceBounce
5:30 PM CST:	Buses depart AceBounce to return to campus

**Student
Portal:
Itinerary
and Info**



NOTE: Don't forget to bring your photo ID and name tag!
No Photo ID = no entry!



Please arrive early for parking -(It is Freshman Move In day.)

About the Networking Reception

A few housekeeping items:

- Play a short game of Ping Pong with a fellow MSA
- 80% of your time is spent networking with the alumni
- Limit your alcohol intake - you represent your own personal brand and Notre Dame - you are now graduate students
- Practice your networking skills and inquire about alumni career path
- Closing social for Now Irish: tomorrow at 3:15pm in Heritage Hall; another opportunity to network with fellow MSA students as well as other Specialized Master's program students



BREAKOUT SESSION



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IN BUSINESS™



MENDOZA COLLEGE OF BUSINESS

Breakout Session

- **If you have accepted an offer (or plan to accept an offer in the very near future)** follow Jessica Stookey to the Mendoza Lab 050
- **If you will participate in Fall Recruiting** stay in this room

Roles and Responsibilities

Our Responsibilities

We will

- Discuss career path options
- Event and job posting information
- Review application materials
- Host interview preparation sessions
- Provide honest feedback

We will not

- Act as an “agent”
- Provide a “hook-up”
- Simply tell you what you want to hear

Your Responsibilities

You will

- Utilize all resources available
- Actively engage in the career search
- Monitor job and event postings
- Extensively prepare for interviews
- Positively represent the MSA

You will not

- Wait until it's too late
- Ask for favors
- Drop off the map

Public Accounting Season: August - November

Preparation Now - Mid-September

- ✓ Resume reviewed and returned
 - Resume Finalized - [Mindy Evans](#) (Due 8/25)
 - Prepare and practice pitch
 - 1:1 Career Coach Meeting (as needed)
 - Meet the Firms (on 8/28)
 - [Interview Workshop](#) (on 9/3)
 - Mock Interviews (slots on 9/4, 9/8-11)
 - Career Fair Events (from 9/21 - 9/23)
 - [Employer Information Sessions, Office Hours, Coffee Chats, Other Events](#)
 - Application Submission (per Employer)

Execution Mid-September - Mid-November

- Interview Preparation
- 1st, 2nd, & 3rd (?) Round
- Offer Distribution
- Offer Acceptance

Public Recruiting Partners

- Deloitte
- EY
- KPMG
- PwC
- Grant Thornton*
- Andersen Tax*
- Eide Bailly*
- BDO*
- Crowe*
- RSM*



Vault rankings of Top 25 Public Accounting Firms:

The Vault Accounting 25 is compiled using a weighted formula that reflects the issues accounting professionals care most about, combining quality of life rankings (such as culture, satisfaction, work/life balance, and compensation) with overall prestige.

- = minimal on campus engagement

Meet the Firms - August 28th

Chance to learn more about public accounting firms and their recruiting process

Part 1 10:30am - 11:30am

Presentation

📍 Jordan Auditorium



Deloitte.



Part 2 11:30am - 1:00pm

Networking Reception

📍 Stayer Commons



Dress Code: "Snappy Dress" ie: dress pants (no jeans or shorts), collared button-down shirts, blouses, dress/skirt, etc.

Corporate & Governmental Accounting: Throughout Year

Preparation Now - Mid-September

✓ Resume Reviewed

- Resume Finalized and sent to Mindy Evans (Due 8/25)
- Prepare and practice pitch
- 1:1 Career Coach Meeting (as needed)
- Meet the Firms (on 8/28)
- Interview Workshop (on 9/3)
- Career Fair Events (from 9/21 - 9/23)
- Employer Information Sessions, Office Hours, Coffee Chats, Company Events
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Execution Throughout Year

- Interview Preparation
- 1st, 2nd, & 3rd (?) Round
- Offer Distribution and Acceptance

Industry Recruiting Partners

- Walt Disney Company
- Amazon
- Target
- Exxon Mobil
- General Motors
- Ford Motor Co.
- Red Ventures
- Credibility International
- Apercen Partners
- Equity Methods
- Whirlpool
- Protiviti
- Baird
- Baker Tilly
- Coastal Ridge Real Estate
- Defense Contract Audit Agency (DCAA)
- Defy, Inc.
- Elliott Davis LLC
- EY Parthenon
- HKA Global
- Marmon Holdings

Handshake Overview

Handshake is the primary career services platform that connects ND students with employers

System enables you to:

- Create a Profile
- Upload Resume
- Search/Apply to jobs (on campus interviews and off campus jobs)
- Register for Campus events (career fairs, networking events, workshops)
- Register for Employer events (coffee chats, information sessions, office hours, etc)

Handshake

Interview Workshop - September 3 at 5:00pm

Come grab a slice of pizza and join the Mendoza Graduate Business Career Coaches for an Interview Workshop!

