

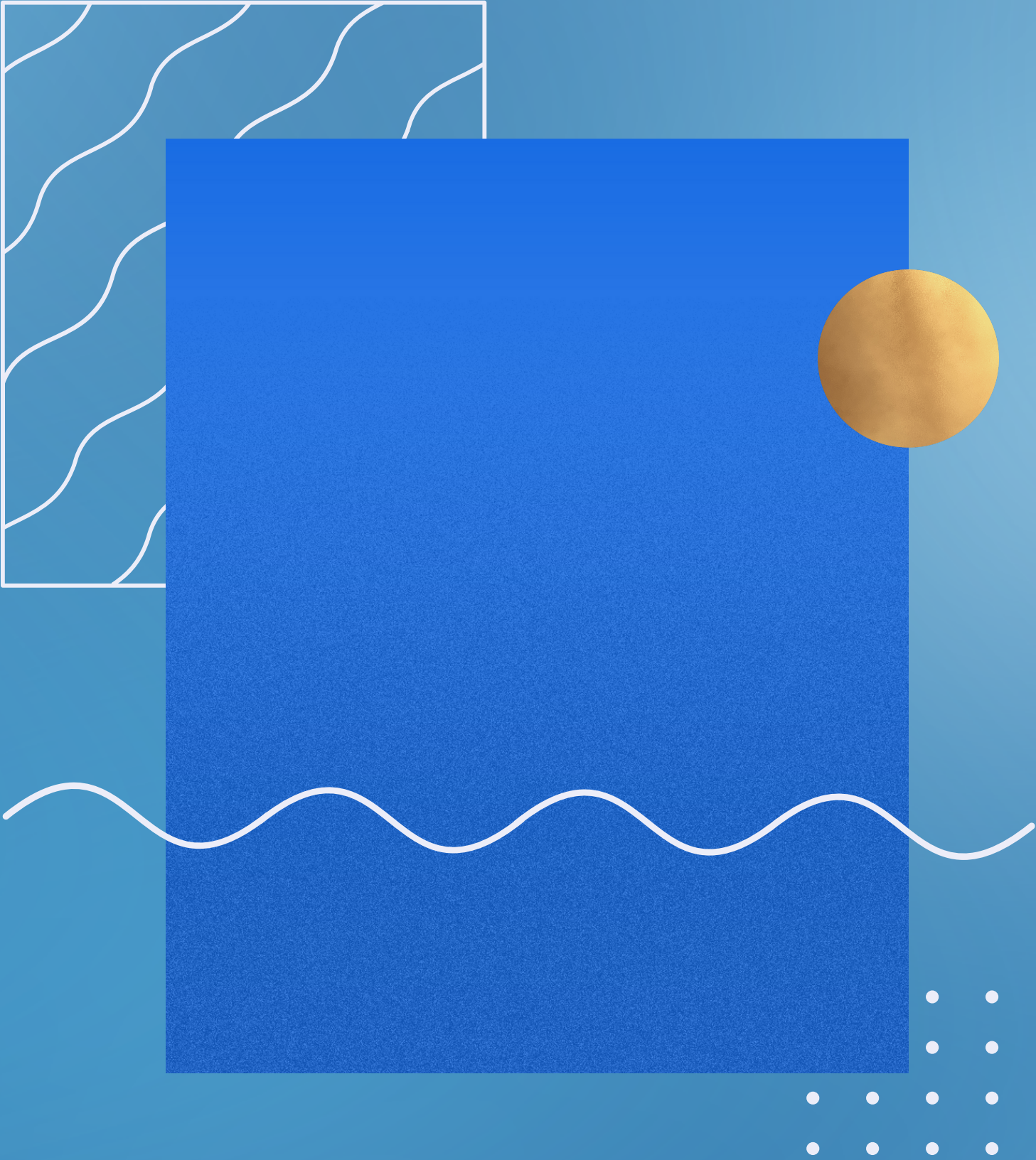
# ACHIEVING YOUR CAREER DREAMS

2022 EDITION





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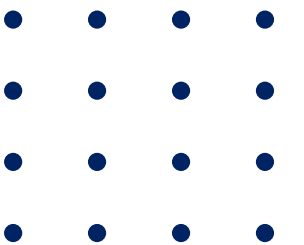


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# WELCOME TO ALL THINGS IS!

We congratulate you for making it this far, and we are excited to see the professional you will become over the next few years.

The Lord loves effort, and everything you put into this will be worth it.

Reid's Team and the Business Career Center staff are here to help you prepare for your professional opportunities. Don't hesitate to [reach out to us](#) for help!



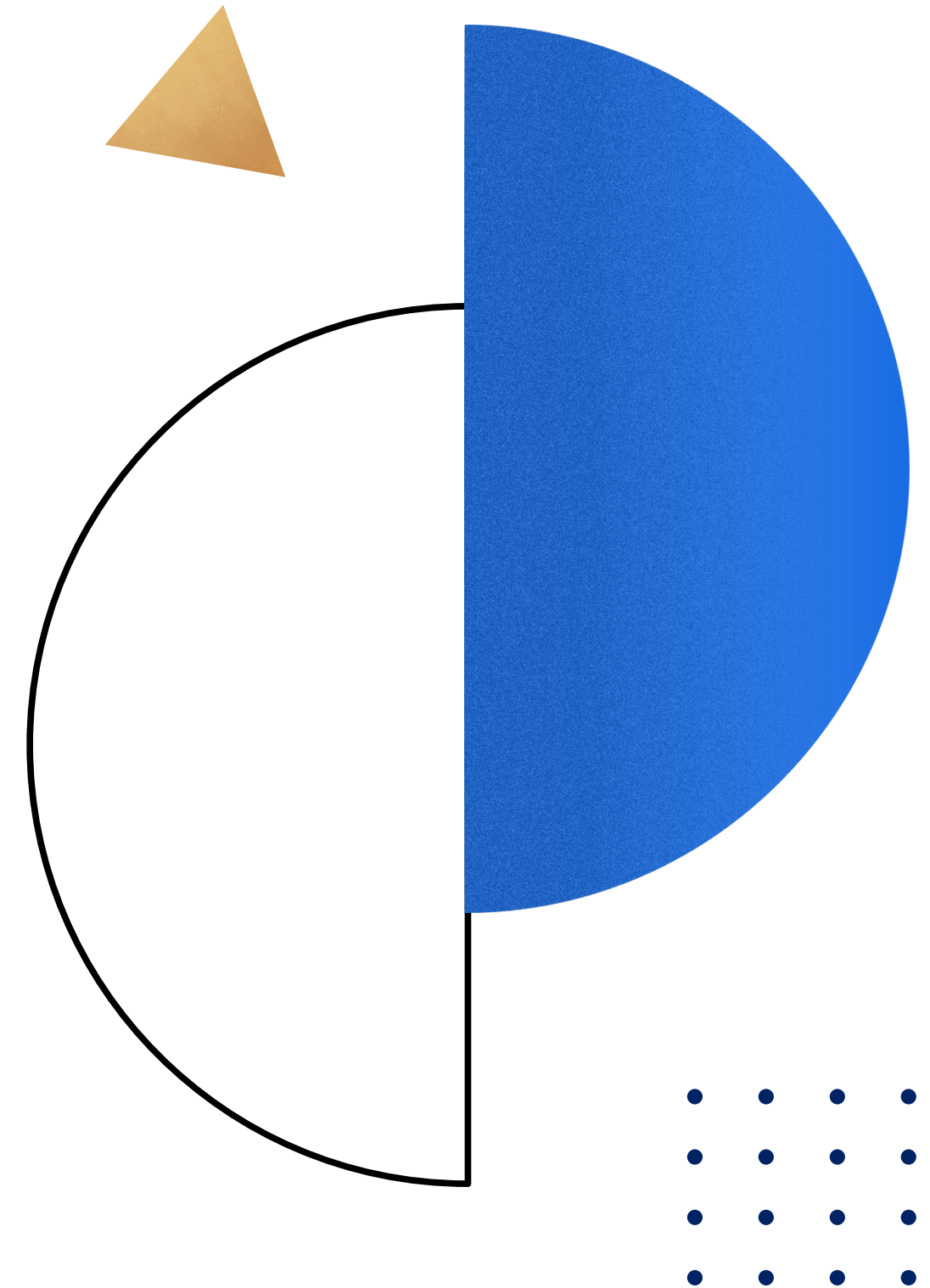
# BEST PIECE OF ADVICE

*"Find someone who is living your dream  
and talk with them."*

**Referrals make all the difference!**

Check out [this](#) document to learn how to find and  
connect with BYU Alumni.

Email us at [iscareerservices@gmail.com](mailto:iscareerservices@gmail.com) or call  
[\(801\) 422-5800](tel:8014225800) to set up an appointment with  
Reid and we can help get you started!





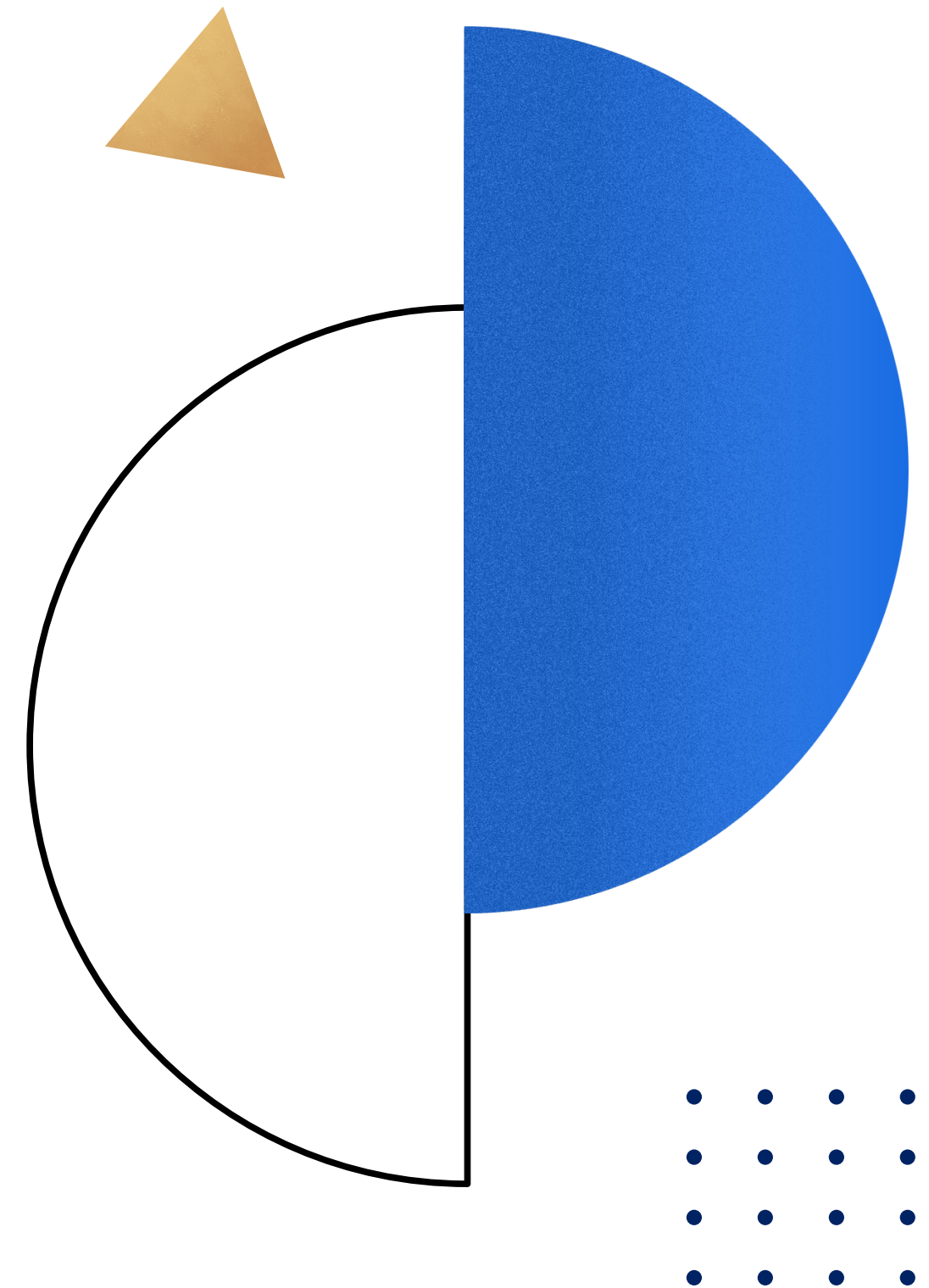
# PURPOSE

This manual is written by students who have been in your shoes and want to show you the ropes. We have felt the anticipation and anxiety of starting the IS program, and we want to help you hit the ground running.

You're ready for the academic rigor of the IS Core!!  
However, you may be unaware of how exciting, challenging, and rewarding recruiting is!

This reference guidebook aims to help you understand how to take control of your career and enter the recruiting process—what it is, how it works, and the resources and tools available to help you fulfill your dreams.

We refer to this manual in **Boot Camp**. Please, read this before you attend orientation, and use it as a reference to search for the best opportunities. If there is anything that you are confused about, don't hesitate to reach out to us at [iscareerservices@gmail.com](mailto:iscareerservices@gmail.com).



# MARRIOTT SCHOOL EMPLOYMENT REPORTING

We want to celebrate your success and so does the IS department!

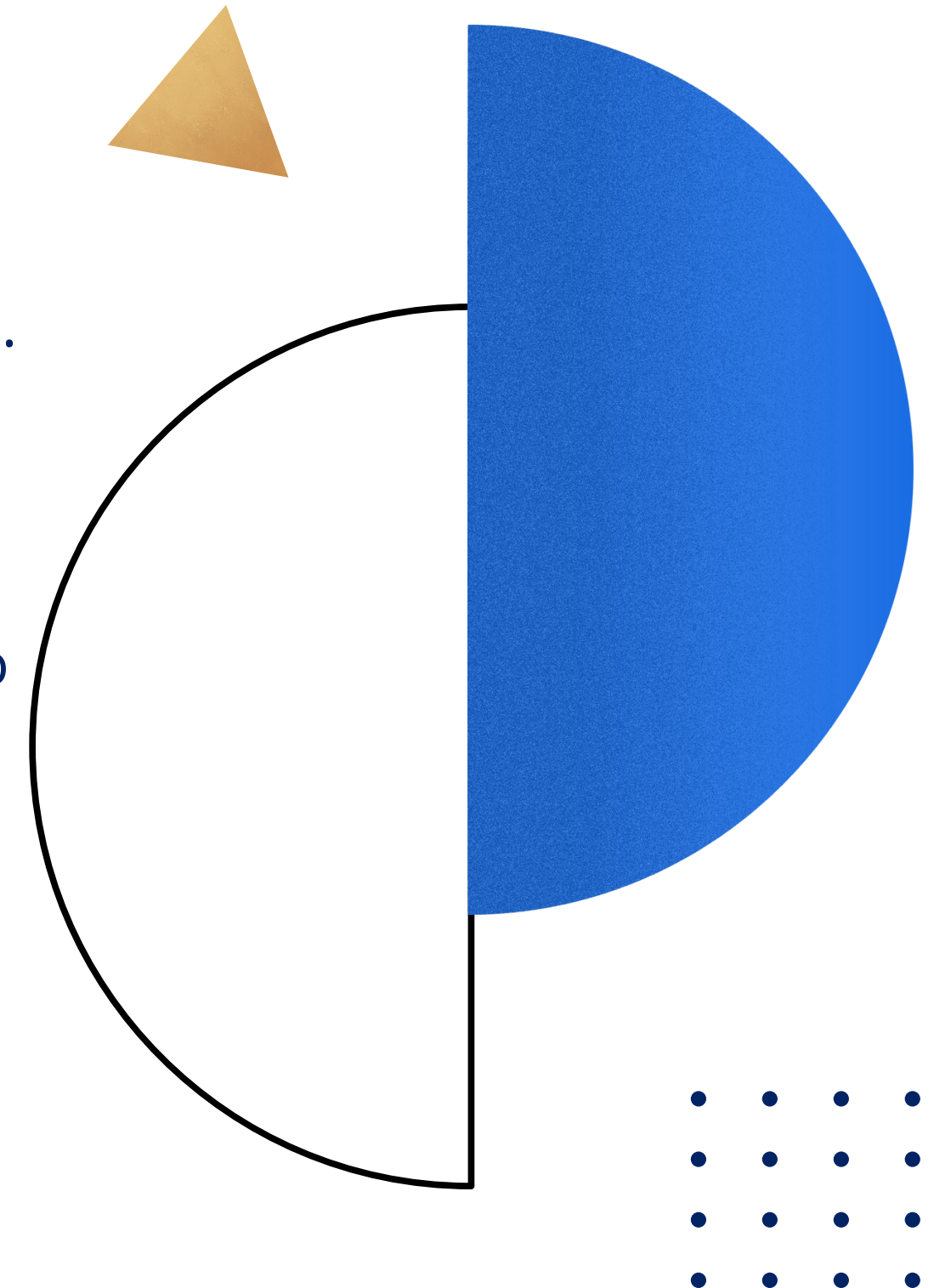
The Marriott School wants you to establish a return-and-report attitude.

## **PAY IT FORWARD!**

This means every time we ask you for information, you can expect us to do give you a resource in return, often in the form of dashboards (e.g. the [\*\*Career Explorer\*\*](#) and [\*\*Skills Explorer\*\*](#))!

We anticipate you've already taken the [\*\*Welcome\*\*](#) or [\*\*Welcome Back\*\*](#) survey.

Your response can help other students in need!





# MARRIOTT SCHOOL EMPLOYMENT REPORTING

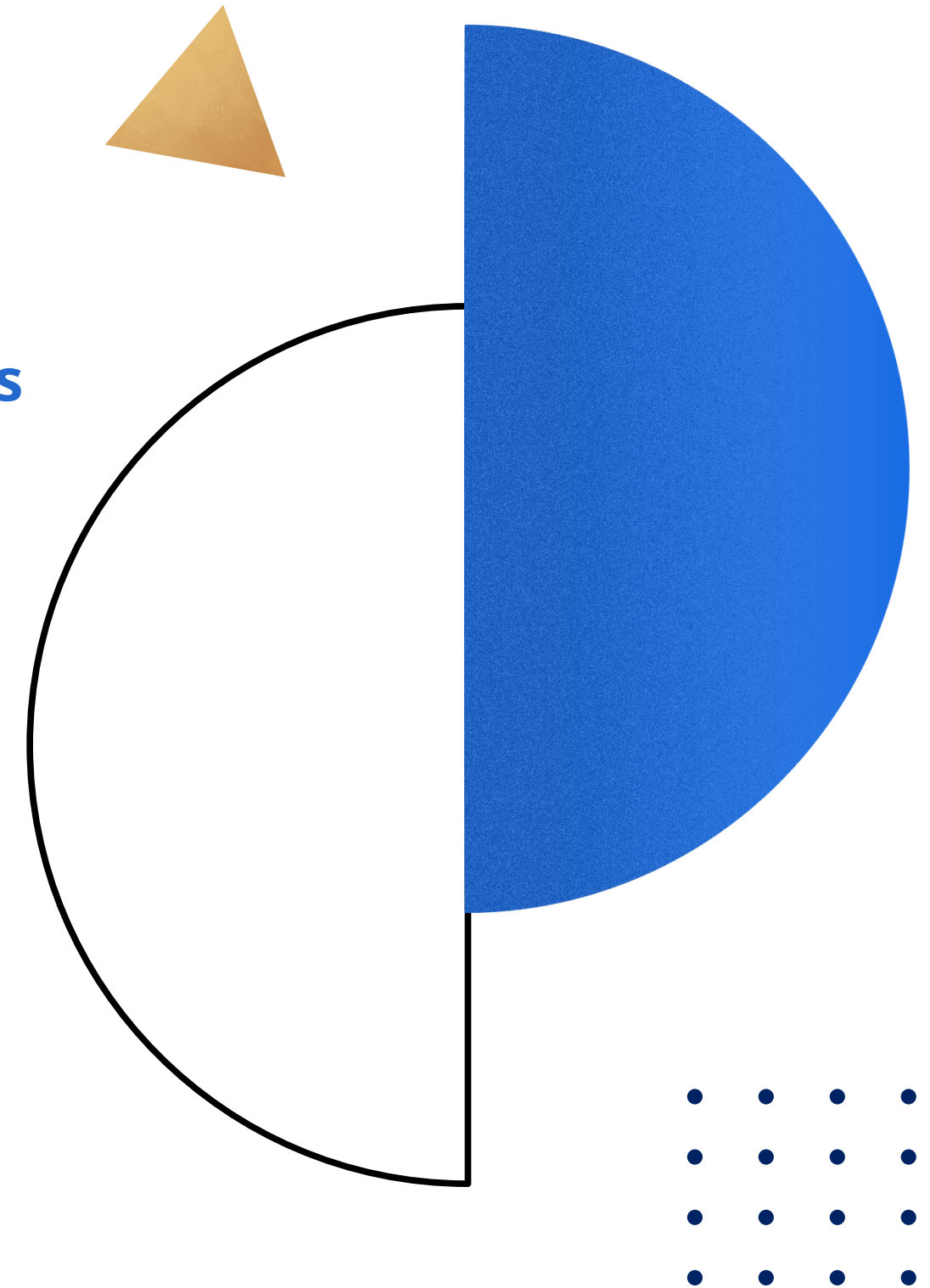
We'll be asking you throughout the school year to report.

(If you work in a part-time or full-time job over the summer only, **report this job under the internship category**).

*Note: Salary information is protected and safeguarded. **We will never reveal your individual salary** to other students or employers. The reason the database asks for your salary is that your salary is added to others' salaries to become part of the overall averages published by the Marriott School.*

**Report your offer information here:**

<https://marriott.byu.edu/survey/placement/profile>



# MEET REID

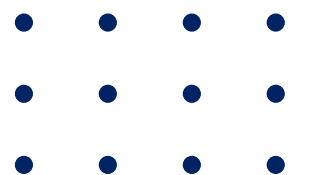
Reid Grawe is your Information Systems Career Counselor. He will mentor you through the recruiting process. His full-time job is to help you, as he often says, ***"achieve your dreams."*** However, he cannot help you achieve your dreams if you haven't shared them with him!

Please complete the [Welcome Survey](#) and plan to chat with Reid in person or over Zoom! If you really want help, one of the best ways for me to help you is through this survey.

Reid Grawe (pronounced GRAW-veee) is your Director of Information Systems Placement at the BYU Marriott School of Business. Since he joined the Business Career Center in 2006, he has enjoyed creating relationships with employers, faculty members, and students. His focus is to prepare students to achieve their dreams.

Reid is a retired Lieutenant Colonel who has served over 25 years as an active-duty US Army Officer. He graduated from Brigham Young University in Financial Planning and Counseling and Syracuse University with an MBA in Operations and Management. Reid served his mission in Rio De Janeiro, Brazil.

Reid is a former BYU Singles Ward Bishop and a former Stake Employment Specialist. He also serves as an Mt. Timpanogos Temple Ordinance Worker. He and his bride, Julie, were married in the Salt Lake Temple 43 years ago, and they are the parents of six daughters. They have eleven granddaughters and one grandson.



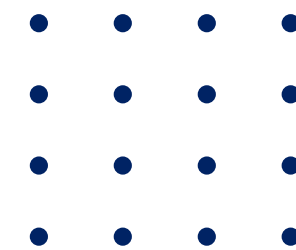


# CONTACT REID

Contact him directly or through one of Reid's team at [iscareerservices@gmail.com](mailto:iscareerservices@gmail.com).

Schedule your appointment to discuss your career options, resumes, and cover letters. You can also get advice about searching, interviewing, networking, and negotiating.

You can ask whatever questions you desire and you have the option of scheduling by visiting the Business Career Center receptionists in **447 TNRB** or by calling **(801) 422-5800!**



# REID'S ROLE

## WHAT HE IS AND WHAT HE ISN'T

Sometimes we hear rumors about Reid's role in your employment search. Some students think that Reid is similar to a stockbroker—that by just walking through his door, they will land an internship or job on the spot. ***It doesn't work that way.***

Reid is a terrific resource to use when searching for jobs and internships. He has great insights about opportunities for IS students.

He is often able to put you in contact with alumni and recruiters from various companies. Reid will advocate for you with employers if you ask him to, but he isn't a miracle worker; you have to do the initial leg work.

To become the best candidate, you should follow the steps outlined in this manual.

All of Reid's insights are focused on your dreams and desires.

Complete your [Welcome](#) or [Welcome Back](#) survey and send him your resume.

He will discuss your dreams with you, but he will not outline them for you.

Ultimately, you have the substance, and you are the one who delivers. ***It is your job to make things happen.***



# MEET YOUR TEAM

We help Reid accomplish his goal of helping you achieve your career dreams!  
Contact us at [iscareerservices@gmail.com](mailto:iscareerservices@gmail.com) and visit our website at [iscareers.byu.edu](http://iscareers.byu.edu) for more helpful tips and resources!



