



Workshop/Information Sessions **12:30 – 1:20 pm, 4BC57**

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|--------------|---|
| September 11 | CACEE Form Q & A |
| September 16 | How to Prepare for Wine & Cheese (Networking) |
| September 18 | CACEE Review (time and location TBA) |
| September 19 | CACEE Review (time and location TBA) |
| October 2 | Interviews |
| October 7 | Interview Q & A |



Chartered Professional Accountant (CPA)

- Nationally recognized accounting designation
- What is needed to get your CPA?
 - Obtain a 4 Year Undergraduate Degree
 - Complete the PEP (Professional Education Program)
 - Complete Practical Experience Requirement (30 months)
 - Pass Common Final Exam (CFE)



CPA - Guide to Accounting Business Culture

- This guide is a free, interactive online course that teaches valuable job search and workplace skills that will help you achieve success in the Canadian accounting field.
- Go to www.cpacanada.ca
- In the search field type “Guide to Accounting Business Culture”
- It should show up at the top of the search list.



THE UNIVERSITY OF WINNIPEG

CPA Manitoba Information Session

October 9, 2019

12:30 – 1:20 pm

4BC57

DISCOVER · ACHIEVE · BELONG



CPA Campus Recruitment

- This is when most of the firms do their hiring for the coming year.
- Hiring for
 - Summer Internships
 - Co-op Positions (Winter and Summer, only for those in the Co-op Program)
 - New graduate, full time positions. These positions can be for January 2020, May 2020 or September 2020 start dates.
- These positions allow you to count your work experience toward the 30 months of practical experience requirement for the CPA designation. You can do up to 12 months toward this requirement before needing to be registered in the CPA Professional Education Program.



Important Dates

CPA Wine and Cheese	September 26
CACEE Form/Job Posting Deadline	September 30
1 st Round Interviews	October 15 – 25
Interview Sign Up	October 9
2 nd Round Interviews	Oct 28 – Nov 8
Offers Extended or Rank/Match Form Due	Nov 18
Rank/Match Results Released	Nov 21
Full Time Offers Accepted/Declined	Nov 21



Application Process

A CACEE form and a transcript/student history are what MOST firms want you to submit. The CACEE form replaces both the cover letter and resume.

Some firms ask you to apply directly online.

You will submit an electronic copy of your applications (for each job) to Christy Campbell by email.

So if you are applying to 6 job postings, you will need to complete 6 CACEE forms.



Application Process

On or before Sept 30, 2019, you will need to submit the following to Christy Campbell in office 1BC10B or by email

- Electronic copies (PDF's) of CACEE form and transcripts/student history
 - Note: The CACEE form and the transcripts should be in the same PDF
- CPA Campus Recruitment Checklist



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Faculty of Business
and Economics

CPA Campus Recruitment – Fall 2019

First Name: [Click here to enter text.](#) Last Name: [Click here to enter text.](#)

Student Number: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Please check off all of the positions you have applied for in the table below.

Firm	Position Applied				Application Process	
	Full Time	Coop Winter	Coop Summer	Summer Intern	Submit Online	Electronic Copy
BDO Winnipeg		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
BDO Outside of Winnipeg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Booke & Partners Chartered Professional Accountants	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		X
Canada Life (formerly GWL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Craig & Ross Chartered Professional Accountants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Deloitte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
EY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Gislason Targownik Peters	<input type="checkbox"/>					X
Grant Thornton LLP	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	X	X
IG Wealth Management			<input type="checkbox"/>	<input type="checkbox"/>		X
KPMG LLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Magnus LLP	<input type="checkbox"/>			<input type="checkbox"/>		X
MNP	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		X
OAG	<input type="checkbox"/>			<input type="checkbox"/>		X
ONBusiness Chartered Prof Accountants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
PwC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Richardson International Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Scarrow & Donald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Scott Wolfe Management Inc.	<input type="checkbox"/>	<input type="checkbox"/>				X

Please submit this form directly to Christy Campbell (hard copy preferred), office 1BC10B.

Every student participating in CPA Campus Recruitment must submit this form.



How to Name your PDF Files

- **Firm/Organization**
- **Position Applying For**
- **First Name Last Name**

Example: MNP_SummerIntern_ChristyCampbell



Applying Online

- Some are just wanting you to apply directly through their website and requires you to upload your CACEE form and transcripts.
- Others may have additional components that you need to complete once your application is submitted.

Note: Check the Organizations webpage to see if they have further information on their application process or helpful hints and resources to help you prepare.



Before you Start Writing

- Be self aware
- Do your research on the training office (why do you want to work there)
- Customize each form – specifically in the summer section
- Ensure to leave enough time for multiple reviews
- Create a professional email address
- Remember: The way you present your information is just as important as the information itself.



What to focus on?

- Problem Solving and Decision Making
- Communication
- Self Management
- Teamwork and Leadership
- Professional and Ethical Behaviour

- Use STAR method
 - Situation
 - Task
 - Action
 - Result



Completing Your CACEE Form

- Skills Information
 - Focus on the skills that apply to the position
 - Use both university and work experiences
 - Team skills, critical thinking, problem solving, leadership
- Educational Experiences and Accomplishments
 - Do not just list the accomplishments, explain how they fit with the position/firm
 - Involvement with Student Associations, group projects, initiatives, awards
 - Set your self apart



Completing Your CACEE Form

- Extracurricular Activities
 - Show your focus outside of work/school
 - Shows how you will be able to relate to clients and co-workers
 - Ability to make personal connections



Completing Your CACEE Form

- Summary Section
 - Should show that you have done your research on the training office and how you will be the best candidate for the position
 - Some of the information may be the same for all applications but make sure to have enough unique information to show your interest in the training office
 - Why do you want to be a CPA?
 - Who did you have a chance to talk with at the Wine and Cheese – what impact did this have on your choice to apply to that firm?
 - Why are you a great fit for the training office? Why is the training office a great fit for you?
 - Bring together points from the rest of the CACEE form and show how they have prepared you to work as an Accountant.



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