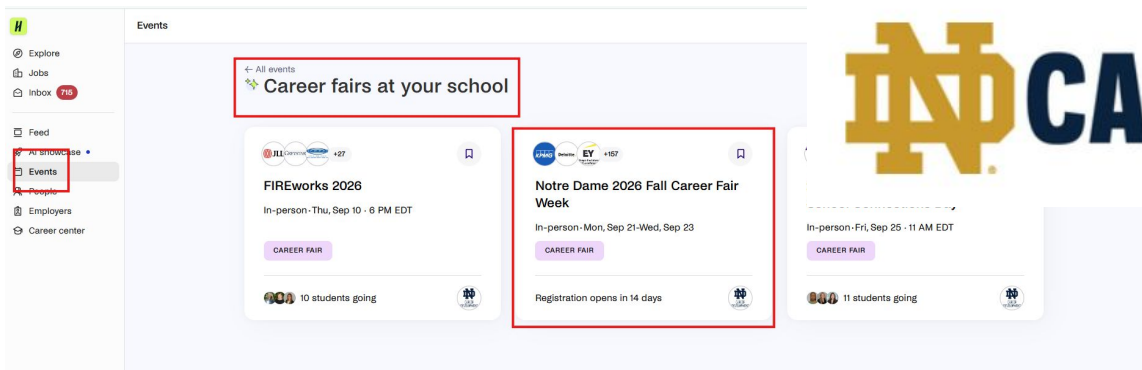
This workshop held in the new O'Hara Auditorium here in MCOB will help you prepare for the Fall Career Fair and the Accounting recruiting season.

Following this workshop participants will receive a Google Sheet to sign up for a 1:1 mock interview with a career coach.



REGISTER HERE: [MSA Interview Workshop on September 3rd](#)

Handshake - Fall Career Fair



<https://nd.joinhandshake.com/>

MONDAY, SEPTEMBER 21, 2026 Engineering, Science, and Tech Night | 4:30 – 8:30 p.m. ET

TUESDAY, SEPTEMBER 22, 2026 Business Services and Beyond | 5:00 – 8:00 p.m. ET

WEDNESDAY, SEPTEMBER 23, 2026 Social Impact Fair | 5:00 – 8:00 p.m. ET

Registration for Notre Dame's 2026 Fall Career Fair Week opens August 24th at 3:00pm

All events will take place in Duncan Student Center on the 7th & 8th Floors

More information can be found at careerfair.nd.edu

Keys to Success

Preparation & Organization

- Resume, Cover Letter, Research Companies/Positions
- Apply Early! Cast a Wide Net!
- Know Key Dates and Attend
- Apply!

Networking

- Build Relationships –Always Be Networking (ABN)
- Communication & Pitch <https://mendoza-mscareers.nd.edu/engage/perfect-your-pitch/>

Interview

- Interview Preparation
- Ask Recruiters to explain type (EY/Assessment 1st round, PwC/ Zoom 1st & 2nd rounds, etc.)
- Advisory – Case? (PwC – 2nd round)

Keys to Success

Patience

- Stressful time for everyone - including recruiters
- Very much in a fluid state, be patient and practice grace

Again, Organization! Hyper Organization!

- Handshake will need to be your BFF for the next few months.
- Handshake & emails needs to be checked regularly - things will change!
- Know dates of information sessions, application dates, interview dates, etc
- RSVP as required
- Don't miss an interview opportunity because you missed communications

Keep an Open Mind, Be Willing to Flex, and Cast a Wide Net!

Resume Action Items

☒ Reviewed Resume - **DONE!**

- You will receive hard copy today with suggested revisions - DON'T LOSE IT!