**David Murdock**  
Junior



**Kizy Matzenbacher**  
Junior



**Maryanne Atkinson**  
Junior



**Nathan Bain**  
Junior



**Riley Marshall**  
Junior



**Spencer Cable**  
Junior



**Miles Leung**  
Senior



**Ye Jin Choi**  
Senior



**Hannah Watkins**  
MISM



**Spencer King**  
MISM

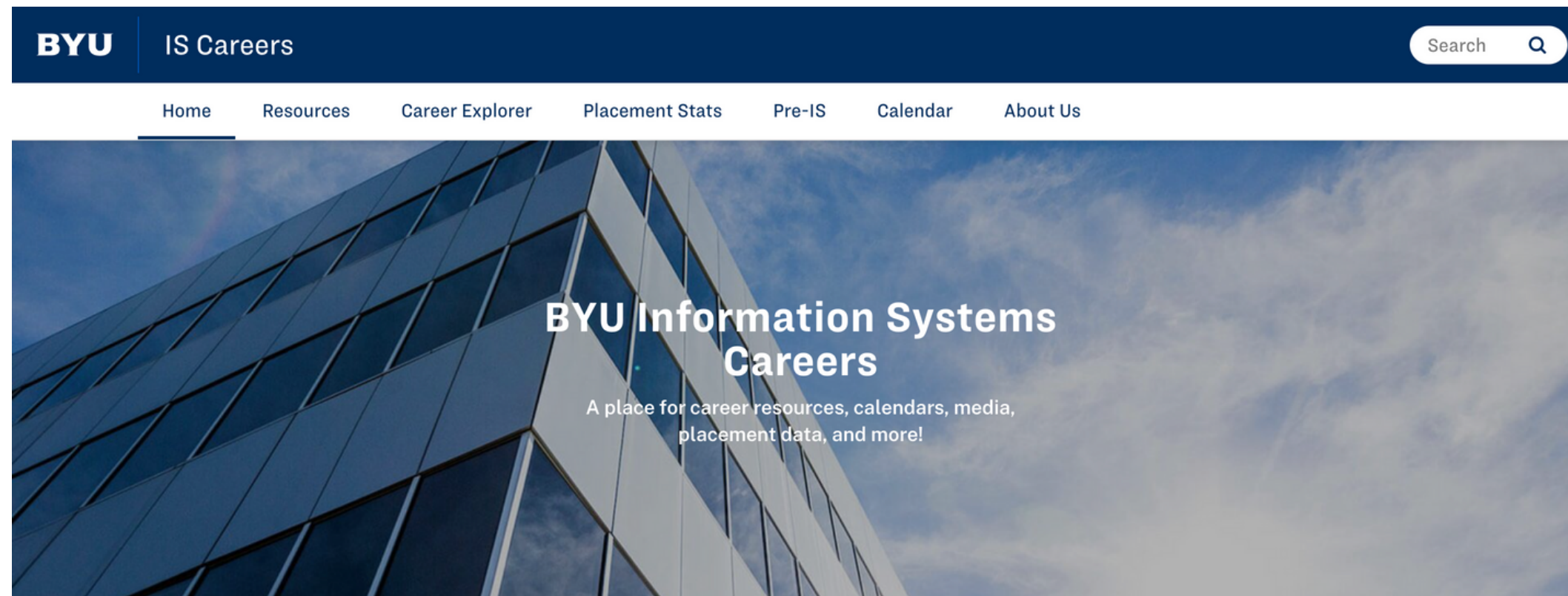




# ISCAREERS.BYU.EDU

We have a website specifically dedicated to IS students. This website is a one-stop place to get the most relevant information about all things IS.

Check it out at [iscareers.byu.edu](https://iscareers.byu.edu). A few of the different sections include Resources, the Career Explorer Tableau Dashboard, and Placement Stats.



## Helpful Resources

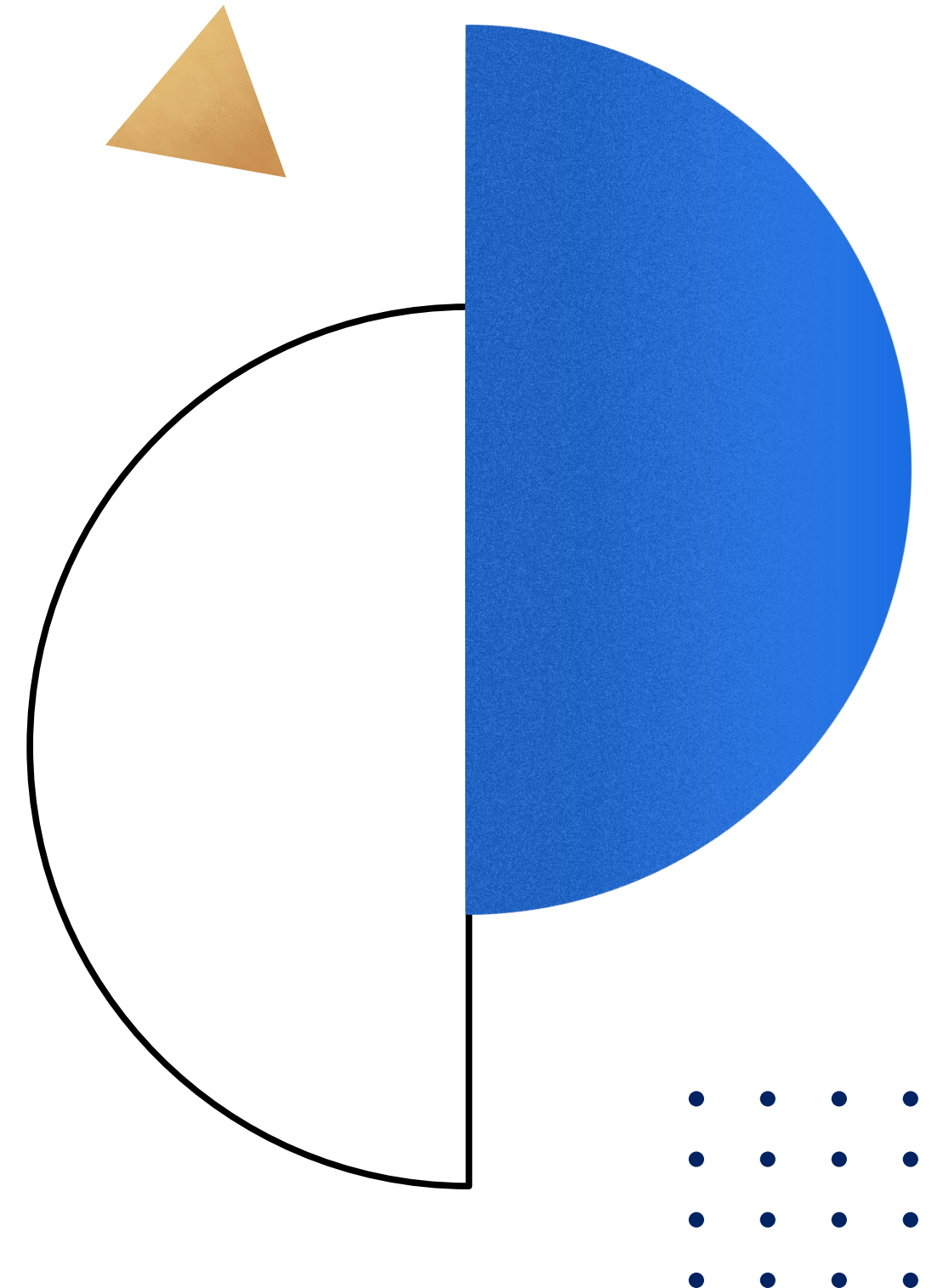
We've created IS specific resources to help you in your job and internship search. In addition, we've also compiled many external resources from University Career Services and other valuable websites (LinkedIn,

## Career Explorer

We've created a dashboard for you to explore career paths and opportunities available in the world of IS. The dashboard pulls Marriott School placement data of IS students to help you catch a vision of your career dream

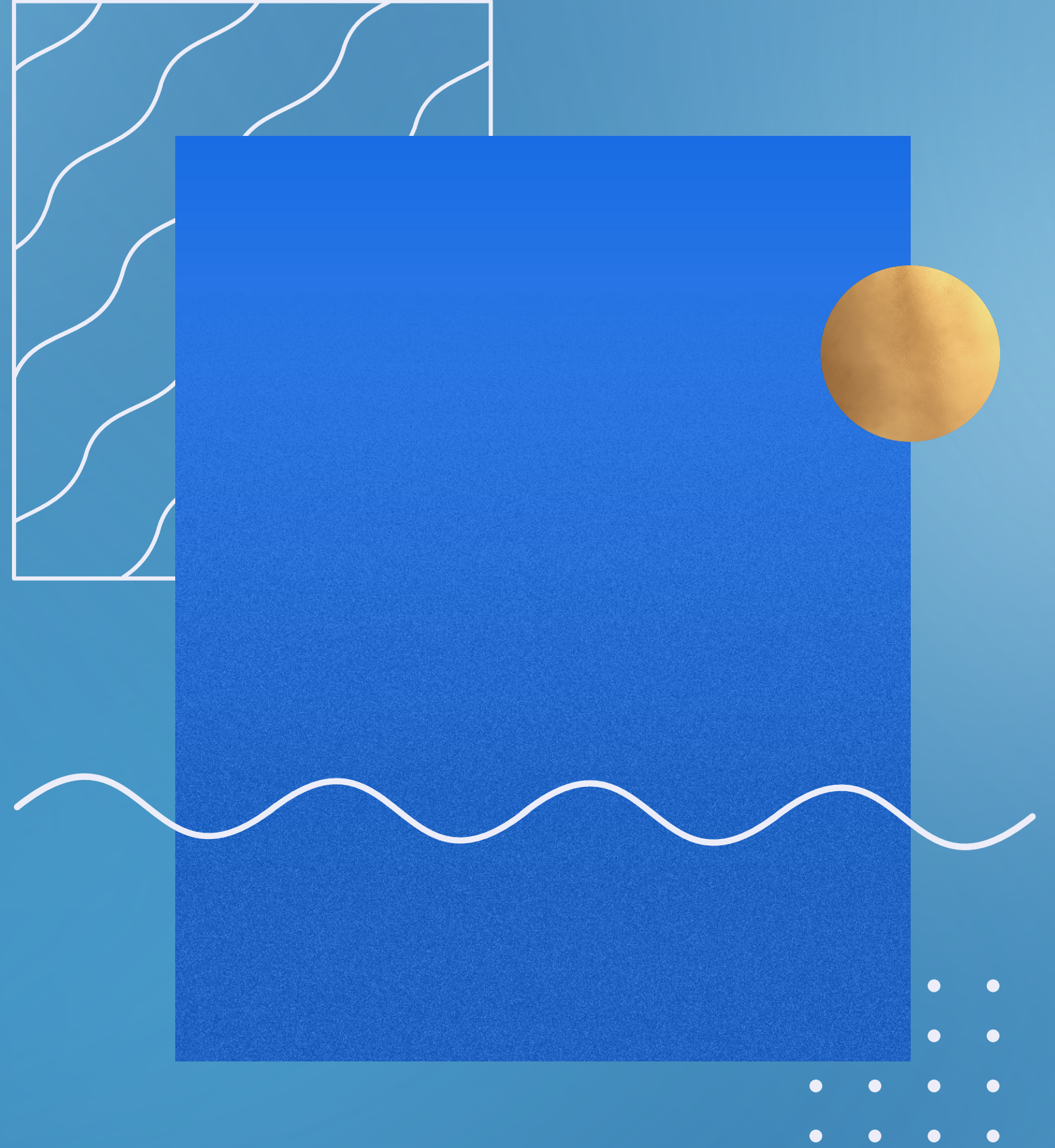
## Comprehensive Calendar

Our calendar is meant to help you keep track of the countless on-campus events. Our calendar integrates all AIS events also with non-AIS events (tech club, developers club, Career/STEM





# INFORMATION SYSTEMS OVERVIEW





# INTRODUCTION TO IS

This description can be found on the BYU IS department [website](#).

## At a Glance

The mission of the BYU Information Systems Department is to develop leaders of faith and character who can use, design, implement, manage, and research information systems to make intelligent organizational decisions.

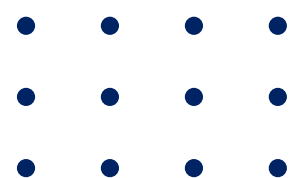
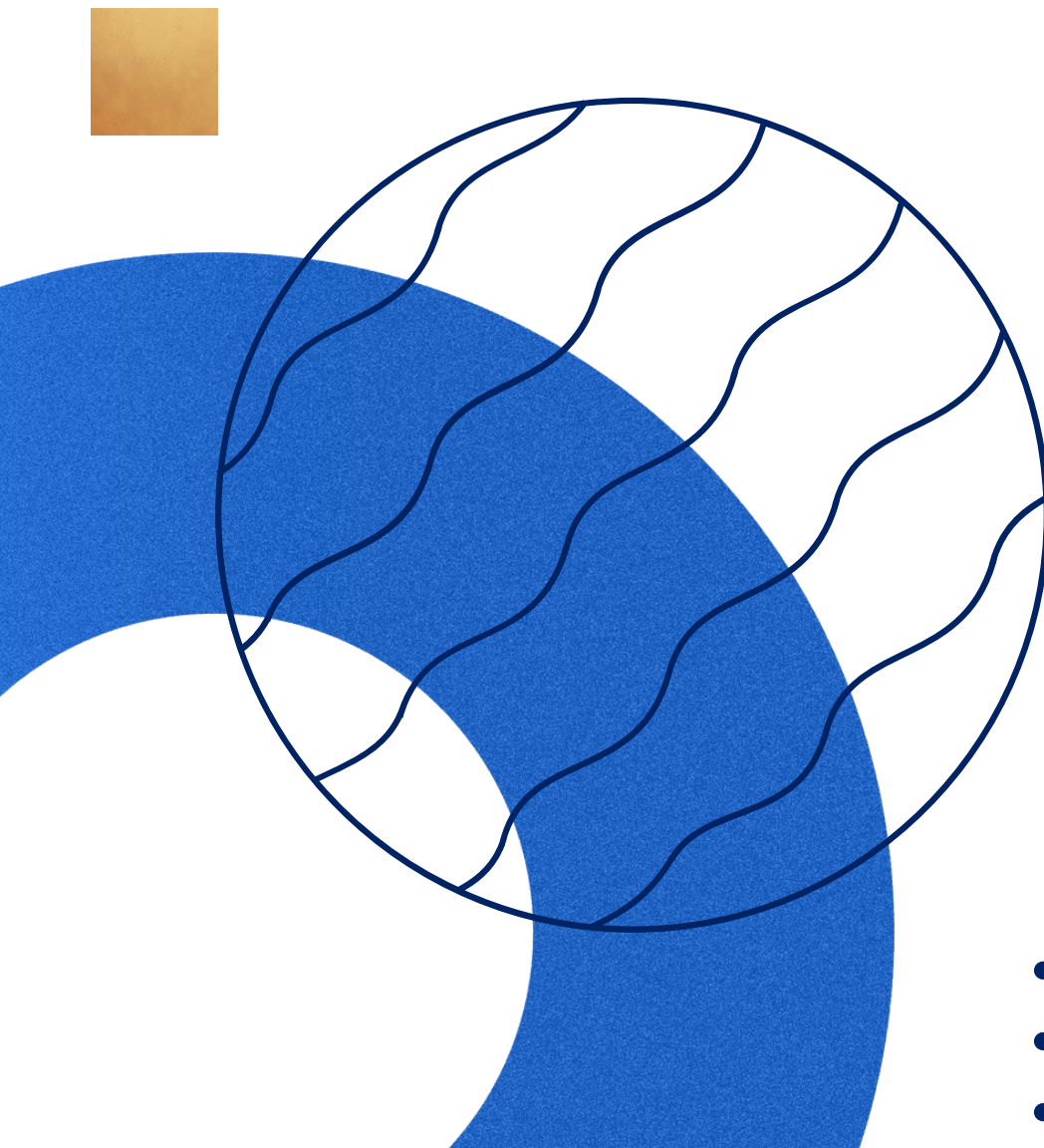
## What is Information Systems?

Information systems involves the synthesis of business and technology. Professionals define, develop, and maintain the information system infrastructure that supports the operations of all businesses, governments, and other institutions. These professionals use a wide variety of skills in carrying out this function.

## Careers in Information Systems

Information systems graduates have a multitude of job opportunities and can work in almost any industry.

Historically, 100% of information systems students seeking jobs have accepted offers within three months of graduation. Information systems graduates are employed all over the country, working for both multinational firms and startups.





# DIFFERENTIATING 'IS'

Information Systems involves the synthesis of Business and Technology. We have the technical experience to know how to communicate with the Computer Science and IT majors while still having the business acumen to work with management.

At BYU, four majors provide similar technical training:

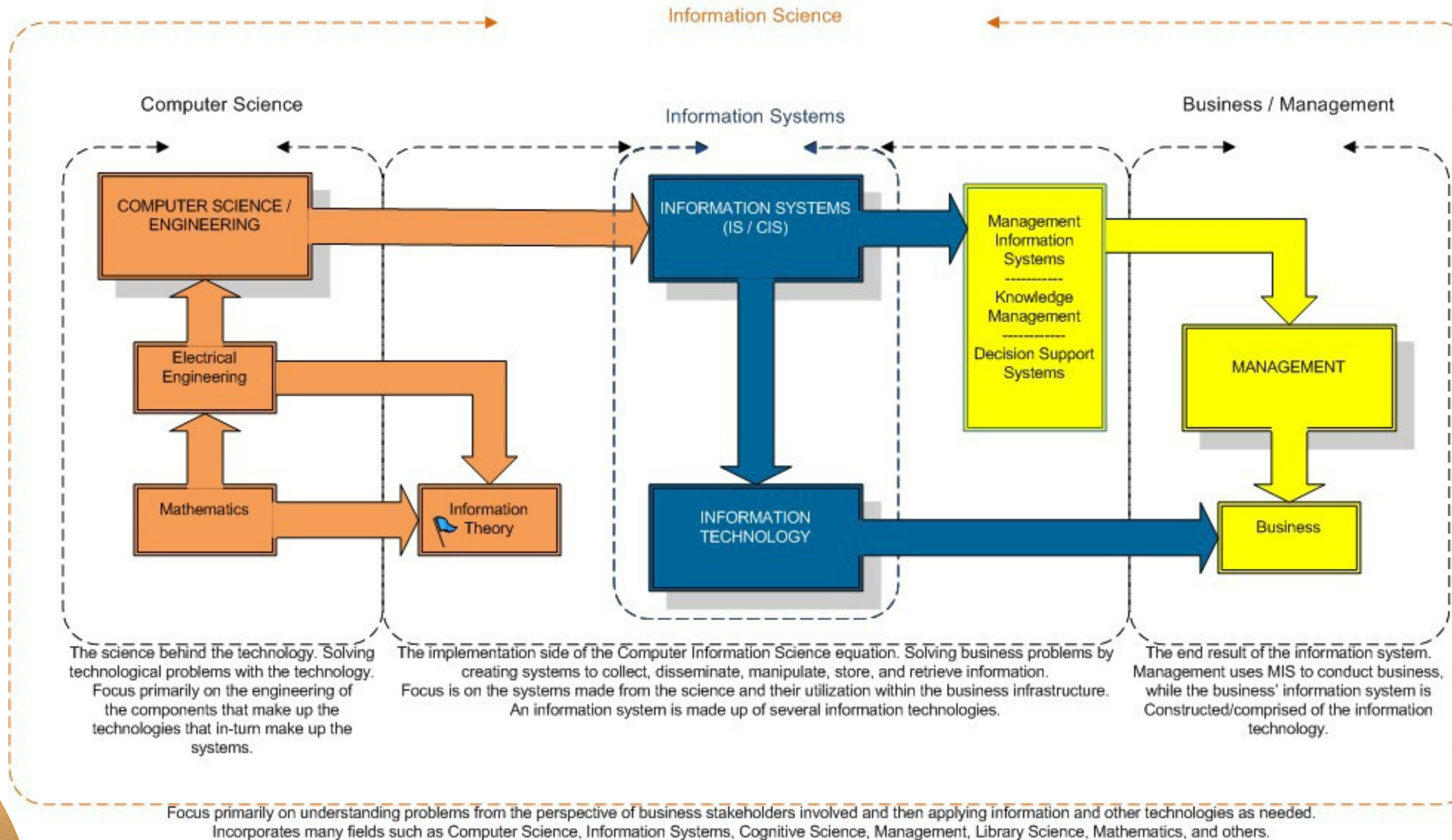
- **Computer Engineering:** Designing and constructing computers
- **Computer Science:** Creating and utilizing system programming languages
- **Information Technology:** Handling systems infrastructure & hardware
- **Information Systems:** Leveraging systems to solve business problems

To see how you're represented, visit [stem.byu.edu](https://stem.byu.edu)





# Computer Science & Information Systems Relationships In the Business World

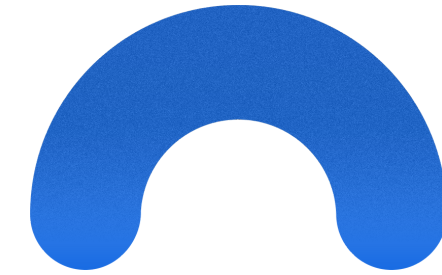


Not related to Information Systems Directly. This is a branch of mathematics and EE devoted to the quantification of information.

Source: ([http://en.wikipedia.org/wiki/Information\\_system#/media/File:IS-Relationships-Chart.jpg](http://en.wikipedia.org/wiki/Information_system#/media/File:IS-Relationships-Chart.jpg))

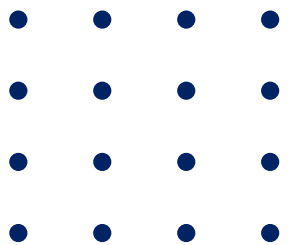


# PREPARE FOR THE FUTURE



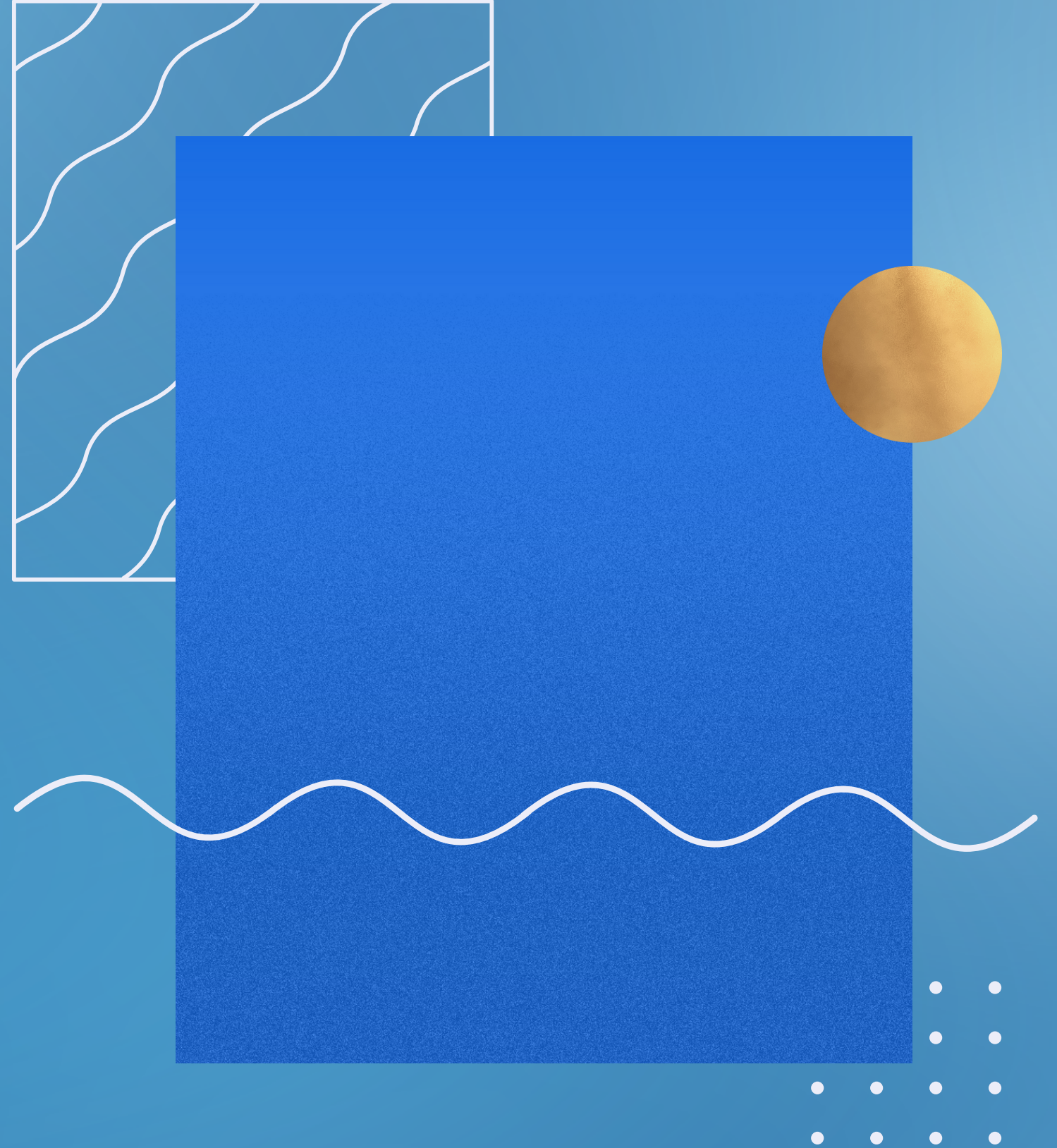
At this point, you may have very minimal knowledge about what aspects of IS you enjoy. That's okay!

You don't need to know right away. You just need to prepare to make yourself attractive to potential employers!



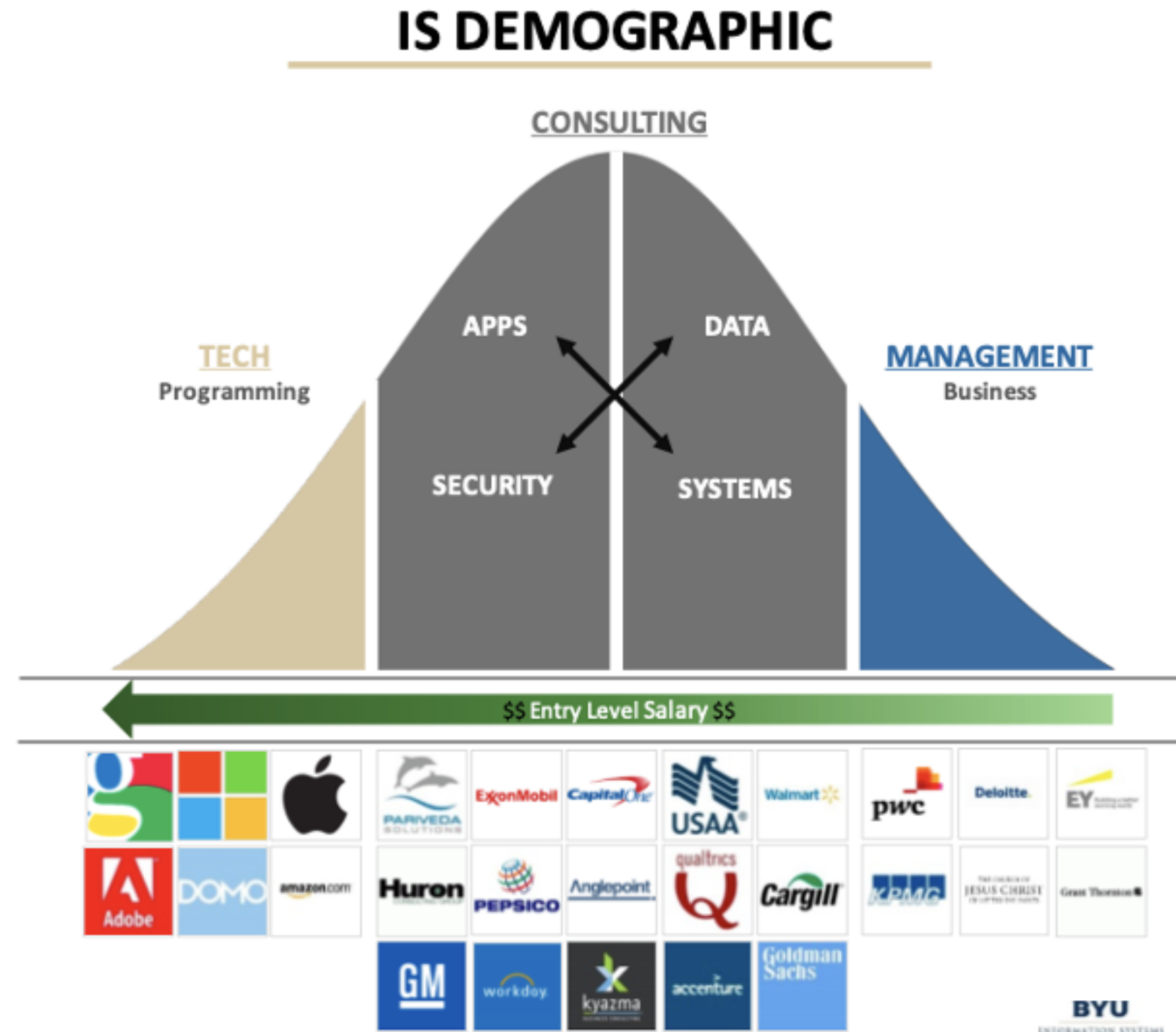
# IS CAREER PATHS

WHAT CAN I DO WITH THIS  
DEGREE?





# DEMOGRAPHICS IN INFORMATION SYSTEMS



The IS program covers everything — You will work with people. It's technical but focuses mainly on the middle area. You can decide which best fits you — specializing requires more learning on your own.

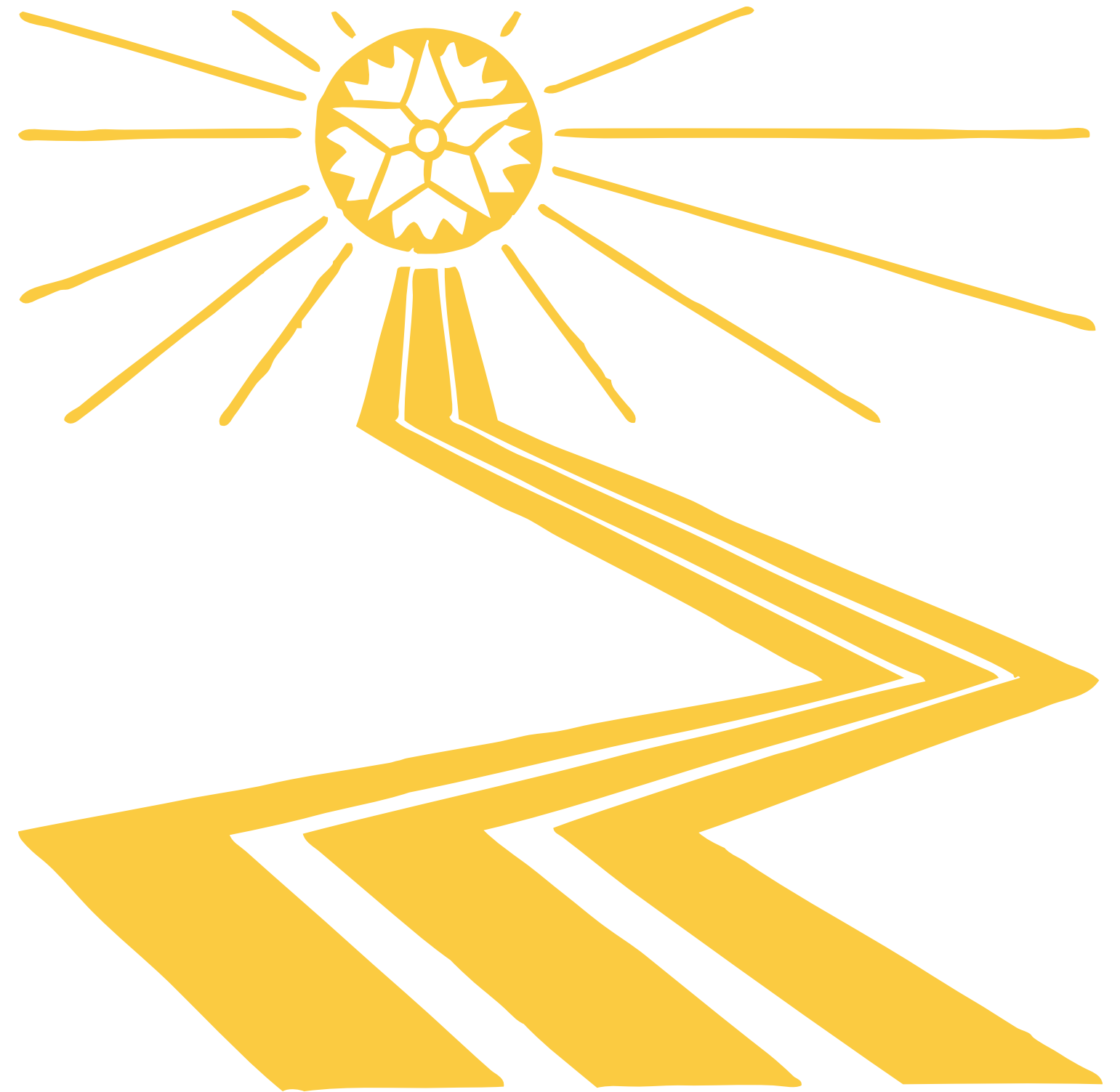


# IS CAREER PATHS

The Information Systems (IS) program teaches you how to leverage technology to solve business problems. We are everywhere!

These are some of the traditional tracks MISM & BSIS students take but remember, your opportunities are limitless:

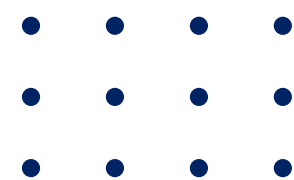
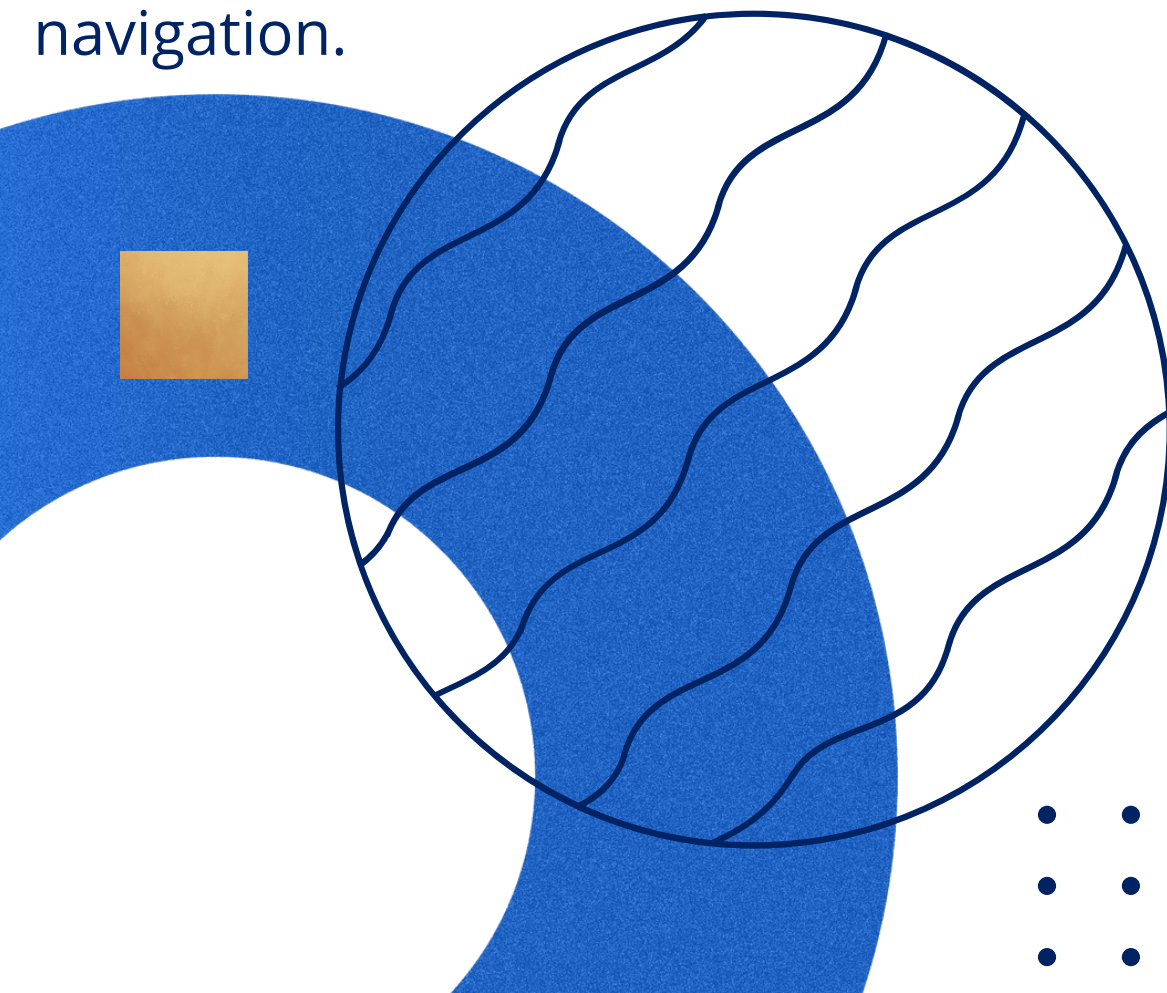
- Development
- Business Analytics
- Cyber Security
- Management
- Consulting
- Information Technology
- Startups Galore!



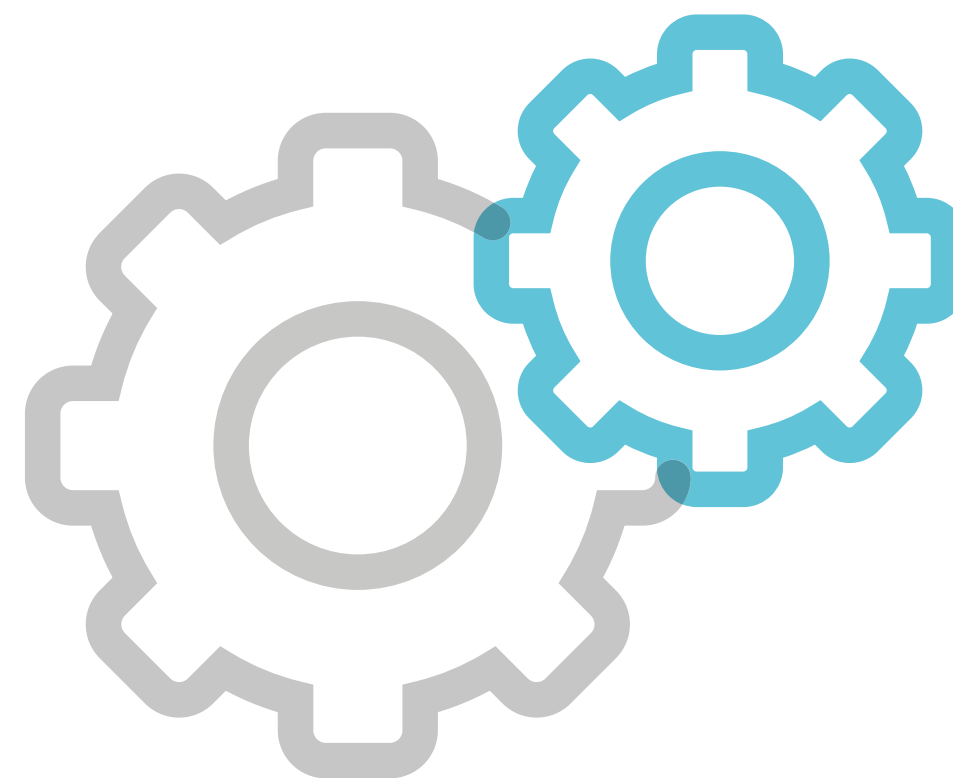
**Start now to take note of which career paths stand out most to you.  
Maybe even choose your top 3 preferences!**

# DEVELOPMENT - MISM TRACK

**Web/App developers** create and refine website and mobile application user interfaces using web technologies such as CSS, HTML, Javascript, NODE JS, Python, Django, ASP.net, C#, jQuery, and other programming languages. They are responsible for designing, coding, and modifying websites and apps according to client specifications. They strive to create visually appealing sites and apps that feature user-friendly design and clear navigation.



**Software developers** assist in software development activities on current projects, including development tasks in various programming languages, unit testing, debugging and correcting defects in code, meetings with project team members and customers, reporting on current activities, working with databases, issue tracking systems, and working in both individuals and paired programming assignments.



**Quality assurance** employees test software projects using a variety of software programming languages, develop and maintain test documentation, create and perform test cases, and collect basic quality metrics.

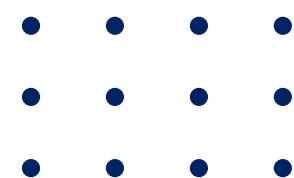
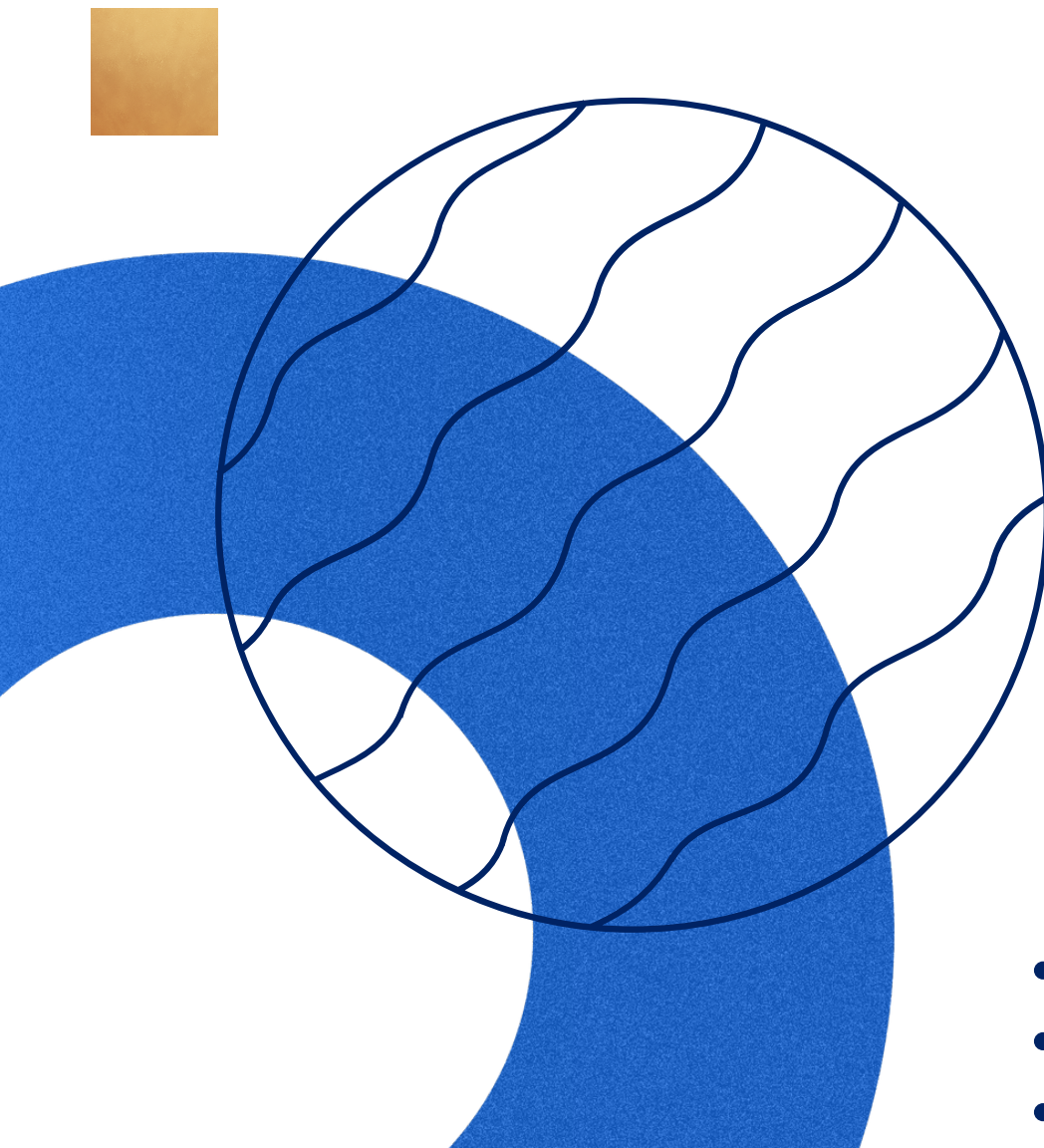
**User Experience (UX) and User Interface (UI) designers** are primarily concerned with how the product feels. The broad responsibility of a UX designer is to ensure that the product logically flows from one step to the next.

# ANALYTICS/BUSINESS INTELLIGENCE - MISM TRACK

**Business Analytics** goes beyond simple data collection. Through skillful analysis, this in-demand discipline provides professionals with an overall view of an organization's standing, answering vital questions about financial gains and losses, areas for improvement, and product performance.



**Data architects** are concerned with designing, creating, deploying, and managing an organization's data architecture. They define how the data will be stored, consumed, integrated, and managed by different data entities and IT systems, as well as any applications using or processing the data in some way.



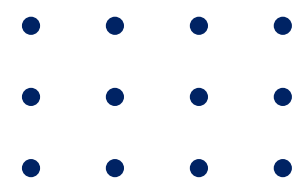
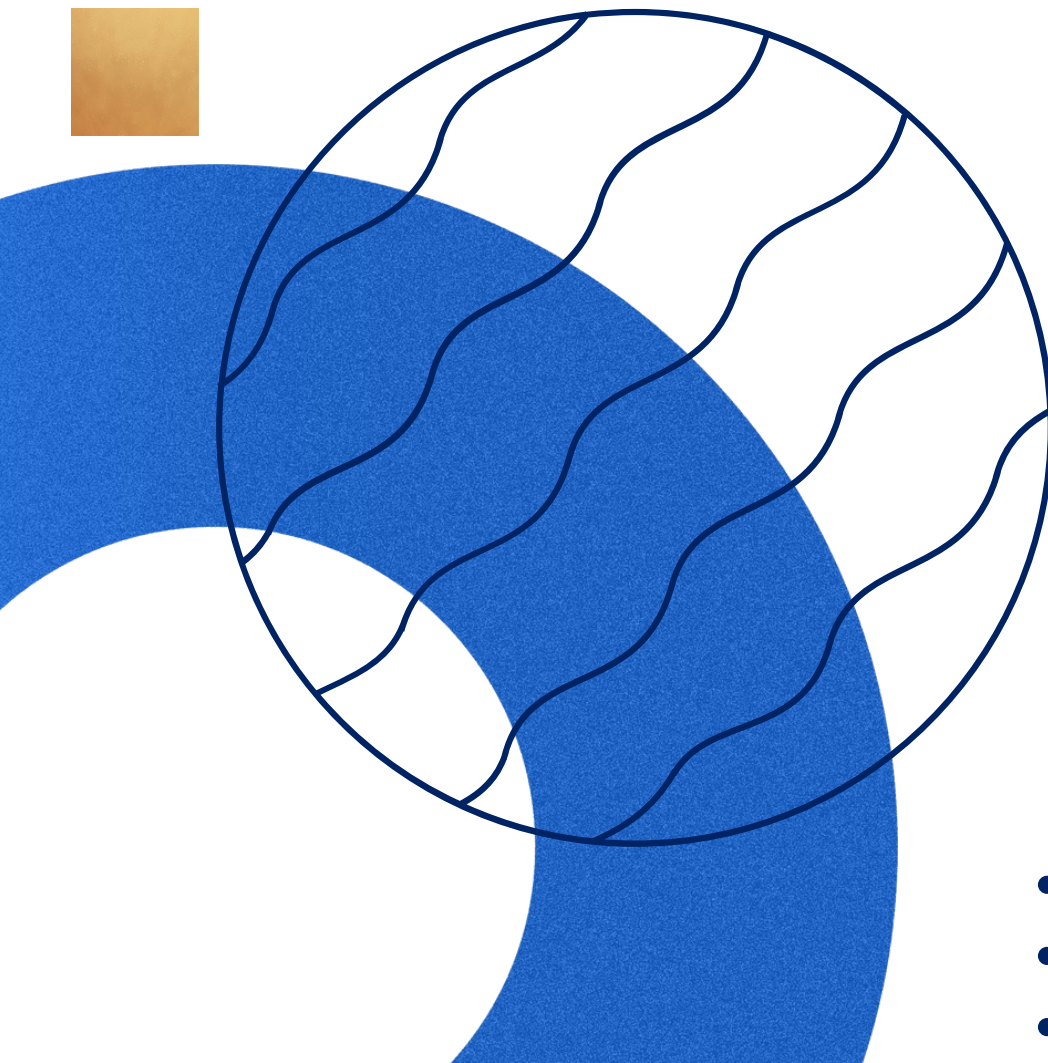


# CYBER SECURITY - MISM TRACK

***Cyber Security professionals*** monitor intrusion detection systems, analyze log data for suspicious activity, investigate and research emerging security threats, and evaluate system vulnerabilities. Protecting information security systems today takes advanced training; candidates for sought-after positions must possess up-to-date knowledge and sharp skills.

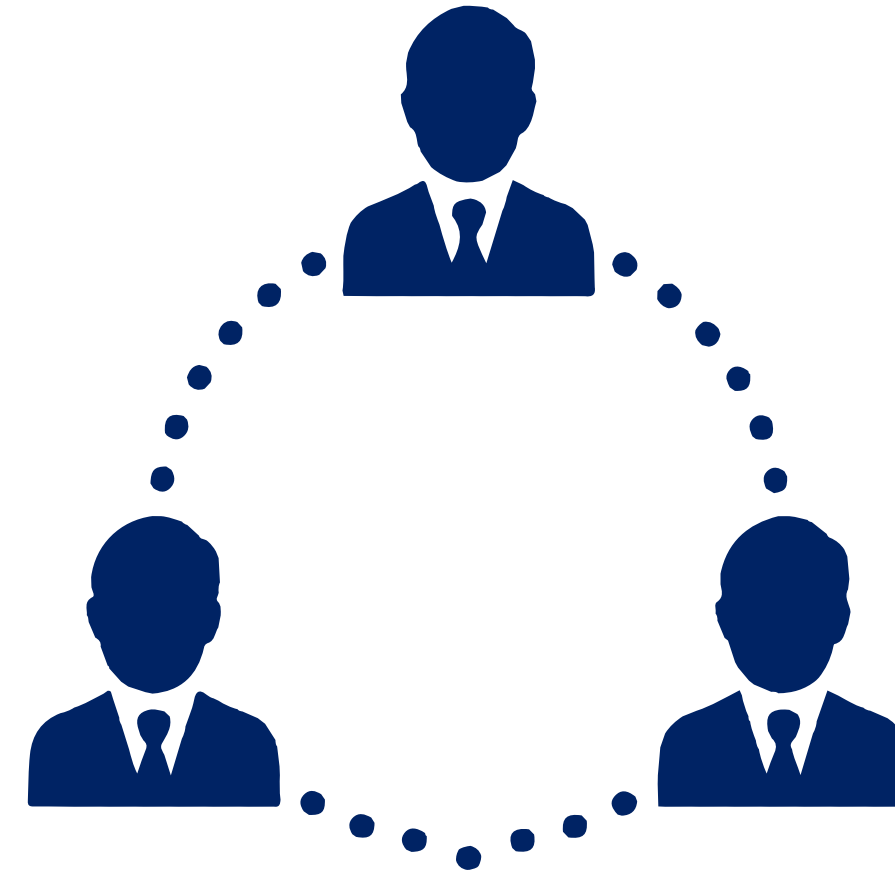


***Risk Assurance professionals*** analyze a company's systems to assure they are following national regulations and security guidelines. They work with Audit professionals to create trust and confidence in financial reporting and internal control within an organization and assess risks and controls related to the business imperative.