☐ Finalized Resume - **SEE NOTE ON NEXT SLIDE**

- Due by Tuesday, August 25th at 8am
- Email PDF to Mindy Evans mevans8@nd.edu
- Subject Line - **"Resume Directory - Last Name, First Name"**
- Resume Directory provided as a courtesy to recruiters - it *does not* take the place of applying

☐ Resume Directory Survey

- Due by Tuesday, August 25th at 8am
- Complete [survey](#)
- Will receive the link to complete survey through email

☐ [Attach your Finalized resume to your Handshake Profile](#)

Traditional MSA:

Master of Science in Accountancy
Concentration: Tax Services

Notre Dame, IN
May 2027

Master of Science in Accountancy
Concentration: Assurance and Advisory

Notre Dame, IN
May 2027

Master of Science in Accountancy
Concentrations: Tax Services and Deal Advisory

Notre Dame, IN
May 2027

Master of Science in Accountancy
Concentrations: Assurance/Advisory and Deal Advisory

Notre Dame, IN
May 2027

NOTE: Ensure your resume states
the correct MSA degree

SALLY IRISH

(574) 555-0123 • sirish@nd.edu • [linkedin.com/in/sally-irish](https://www.linkedin.com/in/sally-irish)

EDUCATION

UNIVERSITY OF NOTRE DAME

Master of Science in Accountancy with Data Analytics
Concentration in Assurance and Advisory

Notre Dame, IN
May 2025

CITY UNIVERSITY OF NEW YORK

Bachelor of Business Administration in Finance

Brooklyn, NY
May 2024

Note:

- Master is not plural
- Accountancy, not Accounting
- Concentration: or
Concentrations: (depending on
if you have one or two)

MSA/STEM-designated:

Master of Science in Accountancy with Data Analytics (STEM)
Concentration: Tax Services

Master of Science in Accountancy with Data Analytics (STEM)
Concentration: Assurance and Advisory

Master of Science in Accountancy with Data Analytics (STEM)
Concentrations: Tax Services and Deal Advisory

Master of Science in Accountancy with Data Analytics (STEM)
Concentrations: Assurance/Advisory and Deal Advisory

Next Steps and Important Dates

Draft Resume

1. Finalized Resume Due
2. Resume Directory Survey
3. Handshake Profile
4. 1:1 Appointments
5. Meet the Firms
6. Interview Workshop
7. Mock Interviews
8. Application deadlines
9. Career Fair/Events
10. Interview

COMPLETED

Due August 25th @ 8:00am | email PDF to mevans8@nd.edu

Complete by August 25th @ 8:00am | [Survey Link](#)

[Attach Finalized Resume](#)

August - September | Book through [Handshake](#)

August 28th | 10:30am - 11:30am | Jordan Auditorium

September 3rd | 5:00pm - 6:00pm | O'Hara Auditorium

September 4th, 8-11th | Google Sheet sign up forthcoming

Firm Specific TBD | many are rolling deadlines

September 21-23 | Register through [Handshake](#)

Firm Specific | Check Handshake

Ethical Job Search Policy

In Becoming Irish, you agreed to uphold the [Ethical Job Search Policy](#). **Once you accept a job offer you are required to withdraw from recruiting and alert your Career Coach.**

...if you accept an offer, you will do so in good faith with full intention of honoring your commitment.

Website - <https://mendoza-mscareers.nd.edu/>

mendoza-mscareers.nd.edu

Specialized Master's Programs

UNIVERSITY OF NOTRE DAME

Learn Engage Act Decide About Us

Learn to L.E.A.D. Make an impact.

Mendoza Graduate Programs Career Development team is here to support you every step of the way.

GROW THE GOOD IN BUSINESS

Schedule an appointment

At Notre Dame, we believe business can be a force for good in society. This belief has been at the center of our mission to

How to Contact/Find Resources

Schedule A New Appointment

- Due to today's tight schedule, please hold individual questions for a scheduled Coaching Appointment
 - Go to Mendoza MS Career website [Mendoza MS Careers](https://mendoza-mscareers.nd.edu/)
 - Click "Schedule A New Appointment"
 - Select an available time and follow the prompts
- Website: <https://mendoza-mscareers.nd.edu/>
- Questions?
 - Email your Career Coach Mindy Evans: mevans8@nd.edu



Today is the first day of your career journey!

Feel free to book a 1:1 Career Coaching Session with me anytime.

Mindy Evans
mevans8@nd.edu