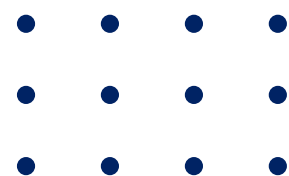


# MANAGEMENT

***Project Managers*** oversee the planning, implementation, and tracking of a specific short-term project that has a beginning, an end, and specified deliverables. PMs interact with customers, engineers, team leads, and other team members throughout the completion of the project.



***Program/Product Managers*** oversee several related projects intending to improve an organization's performance or product at all stages of the product life cycle.



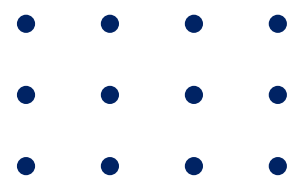


# CONSULTING

**Consultants** work with organizations and clients to solve business problems. Day-to-day activities can consist of auditing business processes, evaluating potential solutions, and working with a client to build a software solution that solves the problem.

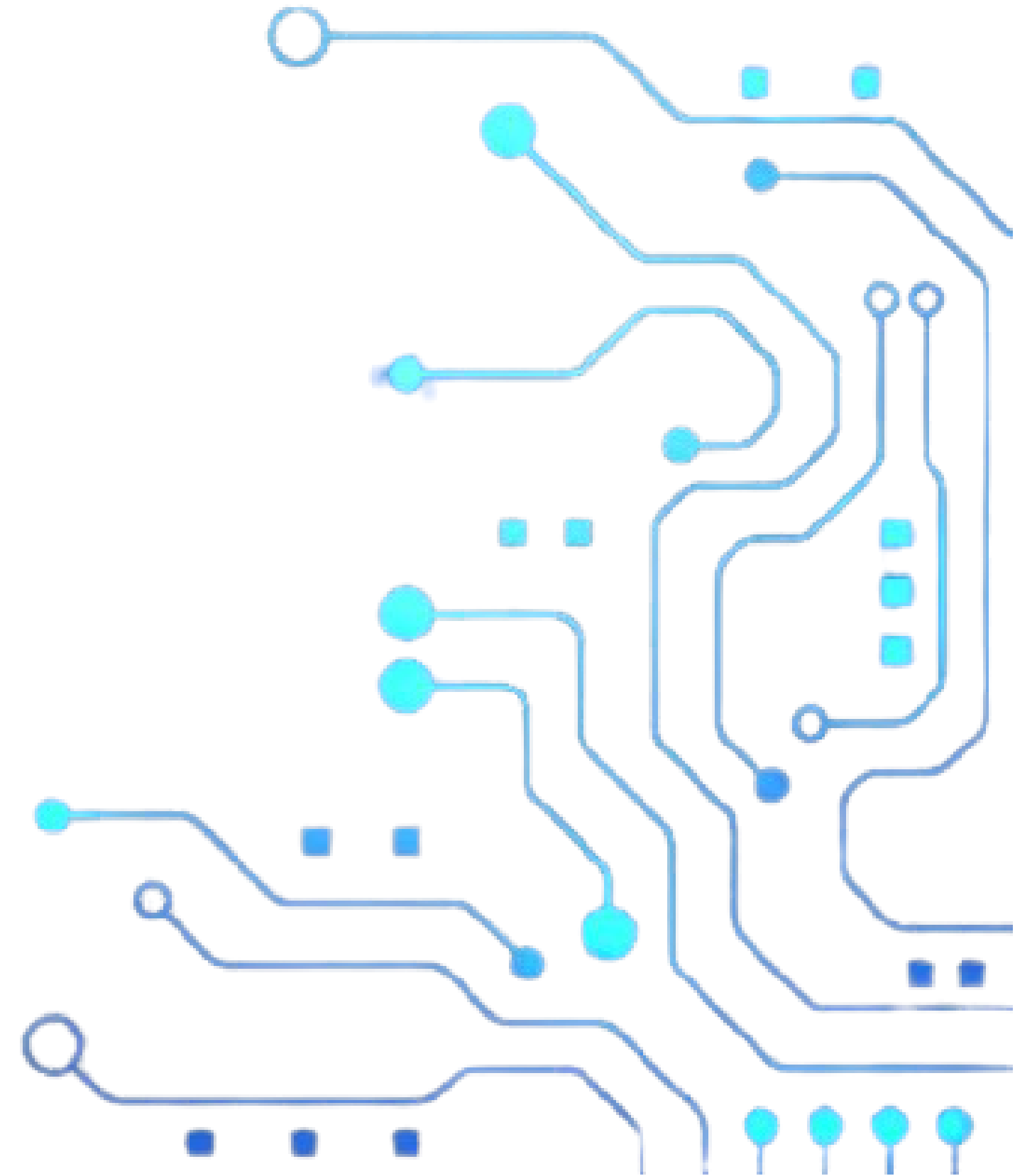
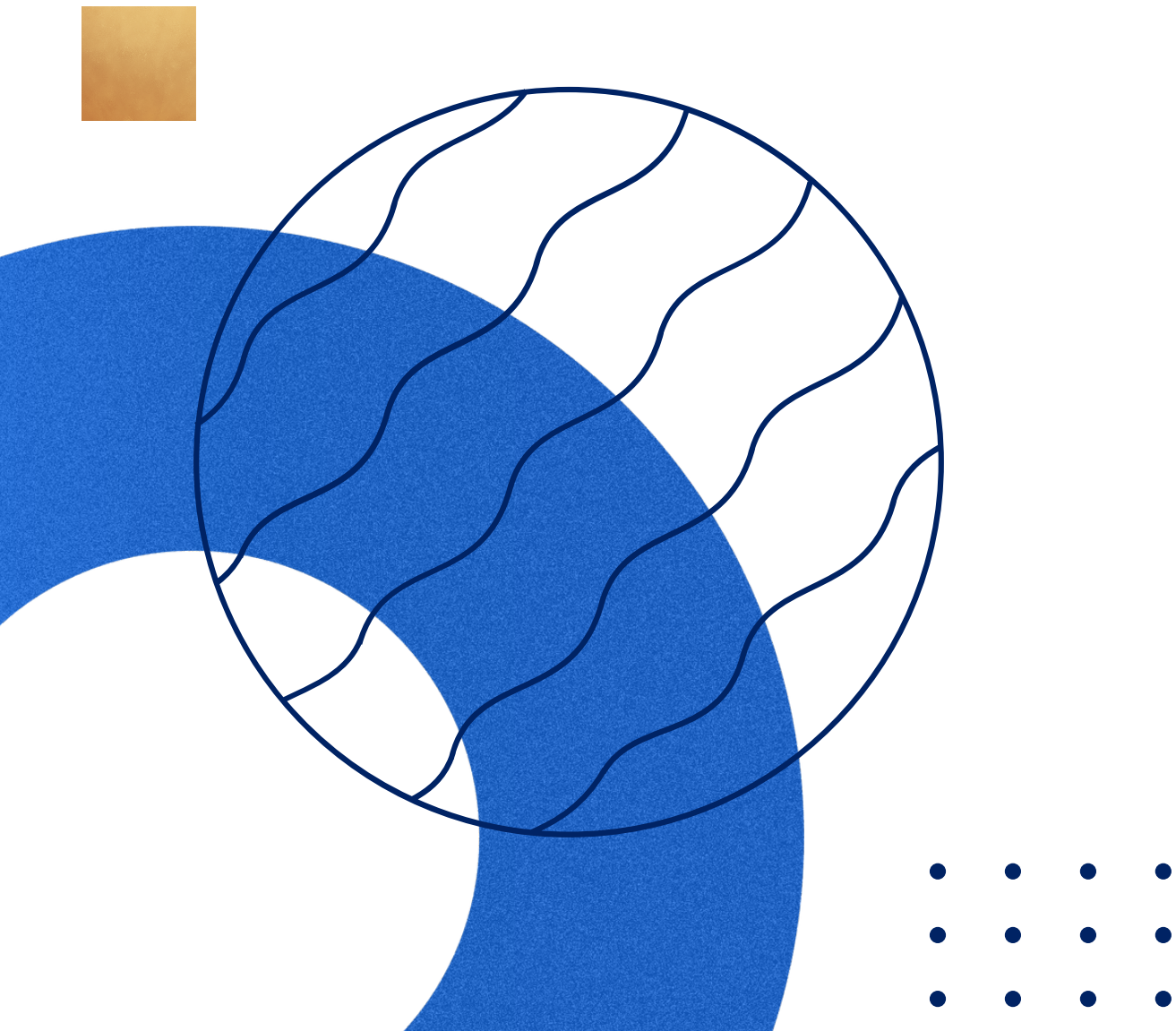


**Consulting** always gives you a chance to shake things up, as your employer will send you out to help other companies with projects they're working on.



# INFORMATION TECHNOLOGY

***Information Technology*** is the handling of system infrastructure & hardware systems for an organization. Since this is closely related to Information Systems, students often find themselves drawn to these roles.



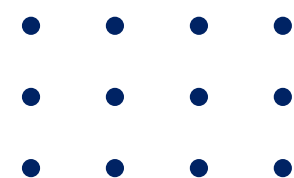


# OTHER

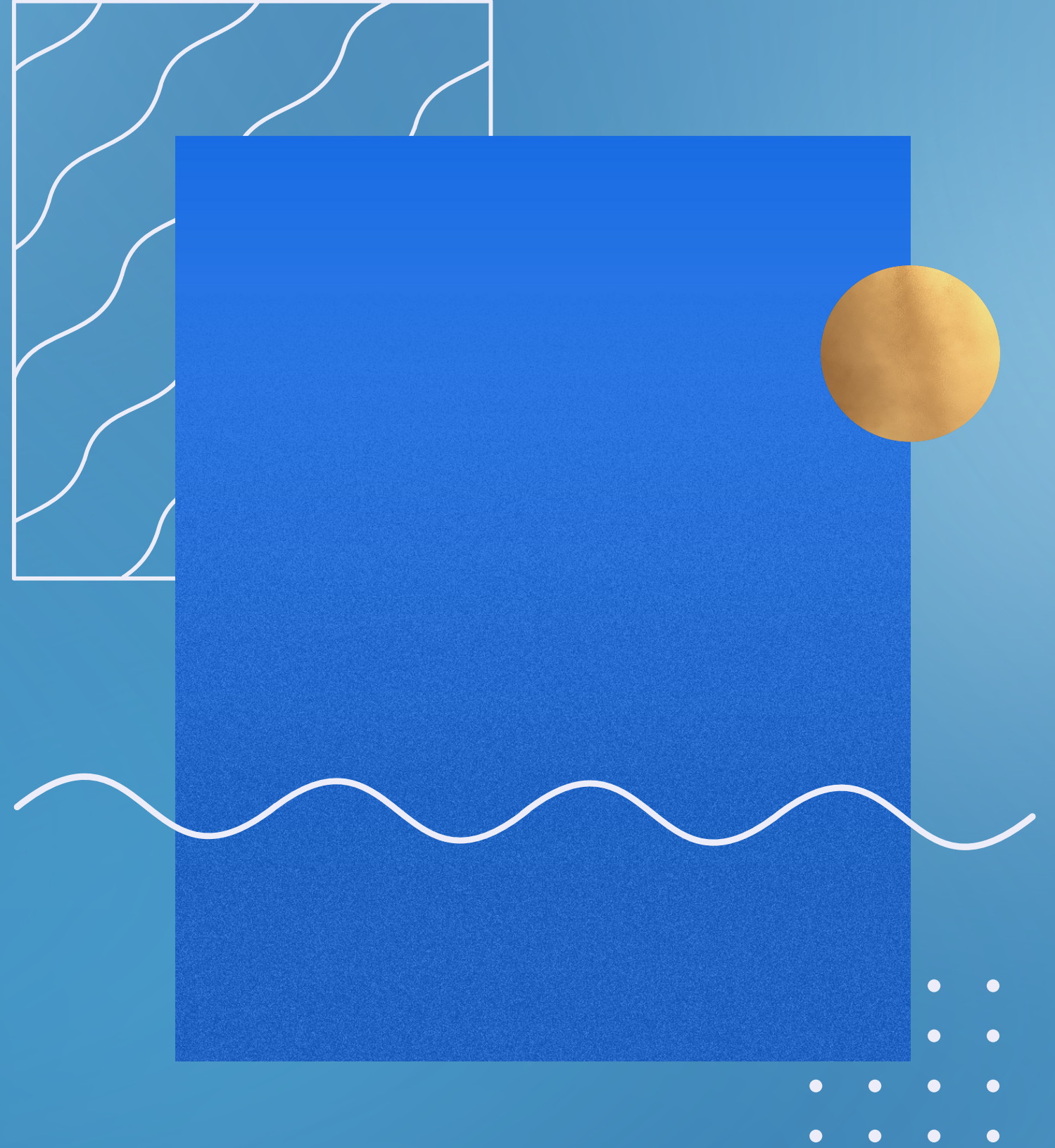
Many students take the skills they develop in the IS program to other areas of work they are passionate about. Students have found opportunities to use technology to find innovative solutions for companies not in the technology industry, such as family businesses or start-ups.



To get a clearer vision about what your future would look like if you went down any of these career paths (and to see a bit more info about each of these career outcomes), visit the [Career Explorer page](#) on our website.



# MASTER'S PROGRAMS

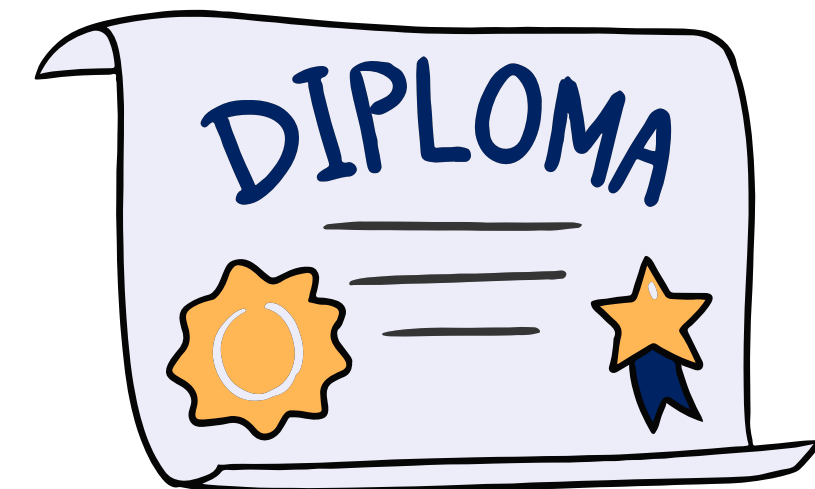




# MISM

While enrolled in the junior core, students have the option to apply for the Master of Information Systems Management program (MISM). This program admits approximately 100 students per year. The MISM is a two-year degree, but the first year replaces the undergraduate senior year. This allows students to earn a graduate degree by completing **only one extra year** of coursework.

Students in the MISM program take the Marriott School's graduate core of classes along with other graduate students—including the MBA and Master of Accountancy students. MISM students take additional graduate-level technology electives. Visit <https://marriottschool.byu.edu/mism> for more information about the MISM degree.



# WHAT ABOUT AN MBA?

Often students are conflicted about whether they should do the MISM or work for a few years and return to get an MBA. The fact is that employers love Masters. Those with Master's degrees become leaders.

MISM students at BYU are enrolled in many of the same classes as MBA students. Truthfully, your MISM degree can be considered a technology-focused MBA.

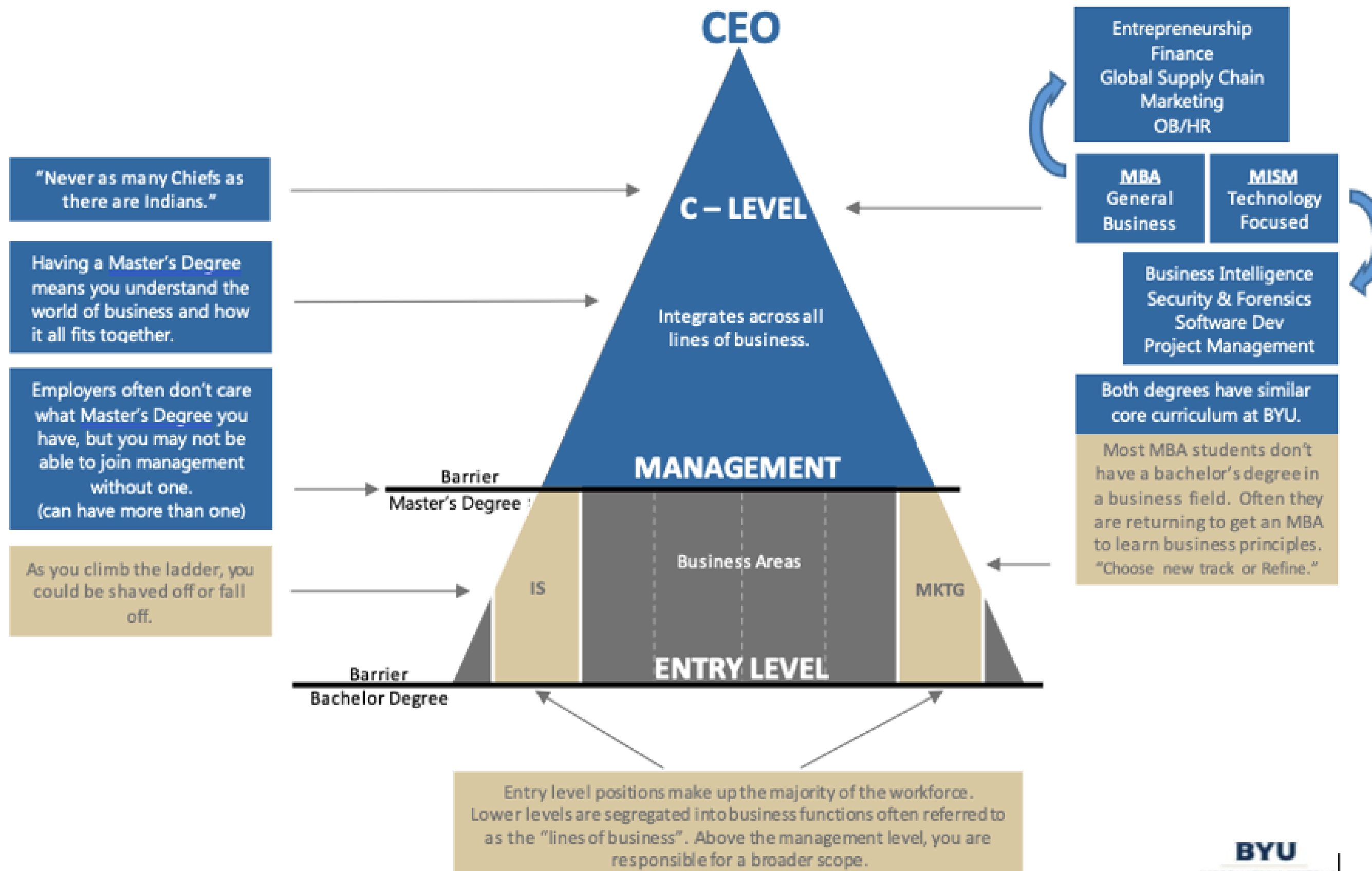
Work with Reid and the other career counselors who can help you decide the best path for you.



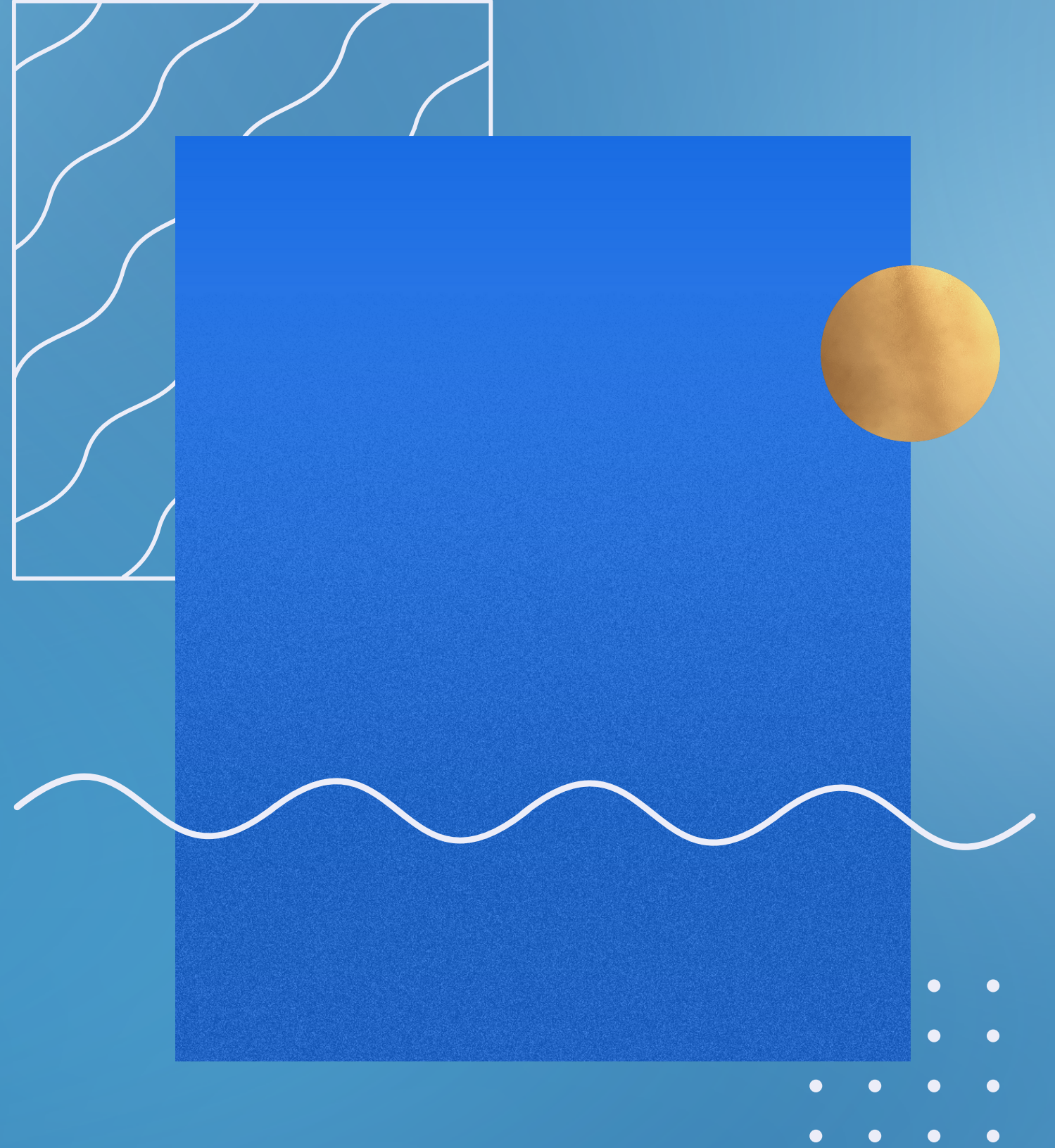
**CONSIDER**



# THE CORPORATE BARRIER: MASTER DEGREE



# RECRUITING



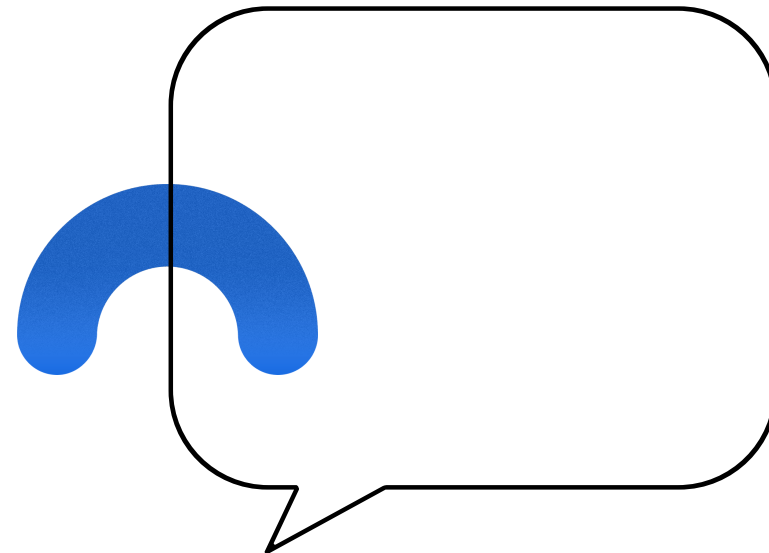
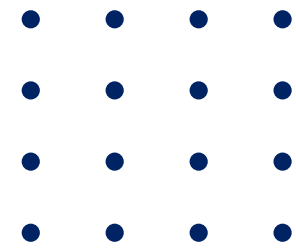


# KNOW YOURSELF

The recruiting season can be ***extremely*** overwhelming to those who aren't prepared. Our recruiters arrive on campus as early as the second week of the fall semester. This year we anticipate a blend of virtual recruiting and on-campus recruiting.

Top two questions: "What do you want to do?" (And why?) and "Where do you want to live?"

We recommend that before school starts, you take some time to research and gather ideas about a potential career path. That way, you can make the most of your time when recruiters come. One way to do this is through the **Career Explorer** dashboard on our website.



# MAKE AN IMPRESSION

You may not know everything or where you need to be, but one of the best ways to get your footing is by asking around.

Take a quick look through [this](#) document to learn how to find an Alumni on LinkedIn who you can talk with to help answer your questions. Filter by [BYU and the Marriott School of Business](#) to help you get started. Adjust the filters to help tailor the results more to your needs!



Ask

## **\*Reid's Tip\***

**Connect with Alumni before you apply for a position!**

When reaching out to a potential contact, let them know you are an IS student. Do your best to learn about their career journey.

Example questions are: "Why did you choose to do \_\_\_\_?" & "What is your favorite part about your job?"

**You want to know their story because it could become part of your own!**





# CAREER FAIRS



**For each of the primary career fairs, our team will publish a list of companies attending, ranked by the interest they express in IS majors.**

In addition to “Meet the Firms”, two main career fairs are typically held each Fall and Winter semester: the General Career Fair, and the STEM Fair.

Those fairs may be broken up into smaller fairs directed more towards specific majors. Watch for announcements on [Handshake](#), [CareerLaunch](#) and in our Friday Forecasts.

This year some Career Fairs will be hosted virtually via Handshake. Stay tuned for more information. Regardless, many of the same engagement principles still apply.

## **Before the Fair**

There are several events during the week of each career fair. If you’re particularly interested in a company, don’t miss any events it holds, especially resumes review nights. The more interactions you have with the representatives of the companies you’re interested in, the higher your chances are of landing an interview with them.

# CAREER FAIRS

## At the Fair

Make sure to dress in business professional attire.

Even though you won't be interacting with recruiters in person, you can still make an impression by looking professional, and it will boost your confidence. You can view dress guidelines available in the Marriott School Magazine here: [Dress Guidelines \(pages 8-17\)](#). For men, suit & tie combos are recommended. Remember, this will affect the first impression you give to recruiters.

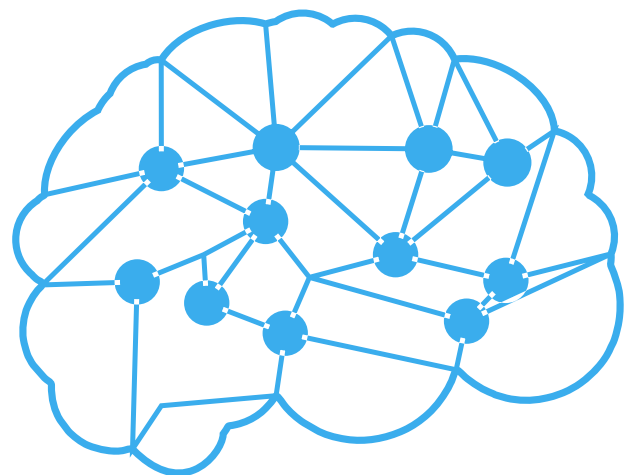


Update your resume. Make sure you have at least one updated version of your resume to submit to recruiters. You can also prepare multiple versions of your resume catered to the different companies you're interested in pursuing.

When you talk to potential employers, you can ask them for their business card information. Take a moment to jot down any notes about your conversation with them before moving on to other recruiters. This will help you remember the company after the fair.

**There are several Career Fairs you can attend, the following few slides outline some of your options**



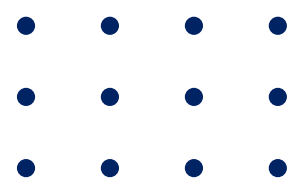


# STEM CAREER FAIR

The STEM fair has a more narrow focus and attracts more IS employers than the General Career Fair. We strongly recommend that you attend this fair.

The Science Technology Engineering and Math (STEM) Career Fair is specifically for students in STEM majors. Companies will likely list which majors they're recruiting for. You can also refer to the list of companies searching for IS students we publish the week before the STEM Fair to know which companies to network with.

See [this](#) page for more info on the BYU STEM Career Fair!



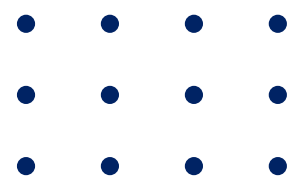
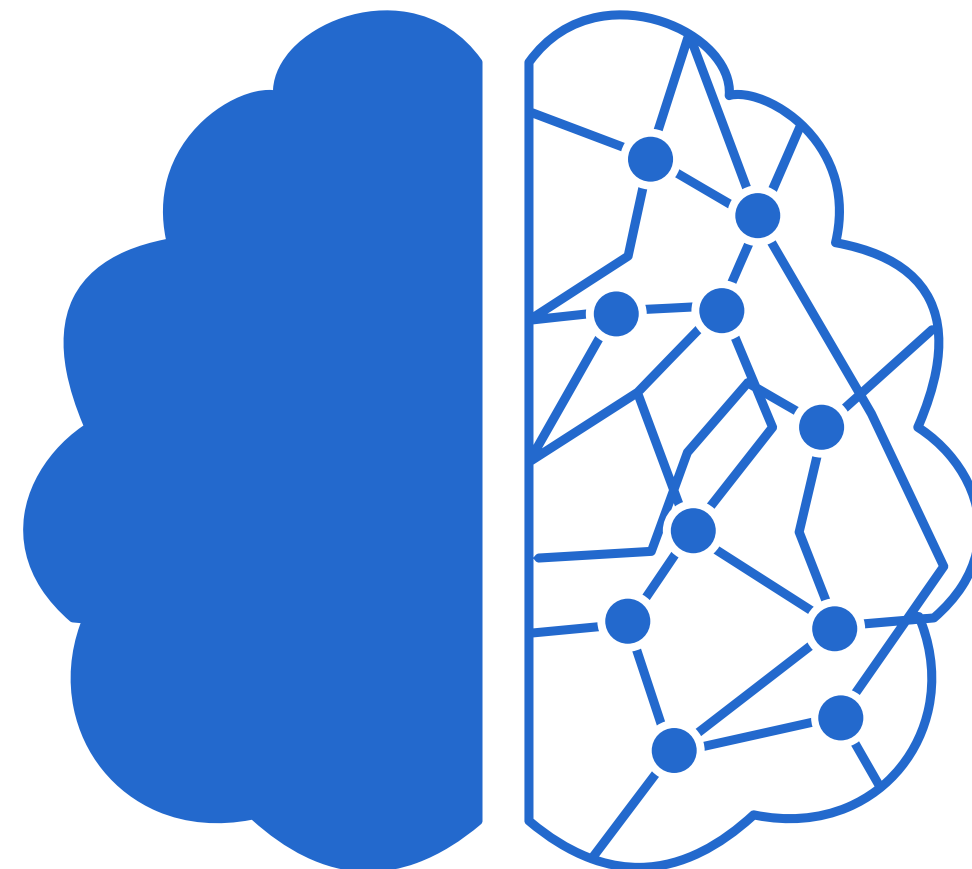
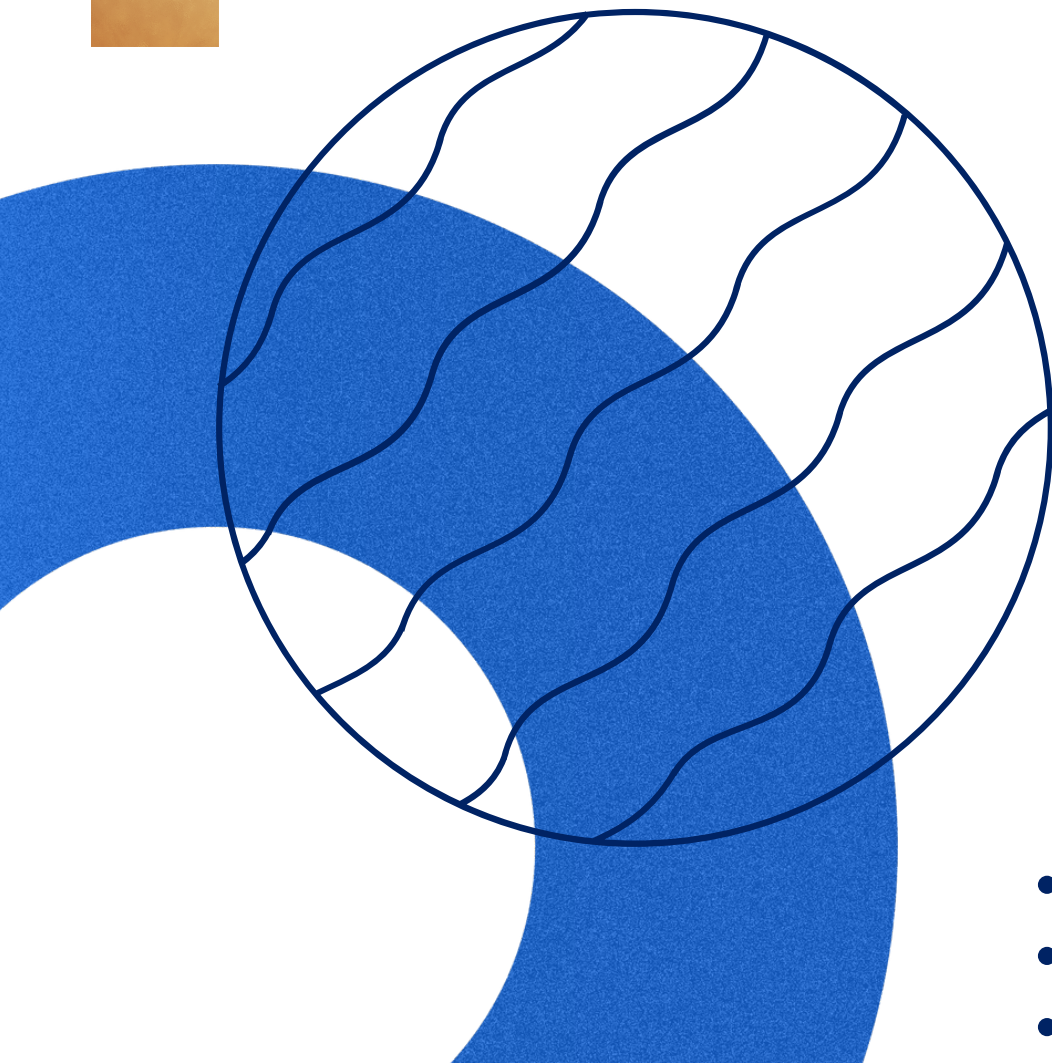
# AIS SPONSORSHIP NIGHT



This mini career fair is limited to AIS sponsors only.

These companies tend to focus their recruiting on AIS members. This event often happens the night before the STEM fair.

Learn more about AIS [here](#)





# MEET THE FIRMS

There are two “Meet the Firms” events: private accounting & finance firms come in the fall, and the Big 4 and other accounting firms come in the winter. These career fairs are for Accounting, Finance, and IS students.

In addition to the Big 4, other major employers, such as Disney, attend this event (consecutive internships may be offered by companies other than the Big 4).

Before attending Meet the Firms, you should answer the following questions:

## ***Do you want to work in the accounting industry?***

Although IS majors who work at accounting firms often don’t perform accounting functions, you should understand what accounting is before applying to any of the firms that attend this event.

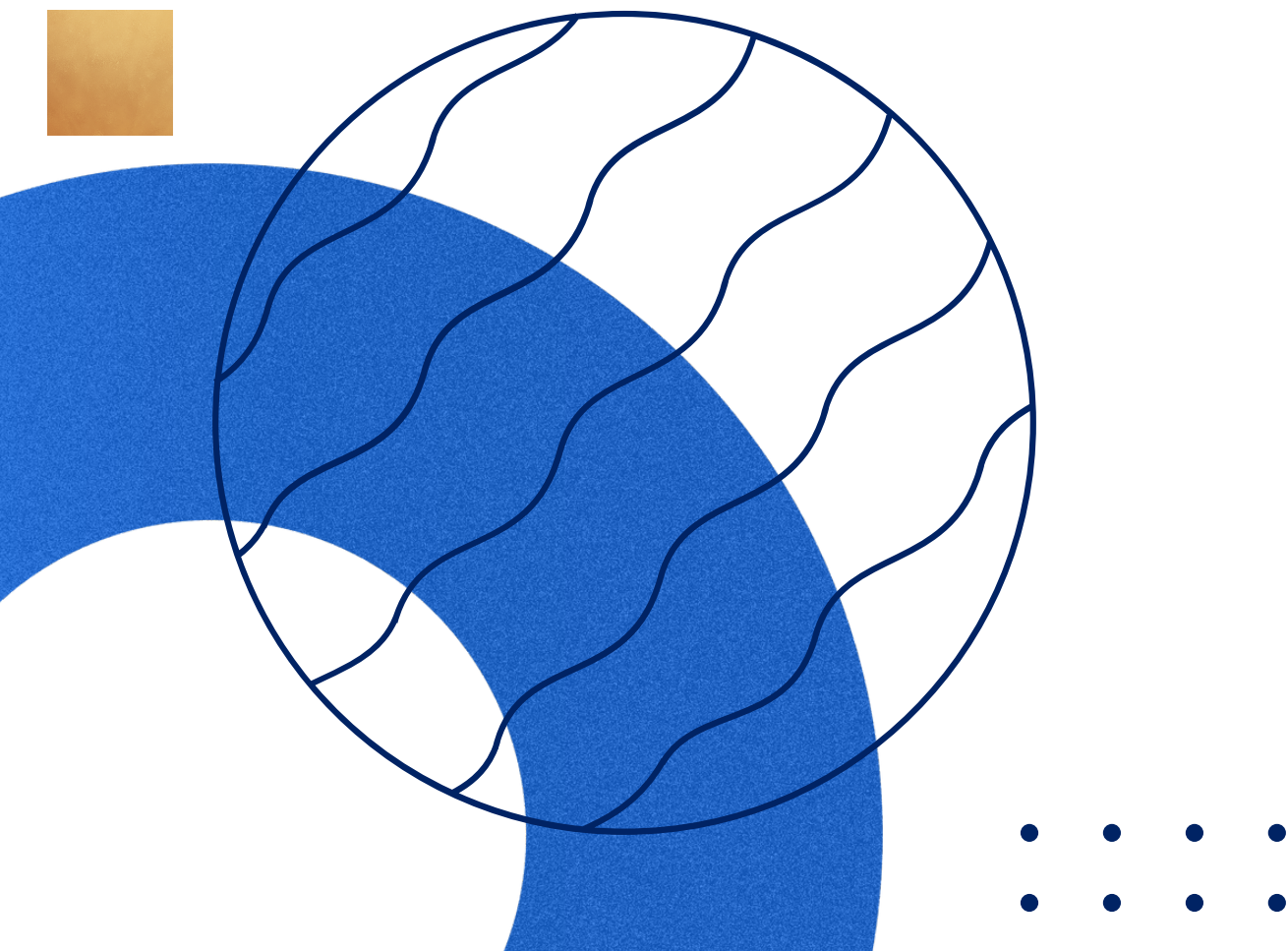
## ***Do you plan on applying to the MISM?***

Some employers don’t allow you to have consecutive/back-to-back internships (see “The Big 4” Section above).

## ***Where do you want to live when you graduate?***

Many of these employers have offices around the country. They want to know where you plan to settle down so they can assign you to a location where you’re happy staying.

Be **clear** and **positive** as you talk with employers at this event. Tell them what you want to do, even if you have to say, “Right now, my best guess is X.”

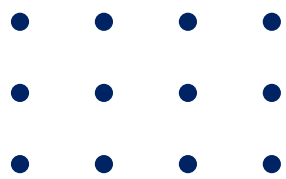
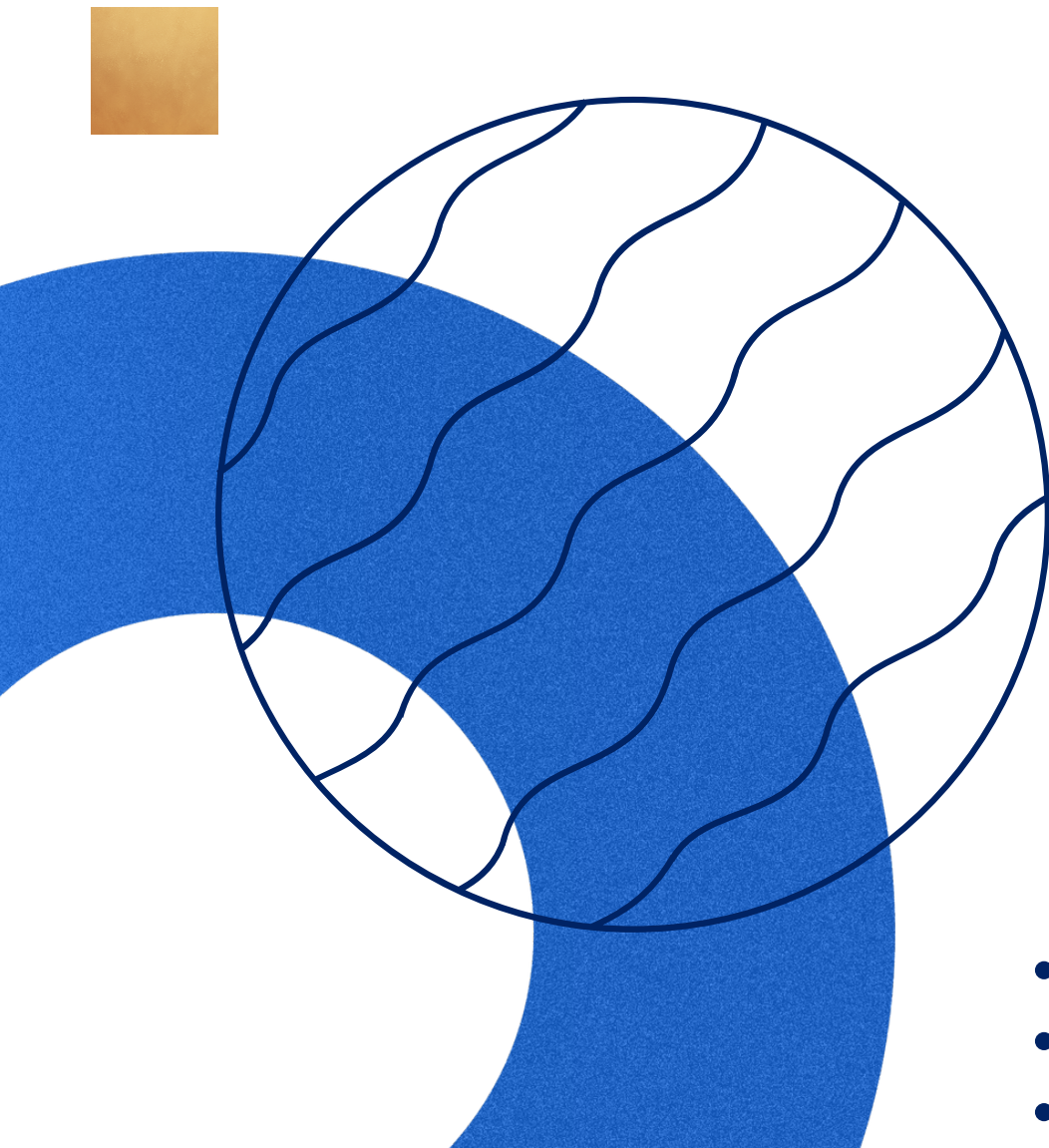


# ALL MAJORS CAREER FAIR



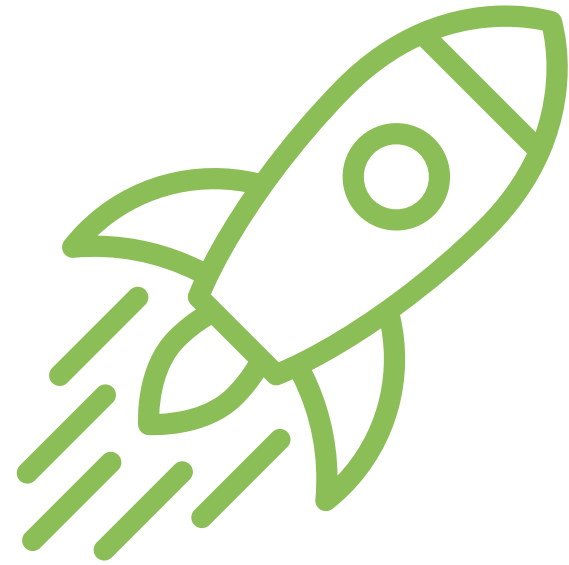
This career fair is for all majors across campus, so it will have a wider variety of companies. Some companies attend both the STEM and the All Majors Fair. Feel free to talk to these companies at both fairs if you want to work for them.

See [this](#) page for more info on the All Majors Career Fair!

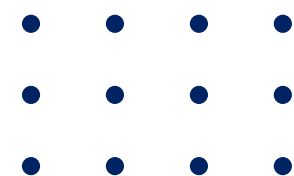
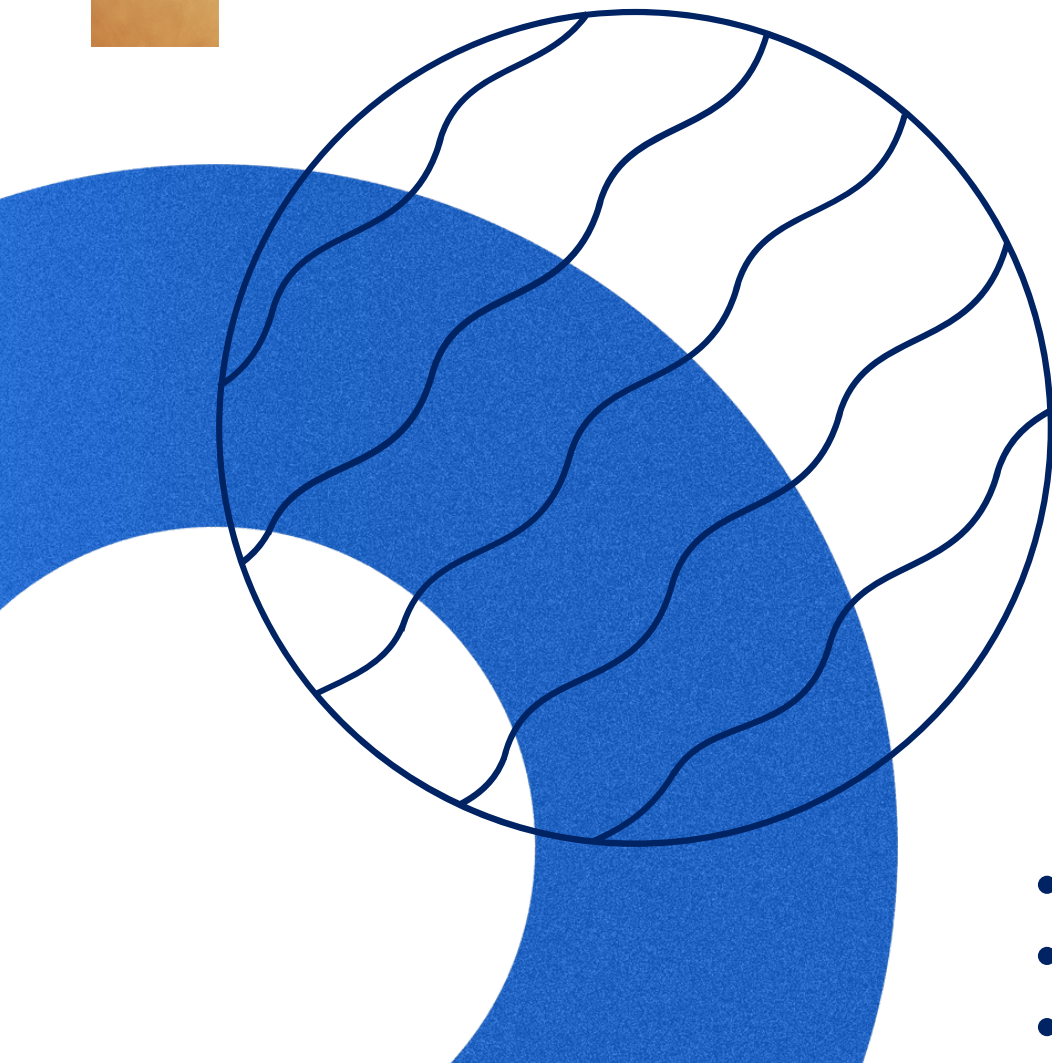




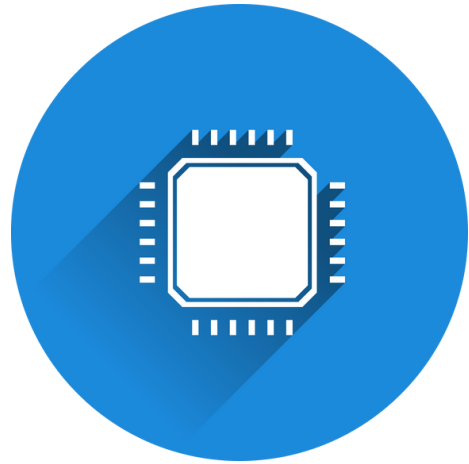
# BYU STARTUP CAREER FAIR



This additional fair is for startup companies based in Utah. If you're interested in working for these companies, get more details at [Utah Startup Marketplace](#).

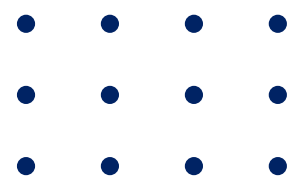


# SILICON SLOPES - UTAH | SUMMIT



Silicon Slopes is the moniker for the Utah's technology community.

They host an event every year called Silicon Slopes Summit. Visit their [website](#) for more information about the group!





# INFORMATION SESSIONS

Most information sessions occur around the time of the All Majors and STEM Career Fairs.

Employers will hold these informational meetings to help you learn more about the company and to allow you to network with some of their representatives.

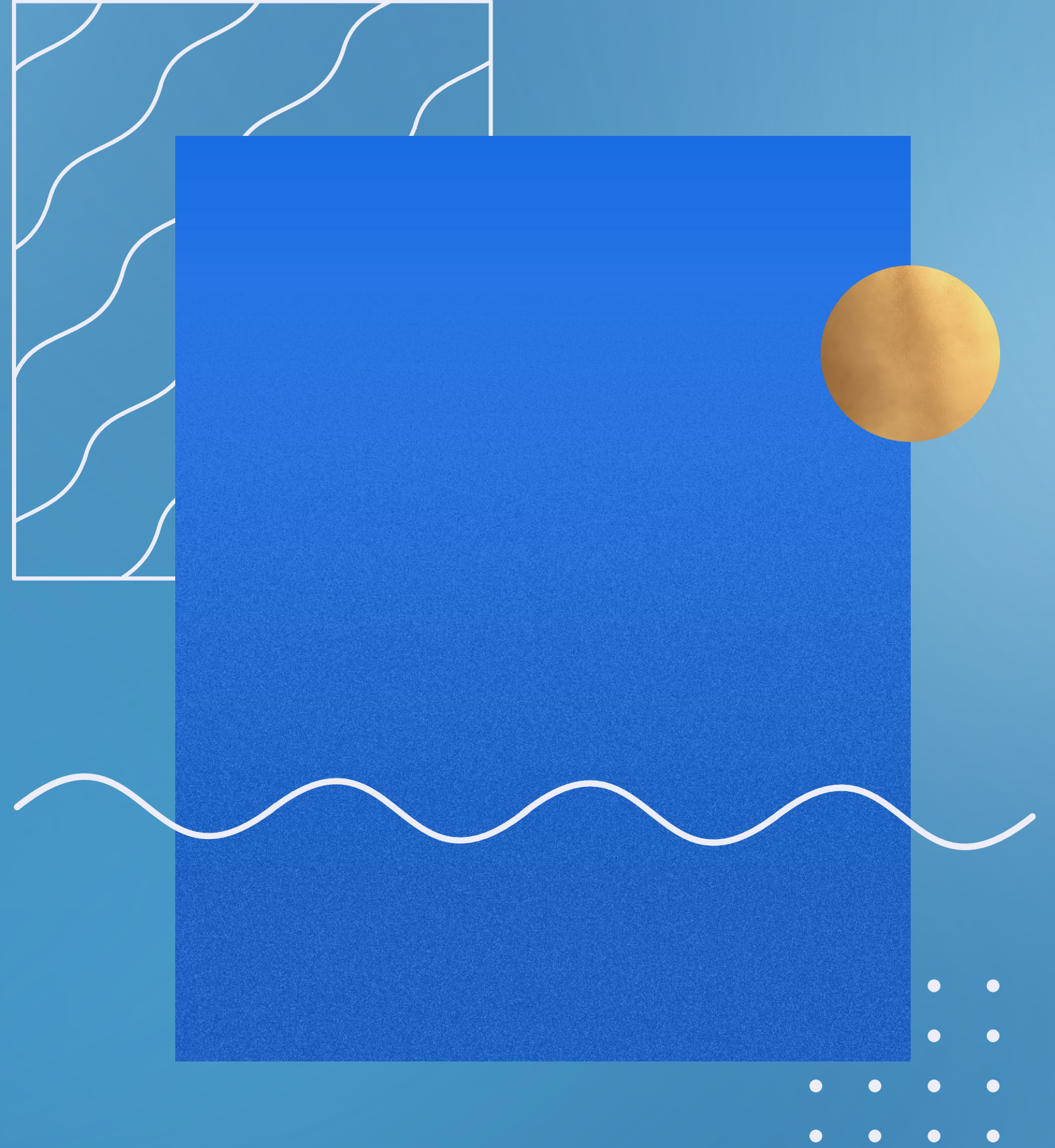
There is a significant number of information sessions sponsored in conjunction with AIS.



IS-specific information sessions are announced through AIS newsletters and the weekly **Friday Forecast email**.

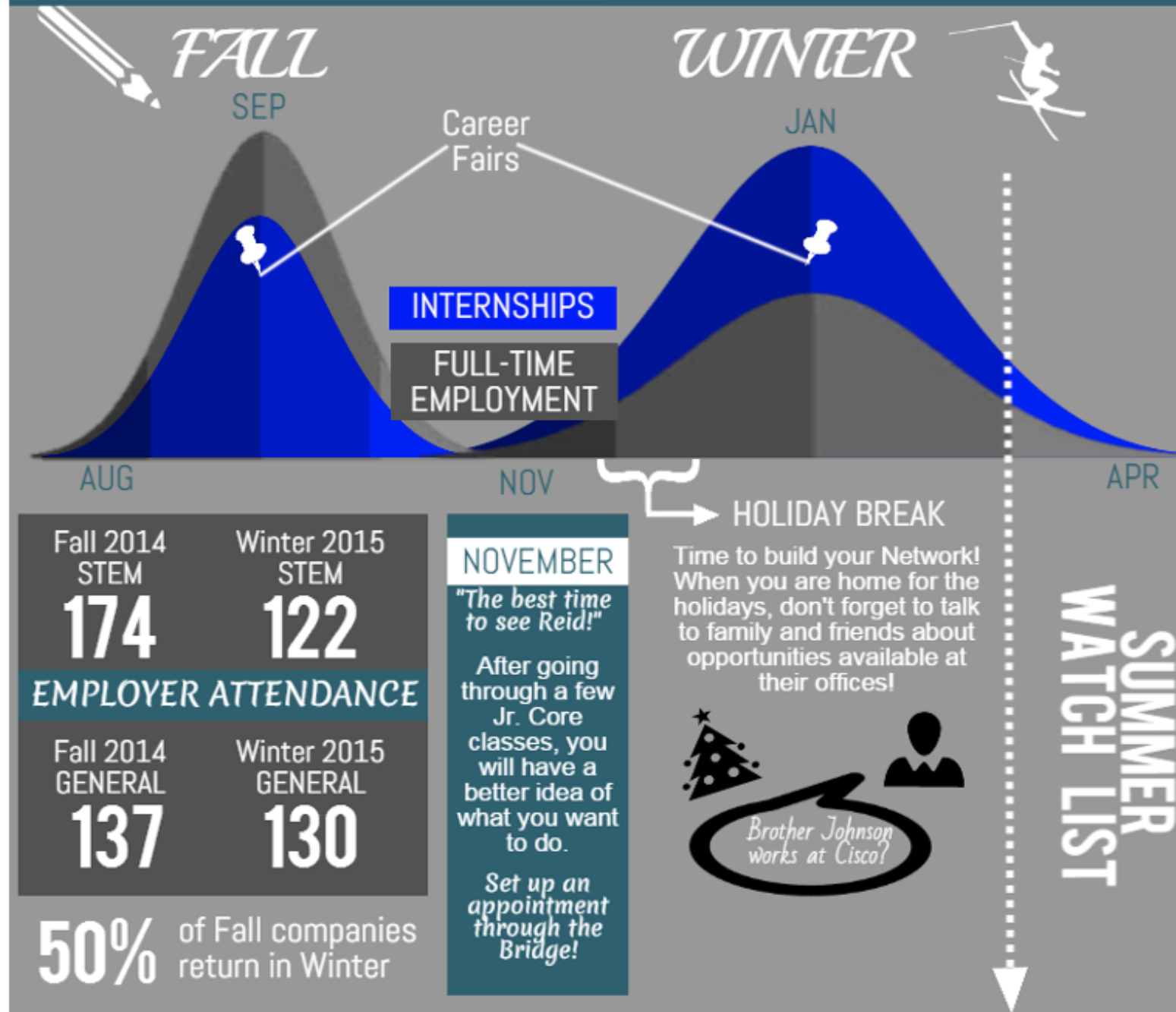
Events change. Check [Handshake](#) and [CareerLaunch](#), and stay tuned to the AIS Slack.

# RECRUITING SEASONS





# The Recruiting Cycle



**"Ides of March"**

Come talk to Reid if you don't have an offer by these dates

**March 1st**  
Full-time Employment

**March 15th**  
Internships



# FALL RECRUITING

Fall recruiting comes and goes extremely quickly. It covers September through mid-October. Most companies will be recruiting online or on-campus.

IS-specific information sessions are announced through AIS newsletters and the weekly **Friday Forecast** email.

Events change. Check [Handshake](#) and [CareerLaunch](#), and stay tuned to the AIS Slack.

## Internships —

if you're interested in pursuing an internship at one of the Big 4 accounting firms, you'll want to apply in the fall. Other companies recruit for internships in the fall, but unlike the Big 4, many of these companies have internship opportunities during the winter semester as well. Some companies, like Adobe, don't start their internship recruiting until late February.

If you don't find an internship during the fall, don't panic! Don't stop looking!

We recommend that you determine a few specific companies, locations, or job functions that interest you. This will help you narrow your search. If you need help developing your list, we encourage you to come to talk to [Reid](#).

\*See note in [The Big 4 section](#) regarding students pursuing the MISM.

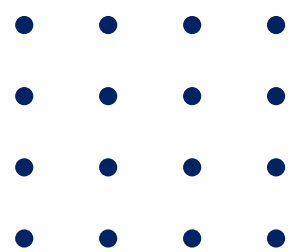




# WINTER RECRUITING

Internship recruiting returns with a vengeance during the winter semester. The Big 4 Meet the Firms event is during the winter semester.

You have to be more focused during winter recruiting because fewer employers come during this round than in the fall.



Some companies will recruit for both semesters, but often you'll see a fresh batch of employers in the winter.

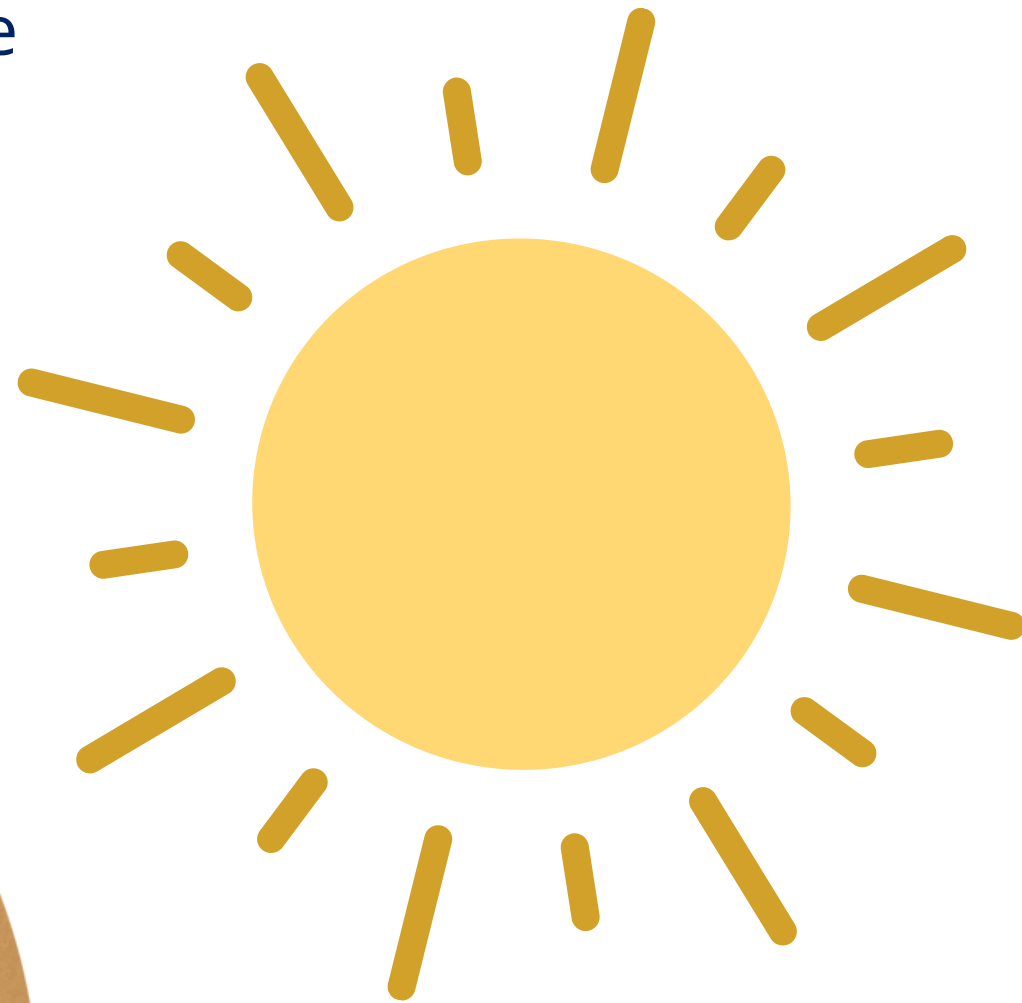
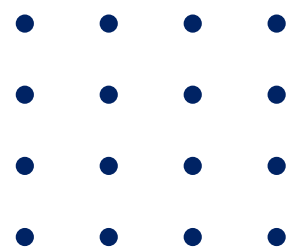
If you have a plan, you're probably okay, but if you aren't sure and can't decide on where you would like to work, ***you might end up without an internship or job offer come summer!***

During the busiest times of recruiting, we recommend that you keep an eye out for the **Friday Forecast** and check [Handshake](#).



# SUMMER WATCH LIST

If March rolls around and you find yourself without an internship or full-time job, don't panic! We're still able to help you, but please recognize that the majority of the employers you want to work for may have finished recruiting for the season. The field can be extremely competitive



As the winter semester comes to a close, Reid's team will begin compiling a list of students who haven't yet received internships and full-time positions. Often employers will approach us at the last minute expressing a need to fill positions. We present these opportunities to students who have expressed interest in joining the Summer Watch List.

By the end of March, we send out a survey that asks what your preferences are for job positions and work locations. ***You must take this survey to opt-in to the watch list!*** If you're on the Watch List, you'll receive information about any job opportunities that we hear about from employers and any other information we think is helpful to you in your search. Again, we're here to help you!



# INTERNATIONAL STUDENTS

If you're an international student requiring H1B sponsorship, your selection of companies may be limited. Don't miss the International Student Orientation with Reid that's normally held within the first two weeks of the fall semester. Please review this link: <http://www.myvisajobs.com/Visa-Job-Browse.aspx>.

Most of you understand the CPT and OPT rules associated with your visa status. Make sure you stay connected with the International Student Services Office: [iss.byu.edu](http://iss.byu.edu) The MSB also has a staff member dedicated to international student concerns. His name is Jonathan Wood ([jcwood@byu.edu](mailto:jcwood@byu.edu))

Traditionally, only about 15 employers will sponsor H1B visas for full-time employment. Check with Reid during your search, and he will update you.

Go to the [IS Career Explorer](#) for a view of other possibilities.

**\*Please be careful about assuming H1B sponsorship.\*** A company that's an H1B STEM sponsor isn't necessarily a sponsor of Information Systems (IS) at the entry-level. Several companies may sponsor PhDs, but not entry-level bachelor's or master's degrees.

We look for the best IS opportunities for international students. Please read this entire reference guide—it applies to you.



# IS STEM H1B Sponsors

## 2021

\*Double click on a company to see their approval rate



- [Ancestry](#)
- [Goldman Sachs](#)
- [Deloitte](#)
- [EY](#)
- [Anglepoint](#)
- [Google](#)
- [Adobe](#)
- [Amazon Web Services](#)

- [Apple](#)
- [Fast Enterprises](#)
- [Microsoft](#)
- [Amazon](#)
- [Walmart](#)
- [Lucid Software](#)
- [Meta](#)
- [SimpleNexus](#)





# H1B Sponsorship Additional Information

A tip from Reid:

*"Search for opportunities in companies that don't have a visa cap!  
Just because a company is listed does not necessarily mean that they will  
sponsor IS at the entry level"*

Visit [GoinGlobal](#) and [MyVisaJobs.com](#) to search for H1B sponsored jobs. Contact our International IS YPAC Leader – [Suqi Liu](#) – for more advice!



# THE BIG 4



**Deloitte.**



The Big 4 Accounting Firms—[Deloitte](#), [EY](#), [KPMG](#), and [PwC](#)—are significant destinations for IS students. IS graduates are typically not expected to work the rigorous hours demanded by accountants, but this does not mean that employers value IS employees any less. IS employees provide critical support to companies and are highly valued by them. If you choose this path, you will work mainly with clients to conduct IT audits or work in advisory (consulting) roles.

This type of work is not for everyone, but a good number of graduates happily choose this career path every year. If you love Dr. Romney's Business Processes and Controls class, then you may want what accounting offers.

Be aware that because BYU's Accounting program is always ranked as one of the top three in the nation, accounting firms start the recruiting process very early—during the first few weeks of school during the fall semester. Their focus is on full-time in the fall. At the winter "Meet the Firms" event for the Accounting, Finance, and IS students, you'll have the opportunity to meet Big 4 employees from locations all over the US. Their goal is to get you thinking about a future job or internship at their firms.

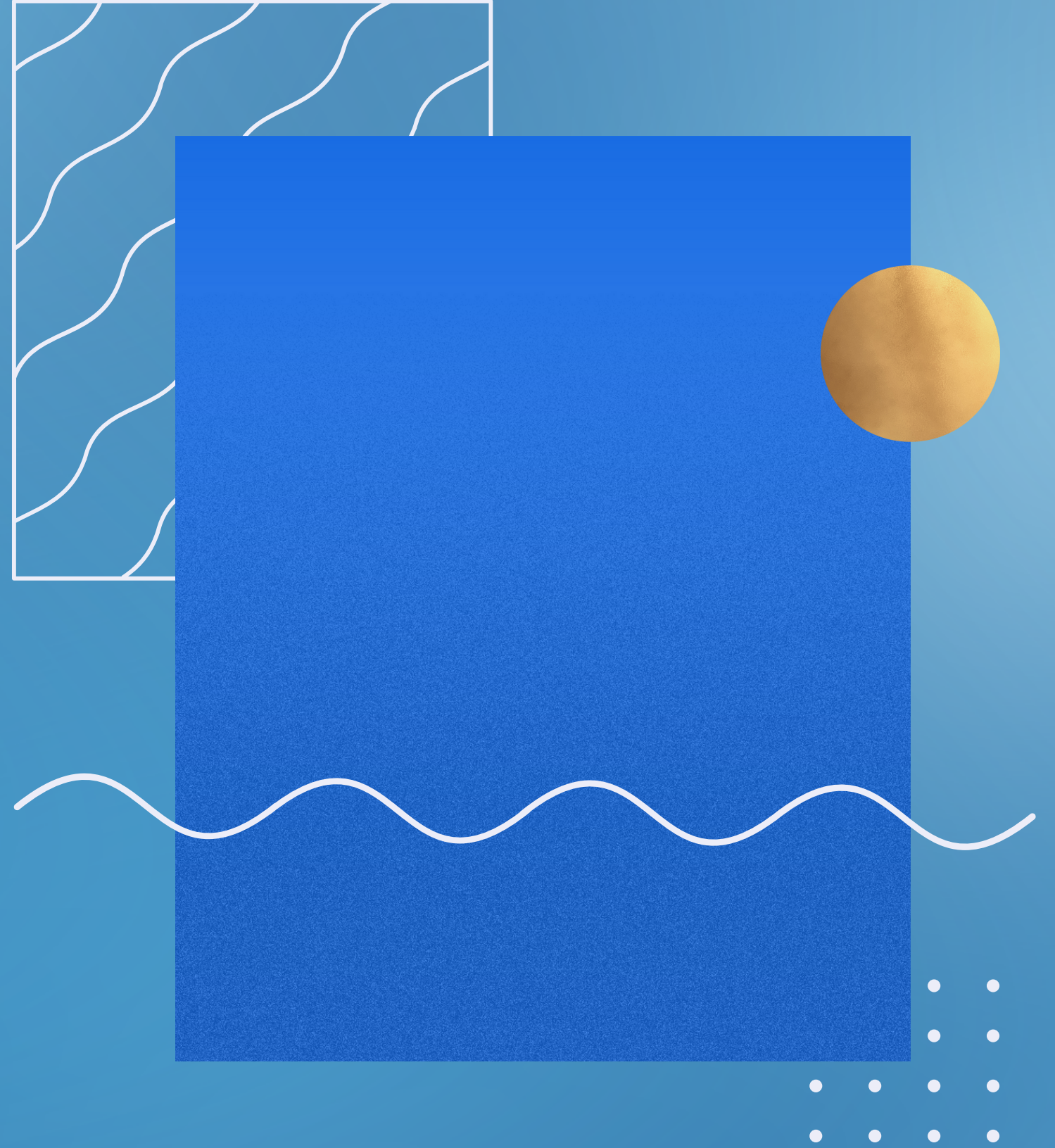
If you plan to pursue the MISM, be aware that the Big 4 firms DON'T allow consecutive internships. This means that you should pursue an internship with them after your first year of the MISM—not the summer after the junior core. However, feel free to express your interest in the early and pursue their summer leadership programs (these programs are built for those seeking the MISM).

The first thing the Big 4 firms will ask you about is your preferred work location. Each of the Big 4 have offices in almost every major city, and they want you to work somewhere you're excited to be. During the initial screening process, they may ask questions regarding why you want to live in that particular city, if you have been there before, etc. They want to know if you like your preferred location enough to stay there for a few years rather than asking for a transfer after a few months of working there.

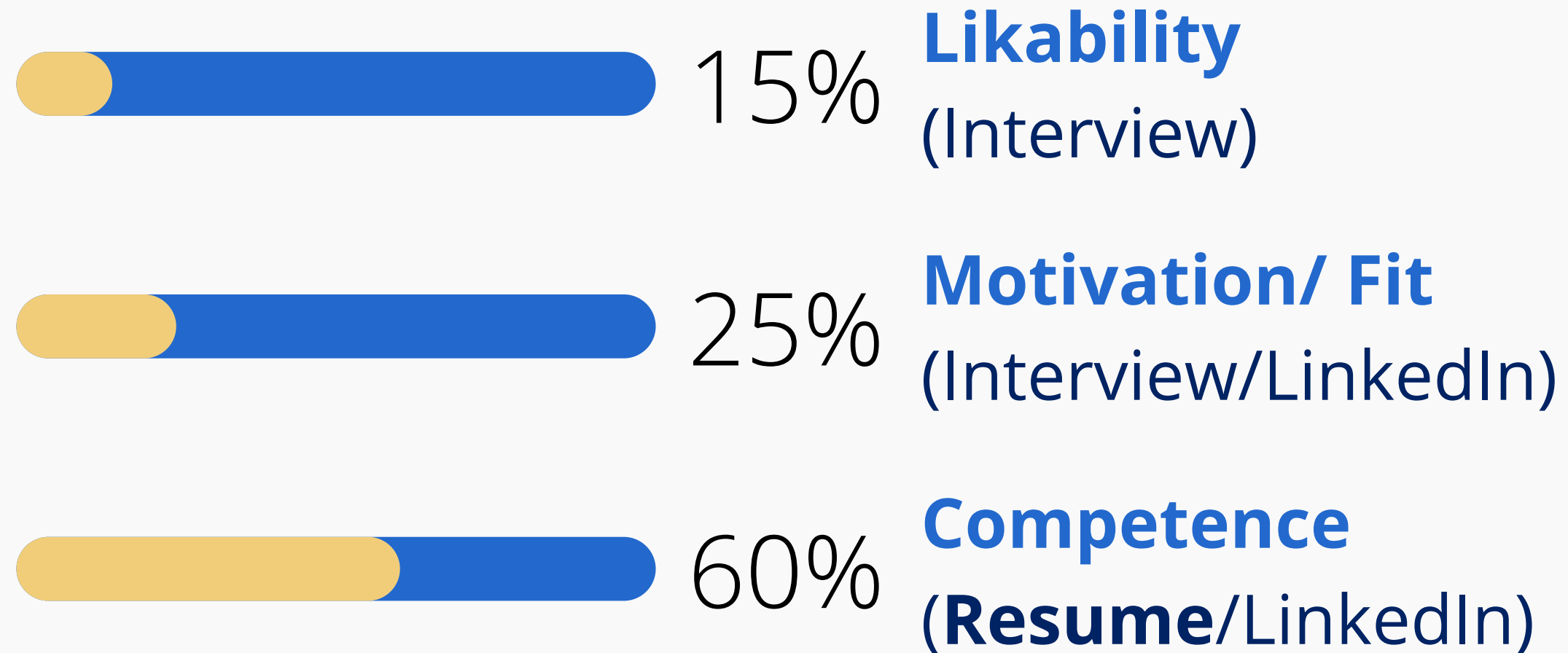
Visit [big4accountingfirms.org](https://big4accountingfirms.org) for more info on the Big 4 in general.



# PREPARING YOURSELF FOR YOUR CAREER



# TOP 3 REASONS WHY AN EMPLOYER WILL HIRE YOU





# RESUME

Most people only think of your resume as a place to showcase your skills, but they would be missing the mark.

The entire way you structure your resume, from the phrases you use in bullet points to the types of dividers that separate your content, gives a recruiter clues about what kind of an employee you will be.



# IS RESUME EXAMPLE

[View a larger copy!](#)

[Download the template!](#)



Isaac Showers

(801) 888-8956 | iscareerservices@gmail.com | www.linkedin.com/in/isaac-showers

EDUCATION

Bachelor of Science Information Systems

Brigham Young University – Marriott School of Business

GPA 3.71

Academic scholarship 2014 and 2017

Summer 2014 European tour – BYU International Folk Ensemble

Member – Association for Information Systems

Specialized Courses: Intro to Information Systems, Computer Programming with C++ and Java

Apr 2019

Provo, UT

EXPERIENCE

Performance Group Member

Freelance Musician

Co-developing Molly in the Mineshaft’s website which is expected to increase band outreach with talent seekers

Actively participate in organizing band management resources, improving rehearsal quality by 10%

Extensive experience working with over 12 professional performance groups with different dynamics

Dec 2010 – Present

Provo, UT

Audio-Visual Technician

Office of Information Technology – Brigham Young University

Operated audio-visual equipment in 800+ seat lecture room which enhanced professors’ presentations

Solved 95% of equipment problems that minimized disruption in the learning environment

Led a team of 6 technicians

Sep 2016 – Mar 2017

Provo, UT

Inventory Specialist

The Edge Powersports

Organized inventory and updated database which cut inventory manager’s search time by 25%

Operated telephones to inform customers about order arrivals, giving the inventory manager more time to spend on other projects

Jun 2013 – Aug 2013

Draper, UT

Owner and Operator

Haines Brothers Aeration

Revitalized business from a few customers to an operation that generated \$1000 in a 6-week season

Decreased competition within neighborhood by 90%

Developed lasting relationships with customers, maintaining their loyalty over 3 years of business

Mar 2010 – May 2013

Sandy, UT

Volunteer Representative

The Church of Jesus Christ of Latter-day Saints

Conducted 9 training workshops for up to 36 other volunteers that focused on leadership, teamwork, discipline, interpersonal relationships, teaching, and accomplishing goals

Directed other representatives and instigated the Just Serve pilot program in 2 separate areas

Performed community service on a weekly basis including hospital visits, food bank volunteering, and homeless shelter improvement

Sep 2014 – Aug 2016

Macon, GA

SKILLS AND ACHIEVEMENTS

Proficient in Tableau

Experienced with VBA, Pivot Tables, SQL, HTML/CSS, Bootstrap, C++, Java, JavaScript

Camp Kesem counselor for 2017, a week-long camp for kids whose parents have been affected by cancer

ROTARY Youth Leadership Awards camp counselor, planned and executed leadership and team-building activities for high school sophomores and juniors across Utah

Alta High School orchestra president and bass section leader

Conversational Spanish

Enjoy bass guitar and upright bass, sci-fi and fantasy books, airsoft sports, and board games

Eagle Scout



# TELL YOUR STORY

## Make Yourself an IS Super-Star!

### *1. Strengthen Your Resume*

Read through [Reid's Best Tips for Resume's](#) and revise your resume accordingly.

### *2. Send us Your Resume to Review*

Send us your resume at [iscareerservices@gmail.com](mailto:iscareerservices@gmail.com) for review so we can send you feedback!.

### *3. Post Your Resume*

Use [VMock – Tutorials](#) and then show off your brand new resume by posting it to [Handshake](#) and [LinkedIn](#)! To apply for jobs on Handshake, you need to upload at least one resume.



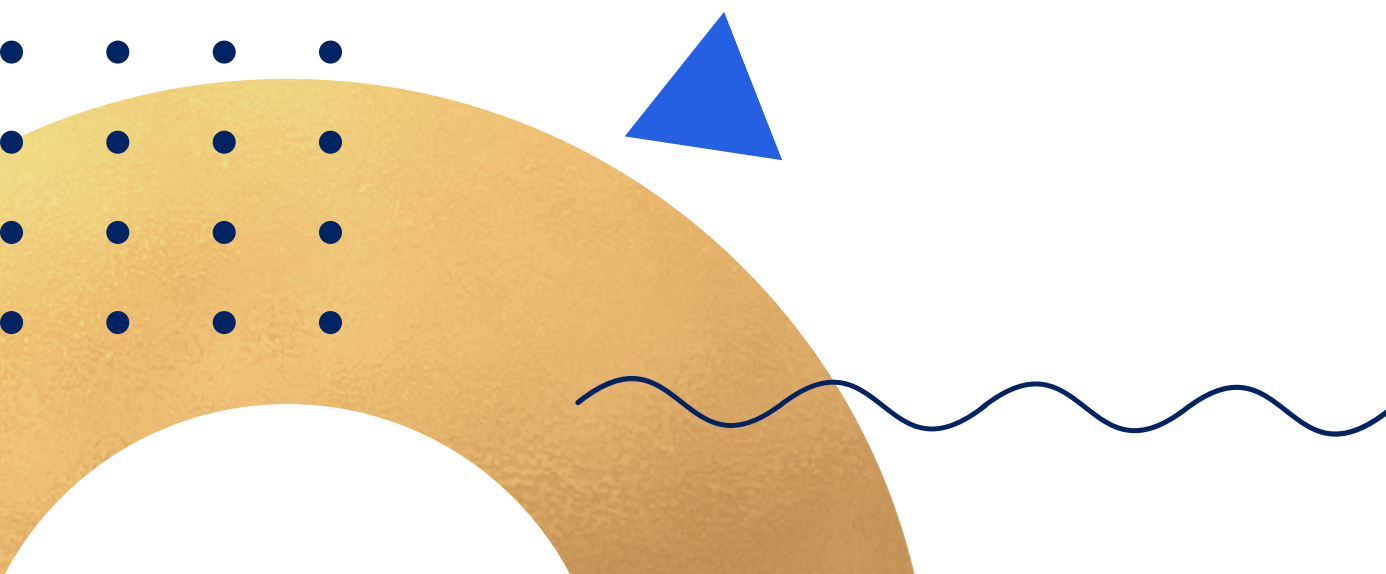
# UPLOAD YOUR RESUME & TRANSCRIPT



Your resume must be a pdf to post it on [Handshake](#). Find the “Documents” tab by hovering over your picture in the top right, then click “Add New Document,” and follow the onscreen instructions.

## How to Submit Your Unofficial Transcript With Your Resume:

- 1) Sign in to [MyBYU](#) and under “Campus Resources” on the left side, go to “Record Summary”
- 2) Right-click on the document and select “Print” (or press ctrl + P)
- 3) Save your report as a PDF
- 4) Log in to [Handshake](#), and click on the “Documents” tab found by hovering over your picture
- 5) Select Transcript as the type of document to upload and upload your downloaded transcript pdf!



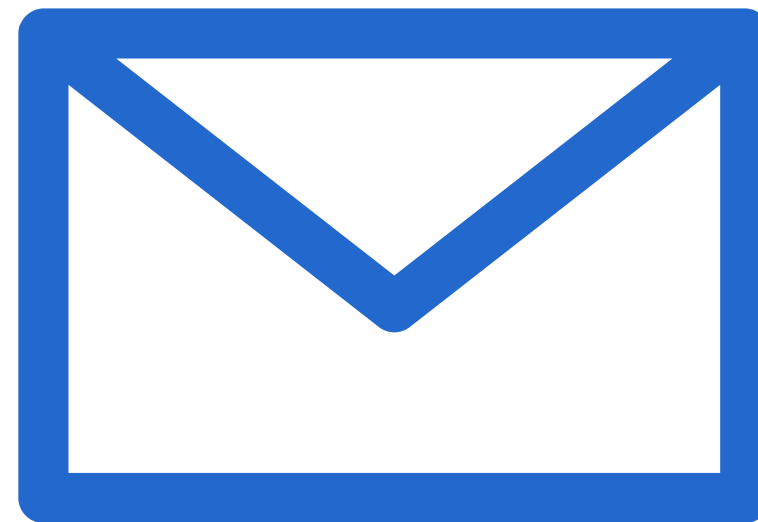


# COVER LETTERS

About **10-15% of job applications use cover letters.**

The cover letter is meant to give you **personality** and set you apart from other applicants. You can reference your resume in your cover letter, but you want to **expand deeper** about who you are and how you could impact the company if hired.

Reid recommends that you generally have **four paragraphs** with **four sentences** each, if possible.



# FIRST PARAGRAPH

## 1) Introduction -

***Exhibit enthusiasm or drive for the position you are applying for, touch on your "Me in 30 seconds":*** "I'm excited to apply for\_\_\_\_\_."

***Mention a connection with someone in the company and their department:*** Jeff Sanders in the IT department strongly recommended that I apply for this position.

***Specifically state why you like the company:*** Your company has a reputation for having an amazing work environment and inspired leadership.

***List two skills you want to expound on:*** I am well suited for the position because I have a high level of integrity and excellent project management skills. Both of these skills will make me a valuable member of your team.



# SECOND AND THIRD PARAGRAPHS



**2) Skill Paragraph** - integrate the skill with an experience where you demonstrated that skill:

"I always do my best to uphold my values not only in the workplace but in my personal life as well. I exhibited integrity when I worked as a bank teller at Zions Bank Corporation several years ago. At the time, my manager pushed us hard to sell products to customers. Most of these products were either loans, lines of credit, or credit cards. I did my best to sell them, but also kept in mind how a product would affect the customer in the long run. As a result, when I felt it was ethically wrong to sell a product that could potentially hurt a customer in the long run, I didn't set them up. I didn't make as high of bonuses as I could have, but I did leave every day with a clear conscience, which is worth more to me than any bonus they could have offered."

**3) Skill Paragraph** - integrate the 2nd skill with an experience where you demonstrated that skill.



# USE AN AGGRESSIVE CLOSE



**4) Final Paragraph** - Thank them for the opportunity to be part of their company, provide your contact information, tell them you will contact them in 7 days or so to follow up if you don't hear from them, and end with a direct statement:

"Thank you for the opportunity to be a member of your software development team. I will contact you within 7 days to see if you have all you need to make your decision. Should you desire to speak with me sooner, please contact me at 801-283-9281. I can also be reached by email at [chrisabbot@gmail.com](mailto:chrisabbot@gmail.com). I look forward to joining your team and I am certain that it will be a positive experience for both of us.

Sincerely,

*Chris Abbot*

Chris Abbot"





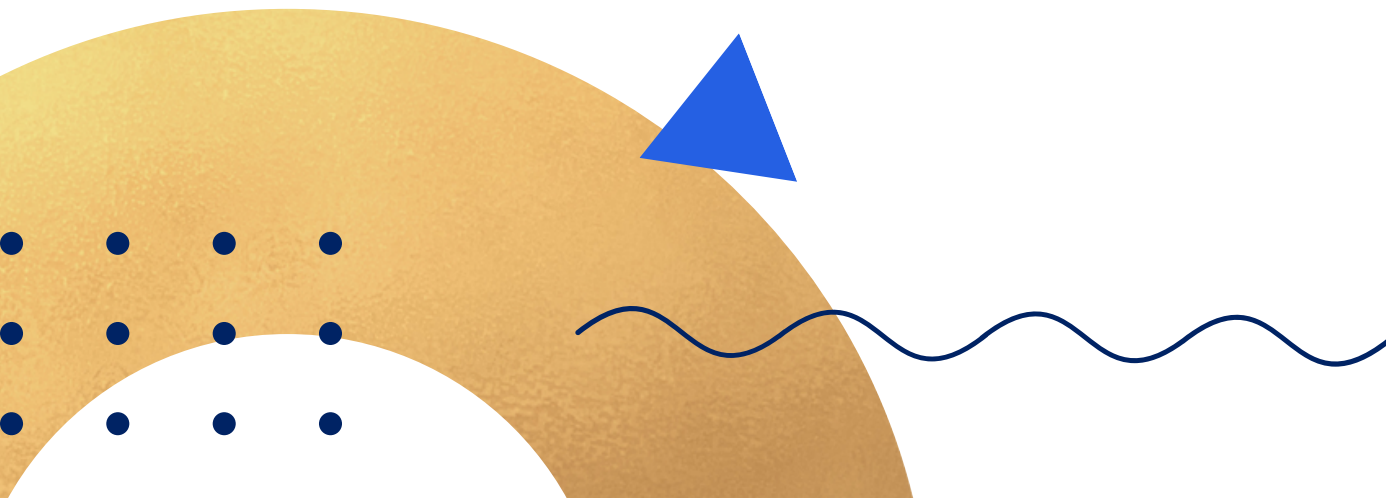
# LINKEDIN



LinkedIn can be a powerful resource for employers who are looking to learn more about candidates. On LinkedIn, you can provide more details about yourself, your skills, and your accomplishments than you can on a one-page resume. If you don't have a LinkedIn profile, make one! If you already have one, make sure it's updated! The free version of a LinkedIn account is appropriate for your needs as a student.

Reid is an extremely useful resource when it comes to developing your LinkedIn profile. He is often a guest lecturer in classrooms across campus and presents on how to effectively use LinkedIn. If you would like him to review your profile, send him an email with a link to your profile and include anything you want him to specifically look for.

VMock also provides a tool for improving your LinkedIn Profile called Aspire. Access it by going to the VMock website and clicking on the Aspire tab on the left-hand side. [Click here](#) for a series of video tutorials on Aspire and VMock.



# YOUR PICTURE

Your profile picture should be of only you, not of you and your spouse. Your picture should reflect the job you want to have. For example, if you want a job as a river guide, your picture should show you in a kayak. If you want a job at a major accounting firm, your picture should be of you in professional attire. If you don't know what attire to wear to reflect the job you want to have, search for someone else that already has that job and see what they are wearing.

Make sure your eyes are visible in your picture. You can tell a lot about people by their eyes, so employers want to see them.

Note: Feel free to connect with [Reid](#) on LinkedIn. Be aware, however, that he will not accept your invitation to connect if you don't have a picture associated with your profile!





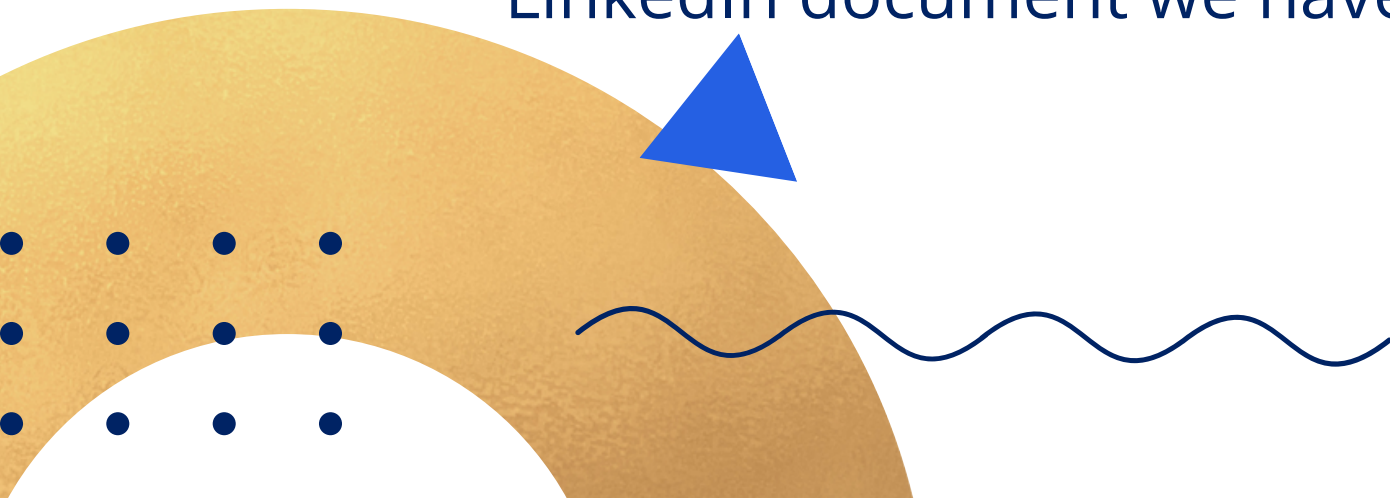
# KEYWORDS ON LINKEDIN



When recruiters use LinkedIn to find potential candidates for jobs, they run the profile through an algorithm. This algorithm looks for job-specific keywords throughout each profile. These keywords will vary, depending on the job you are applying for. For example, if you want to be a web developer, some keywords may include development, Java, CSS, front-end, back-end, etc.

Once you have identified keywords for the job you want, you can add them to your LinkedIn profile. The most important place to put these is your headline. Within the headline, include the job title you are applying for as well as other relevant keywords. Other places within your profile to add keywords are your about section, your experience section, and your education.

To learn more about how to optimize your LinkedIn with keywords, check out [this](#) LinkedIn document we have created.



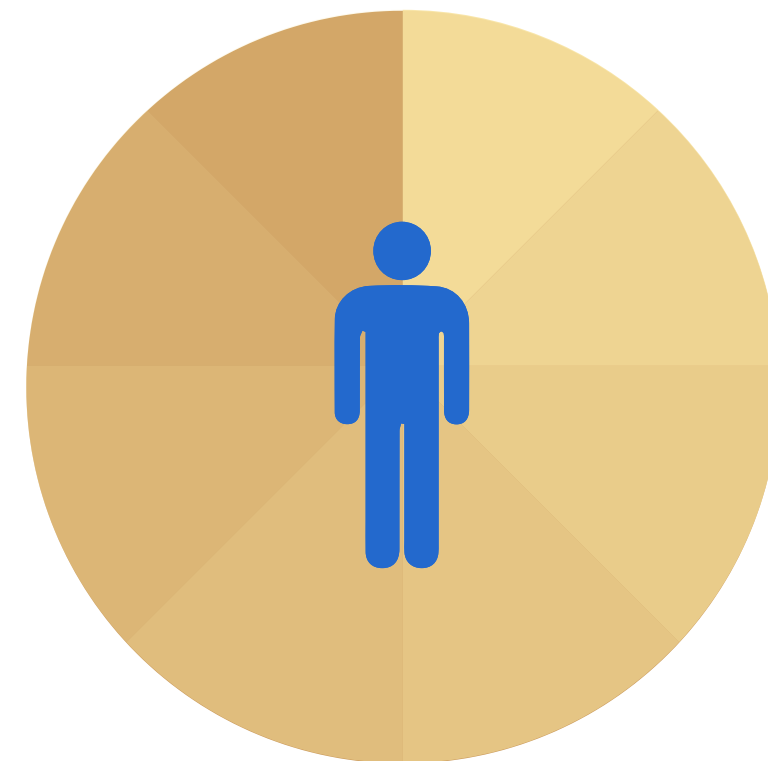
# YOUR PERSONAL BRAND

When considering what to put on your LinkedIn profile, make sure that whatever you put up is consistent with your brand. Ask yourself the following questions:

- *What message do I want to send to employers?*
- *What do I want companies to know about my interests and motivations?*

Always be transparent and honest on your LinkedIn profile. Your summary should be similar to your Me in 30 Seconds. 80% of employers are looking at social media to determine how you would “fit” with their organization’s culture. Your interests will help them determine this.

View the slide deck Reid uses in his presentations about branding your LinkedIn [here](#).





# GET CONNECTED ON LINKEDIN



Your first objective on LinkedIn should be to find and connect with people you know. ***You don't have to try to get 500+ contacts right away.*** Your connections represent your professional network. Treat them as business connections, not as your typical social media friends.

In addition to personal connections, take the time to follow a few companies you're interested in working for. Oftentimes, when employers are considering candidates for internships or job positions, recruiters will review the candidates' LinkedIn profiles. You'll score some major points if you follow the company on LinkedIn.

You should also join LinkedIn groups. Many of these groups represent people living your dream. If you aren't connected with a person, you can't send him or her a message; however, if you're in the same group as that person, you can send a message.

Some groups that can connect you with people who are "living your dream" are found in the list below:

- [BYU Information Systems](#)
  - [Marriott School of Business](#)
  - [BYU Management Society](#)
  - [BYU Alumni](#)
- 



# F.I.R.E. ON LINKEDIN

LinkedIn is a useful medium for connecting with alumni – especially the alumni who are “living your dream.” Alumni are generally happy to mentor and help students learn more about the company they work for or to help students along their career paths. Use the process below to find alumni to talk with about a position you might be interested in:

- **F**ind 10 alumni on LinkedIn who work in the companies that you want to work for
  - o Use [this resource](#) to find Alumni
- **I**nformational interviewing (Live Research)
  - o Identify those alumni/contacts who could provide you with the best information
- **R**each out and get introduced to an Alumnus/Mentor or Hiring Manager
  - o If you find someone who isn't a first-level connection:
    - Ask for an introduction through another person in your network who is connected to that person or see if you're in a group with that person
    - Always include a key message of why you're contacting that person
    - Your introduction and message should be a professional message to have a conversation offline (i.e. Meet for lunch or a phone conversation)
- **E**ngage with that person offline (for less than 30 minutes)



# ACTION ITEMS

## 1. Create an “All-Star” LinkedIn profile:

- Post a professional picture
- Include a variety of keywords
- Create an awesome summary (Google this; there are a lot of resources out there)
- Connect with alumni and IS classmates
- [Customize your public LinkedIn URL](#)
- Join groups made up of people who are living your dream
- Follow companies that you have an interest in working for

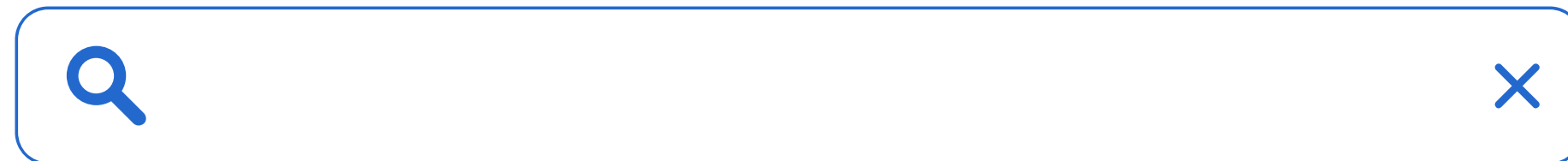
## 2. Review [this](#) LinkedIn document and polish up your profile even more



# COMMON SEARCHES

The main LinkedIn search bar provides a basic search, while the Advanced Search feature refines or narrows your search.

[LinkedIn's Tips for Job Seekers](#)



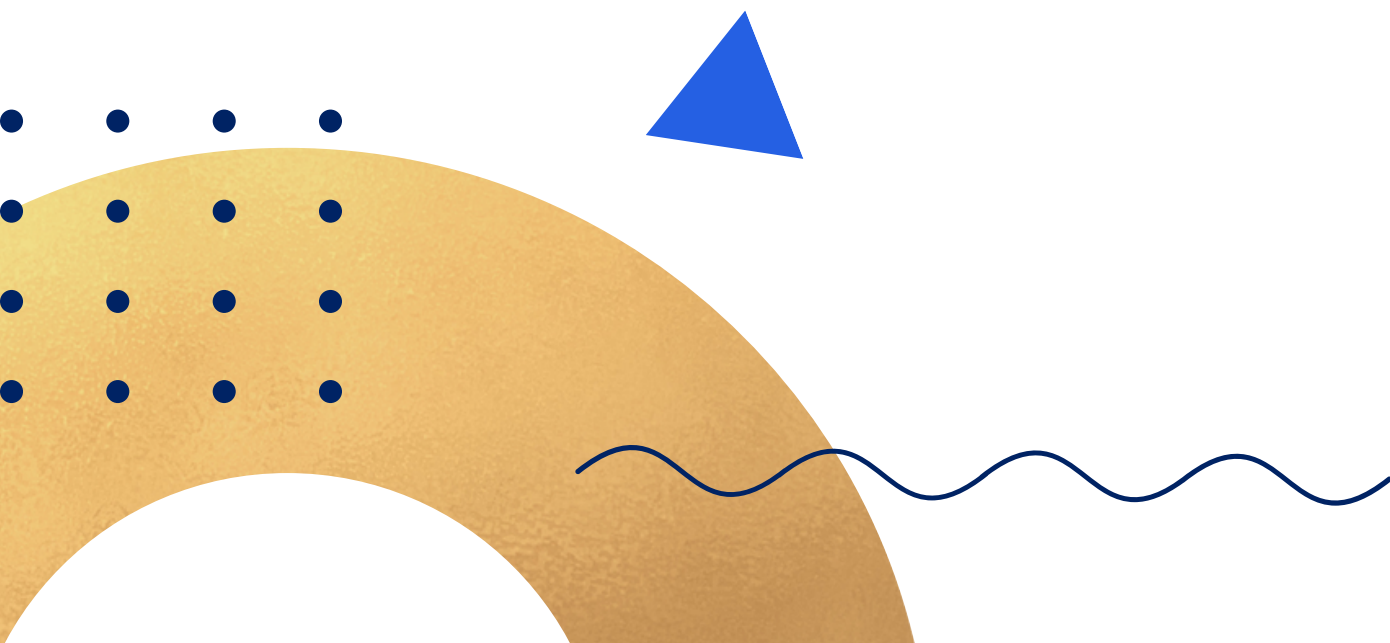


# HANDSHAKE IS YOUR FRIEND

Your primary tool for recruiting will be the BYU [Handshake](#). This online resource connects BYU students to employers and allows you to search job listings, apply for jobs, communicate with recruiters and sign up for on-campus interviews.

Find info sessions and career fairs! Follow employers and "favorite" jobs!

You automatically have an account. When you log in for the first time, you'll be prompted to complete your profile. Check out your profile [right now!](#)

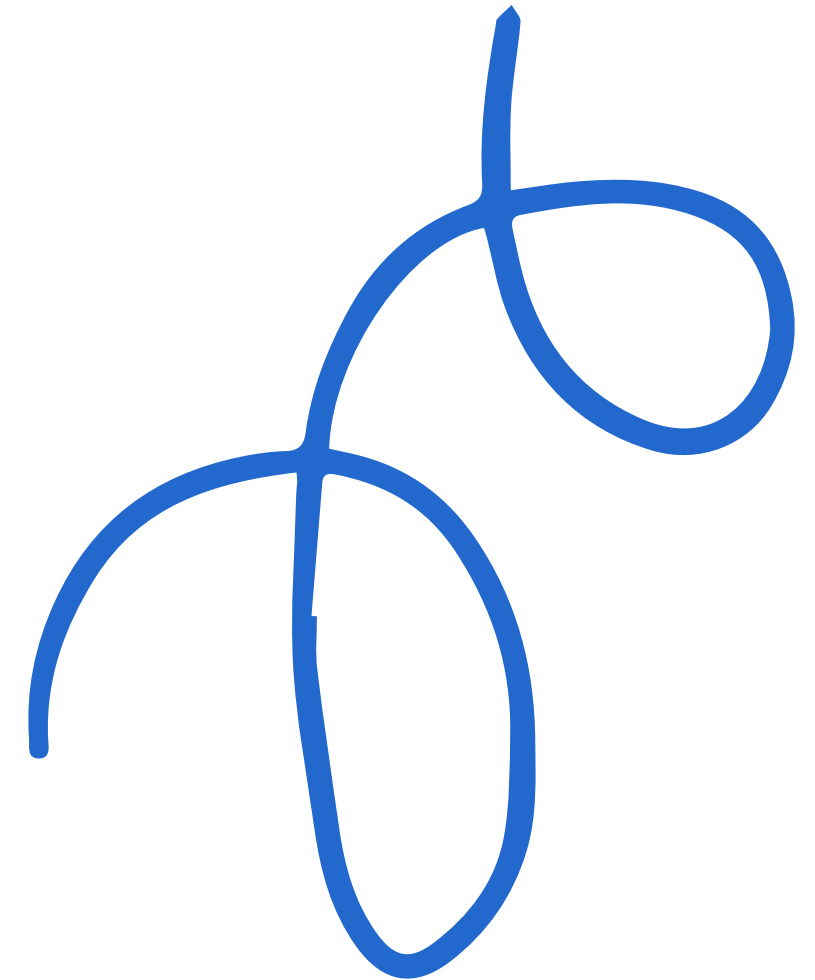
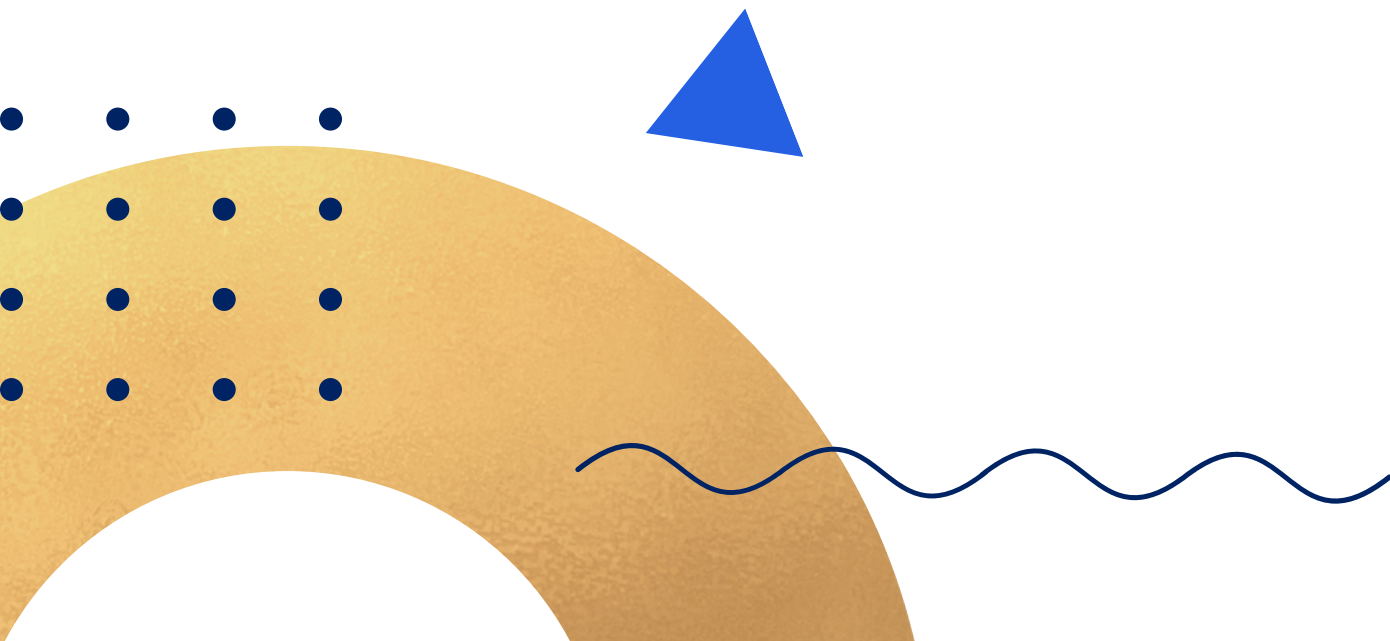


# STAY IN THE LOOP!

Edit [Notification Preferences](#) and review your [Privacy Settings](#) on Handshake.

You can ***'follow'*** employers by going to the [Employers](#) tab to find specific jobs and upcoming events. Not every employer or event will be highlighted in the **Friday Forecast**.

We use Slack to notify you of new and exciting opportunities!





# SEARCH FOR OPPORTUNITIES

Open the **Jobs** tab on your homepage to search for job opportunities. You can search by keyword, industry, location, major, etc.

See the preferred **IS search filters**!

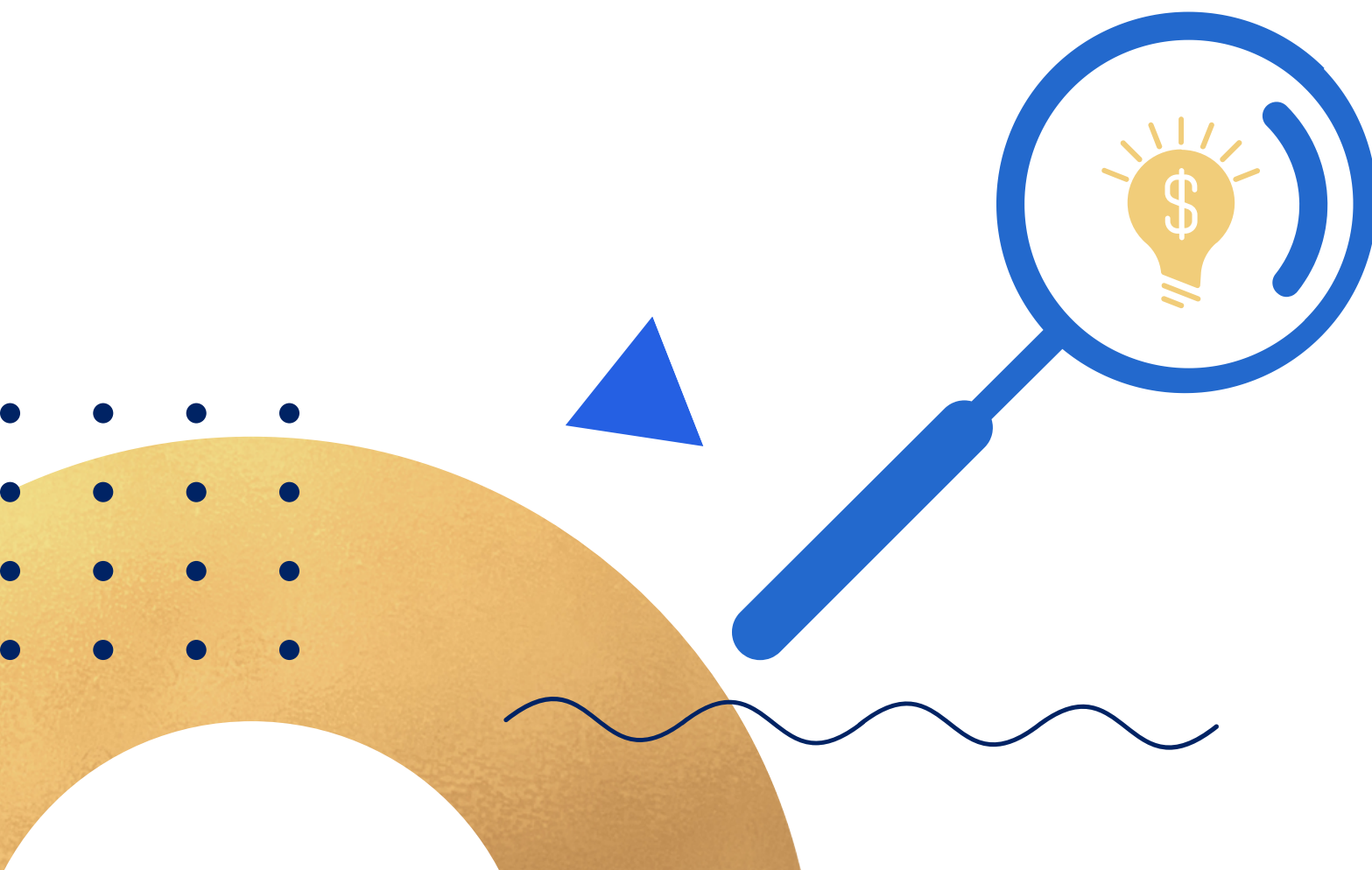
Don't forget to save your custom searches!!

Information Sessions and Career Fairs are great ways to learn more about an organization and start networking.

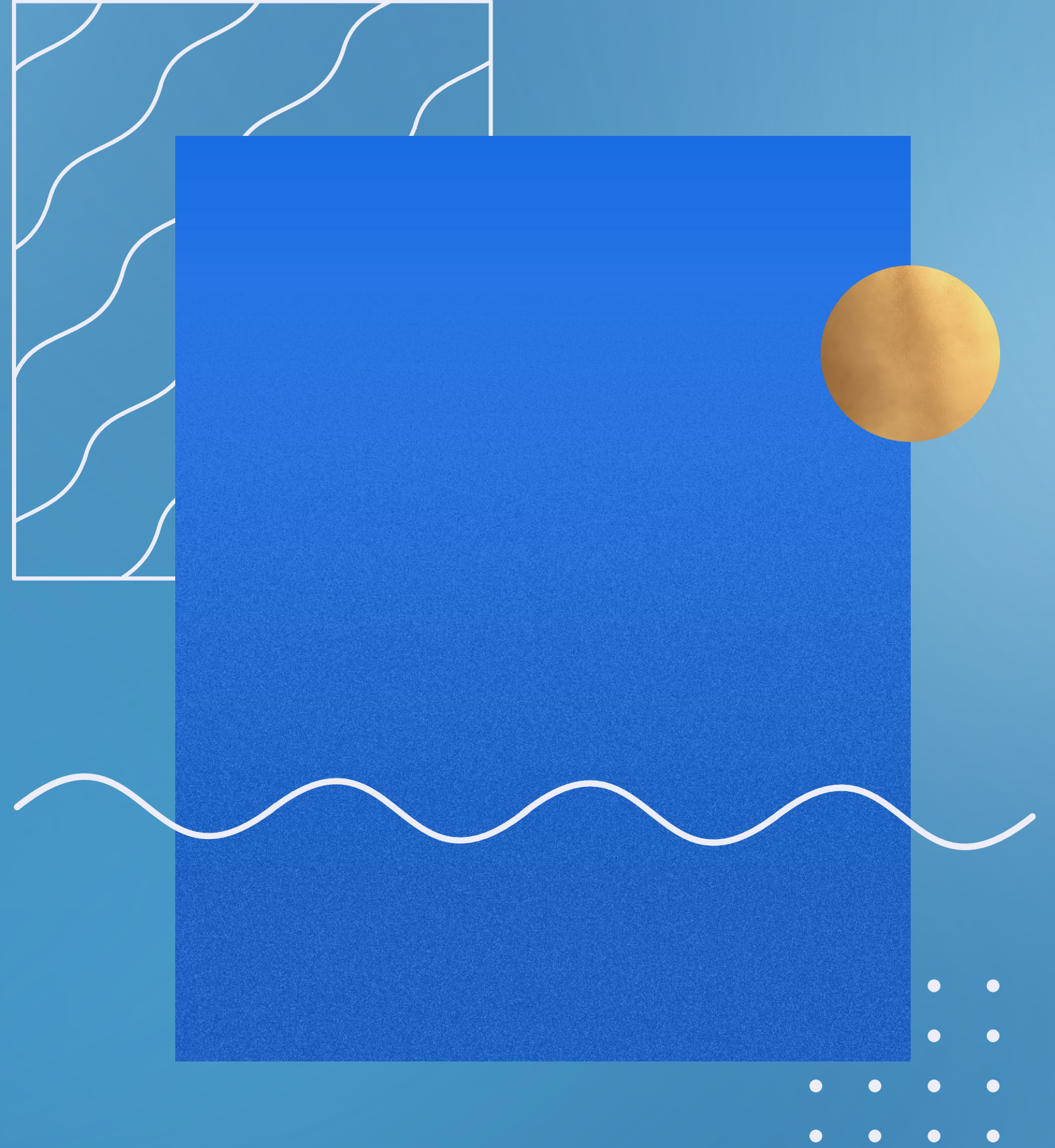
Information Sessions are found under the **Events** tab of Handshake.

If you **'follow'** a company, events for that company will appear in your newsfeed!!

If you'd like more help, contact us at **iscareerservices@gmail.com** or **grawe@byu.edu**.



# INTERVIEWING





# BE YOURSELF

The most important piece of advice we have when it comes to interviews is to **be yourself!**

Employers recognize that you're just entering the program and that you don't know a ton yet, but if they like you as a person and perceive you as the "best fit" for the position, you'll receive an offer. The top things that an employer looks for in a candidate are:

**15%** - Likability  
(Interview)

**25%** - Motivation/ Fit  
(Interview/LinkedIn)

**60%** - Competence  
(Resume/LinkedIn)

Visit the [Interviewing](#) section (found in the "Resources" tab of our website) for more info.





# ME IN 30 SECONDS



The ***Me in 30 Seconds or Elevator Pitch\**** is a short statement about you and your passions. This statement can be used when introducing yourself to an employer at a career fair or when an interviewer asks you to “Tell me about yourself.”

In its simplest form, your **Elevator Pitch** should follow this format:

**1) Full Name (First or Preferred First and Last Name)**

If your name is hard to pronounce, make sure you say it clearly.

**2) Where you’re from**

If you’re an international student, also say how long you have been in the US for.

**3) Deliver your passion in this format:** “I do \_\_\_\_\_ because I love \_\_\_\_\_.”

“I am studying IS because\_\_\_\_\_.”

“In my last internship, I created \_\_ that solved \_\_ and saved the company \$100,000.”

**4) Connect the company with your passion. They need to know why you want them.**

“Your company has a reputation for \_\_\_\_\_.”

“I believe this position fits me because \_\_\_\_\_.”

**5) Express your interest (In a controlled way, of course)**

Normally, an elevator pitch ends with you asking this question:

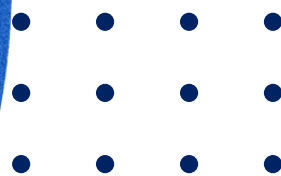
“Who do you know that I should talk to about this?”

As you meet an interviewer, you should replace the question with one of the following:

**1)** “I’m excited about this interview; I want to join your team!

**2)** “I would love to work for your company!”

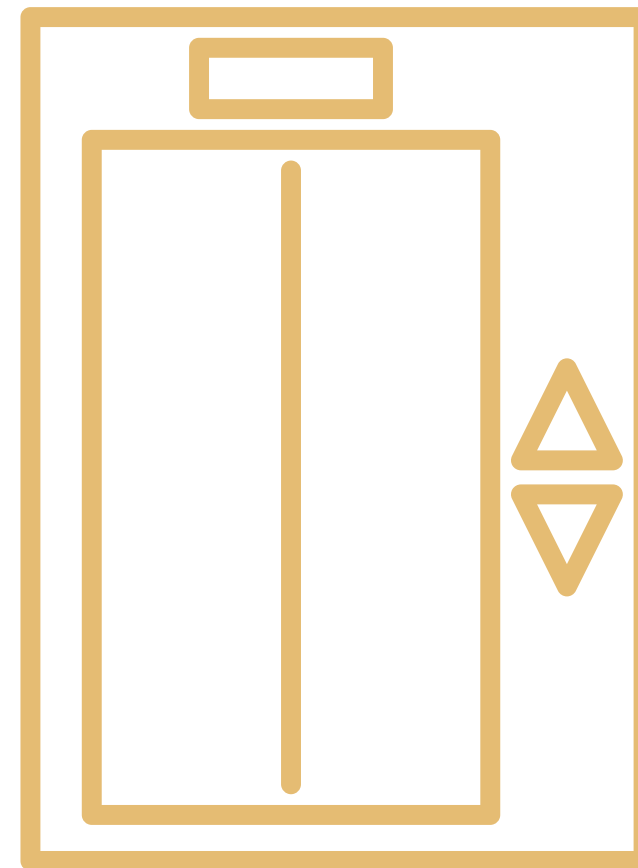
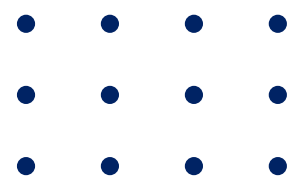
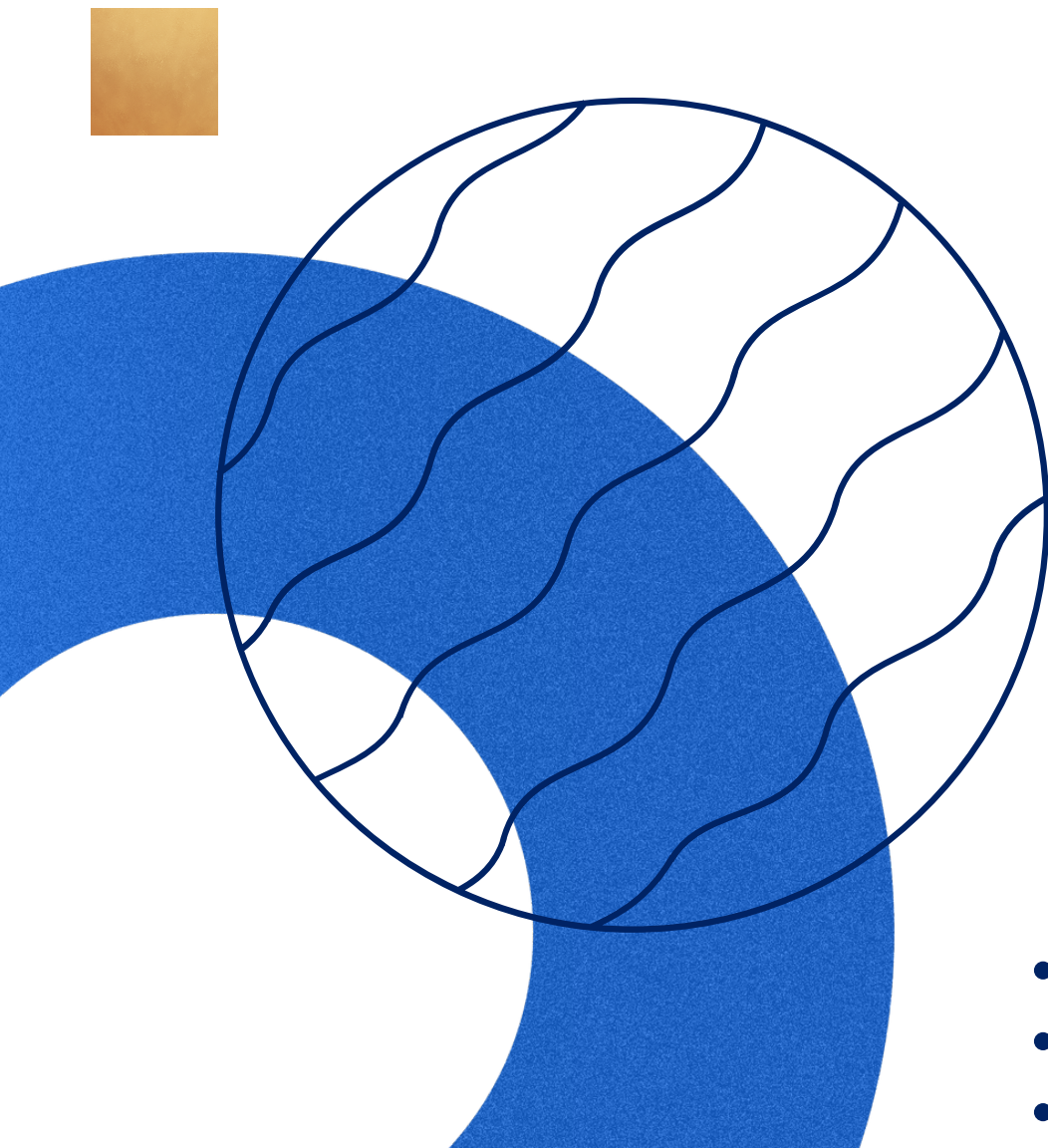
**3)** “I want to serve you and your clients and hope I have the opportunity to do so!”





# ME IN 30 SECONDS

The term Elevator Pitch comes from the scenario of meeting someone in the elevator (perhaps the CEO of the company!) and he or she asks you, “What do you do?” You have a short amount of time to make an impression (the amount of time it takes to ride the elevator from the floor you’re on to the floor that you or the CEO is getting off at!), and to tell the CEO enough about you that he or she remembers you the next time you meet. Make yourself memorable in the best way!



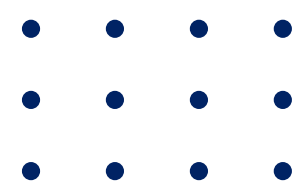
# PRIOR TO INTERVIEWING...



1. Visit the company's website and take a look at its "About Us" section. Get a feel for the company culture and product or service. Be familiar with the company's mission statement if it has one.

2. Find the job description on the company's website or [Handshake](#). Compare your resume and experience to all aspects of the job description. Think through your responses to questions interviewers may ask you about your experience (e.g. If the job description says you have to know JavaScript and you have never used it before, what will you say if/when this is brought up in the interview?)

3. Look up the company on [LinkedIn](#). See if any of your connections work at this company. Find someone at that company who is living your dream. Take the time to reach out to him or her to ask for that person's perspective on the culture and mission of the organization. Ask any questions you feel are necessary for you to get to know the company and/or resolve concerns you may have.





# QUESTIONS TO ASK



- 1) Can you tell me what it's like to work for Company XYZ?
  - 2) How can I impress someone in the interview? Are there any do's or don'ts that I should be aware of?
  - 3) What's your toughest interview question?
  - 4) Is this position everything it's advertised to be?
  - 5) Does the company care about you and your success?
- If you can't find an inside contact on LinkedIn, call the recruiter and say, "I want to be the best candidate for this position. I have a few questions for someone who is doing this job. Could you connect me?"

Remember [how to connect with BYU Alumni!](#)



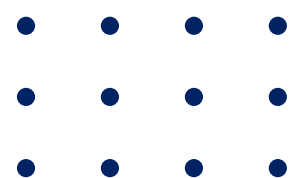
# MOCK INTERVIEWS – USE BIG INTERVIEW



Even if you're comfortable with interviewing, we encourage you to meet with [Reid](#) to stage a mock interview. Schedule an appointment with him. Before your appointment, make sure to email Reid a copy of your ***current resume and the position's job description***.

[Big Interview](#) is an excellent practice resource! It is an online tool that offers challenging, virtual mock interviews for all experience levels and dozens of industries. It also offers a comprehensive video training curriculum covering all aspects of an interview as well as a step-by-step interview answer builder for crafting answers to behavioral questions.

Log in [here](#) and use the code **TRUEBLUE**.





# INTERVIEW ATTIRE – VIRTUAL & IN-PERSON

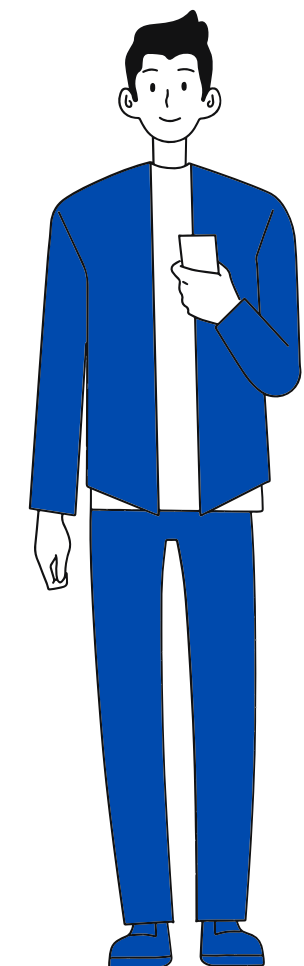
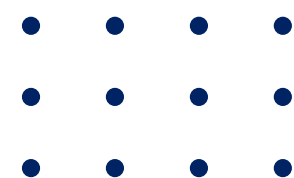


**Unless otherwise specified, dress up, not down.**

This means that for interviews you should come in business professional attire (and arrive 5-10 minutes early). You need to show that you can be mature and fit in with the company's professional work environment.

Check out some dress guidelines from the Marriott School Magazine [here](#) (pages 8-17). Some start-up companies have a casual dress code at work.

**It's always best to check with your recruiter on what to wear.**



# 9 TIPS FOR VIRTUAL INTERVIEWS



## 1) *Test your technology*

- Check your internet connectivity
- Confirm your camera is working
- Make sure your microphone works
- Making these checks 5 minutes before an interview is risky

## 2) *Set the Scene and Minimize Distractions*

- Ensure the camera angle is professional (optimal lighting, make yourself the focal point of the view, etc.)

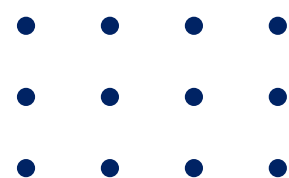
## 3) *Sit Down Prepared*

- It is the same as any other interview, it's just virtual! Don't go in blind!

## 4) *Practice, Don't Memorize*

## 5) *Monitor your Body Language*

- Be professional. Try not to slouch and look engaged! Smile! But don't be creepy.





# 9 TIPS FOR VIRTUAL INTERVIEWS



## 6) *Dress the Part*

- Dress for the role you want! Not the one you have.

## 7) *Make a Connection*

- Do your best to make a personal connection with the person who is interviewing you.

## 8) *Be Yourself*

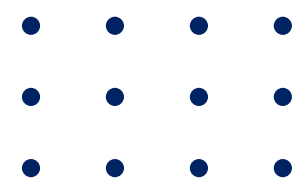
- Yes, you! Companies want to know exactly what they're hiring.

## 9). *Immediately Follow Up*

- Send a thank-you email to whoever interviews you along with anyone you may have met within 24 hours of the interview.

At the end of the day, virtual interviews follow the same structure as normal interviews, they are just virtual. Go figure! You'll be great as you follow the guidelines.

Remember to practice on [Big Interview](#)!



Additional tips at [Careerlaunch](#), [Big Interview](#), and [Indeed](#)!

# INTERVIEW QUESTIONS

Remember [Big Interview](#) lists the most commonly asked interview questions! Look for common interview questions for your specific company on [glassdoor.com](#), other recruiting sites, and even [Google](#).

When answering behavioral-based questions ("Tell me about a time when you..."), remember S.T.A.R.

**EFFECTIVE STORY TELLING:** direct, logical, meaningful and personalized



Do not think of new details as you answer. SAY what you had planned for & END



# BEST QUESTIONS FOR THE INTERVIEWER

At the end of an interview, you may be asked if you have any questions for him or her—prepare at least two questions asking for advice. Then ask smart questions.



## ***Advice Questions:***

"What's the best way to impress the team I'll be working with?"

"How would you advise me to prepare for this internship?"



## ***Smart Questions:***

"Can you tell me a little more about how my role fits into the organization as a whole?"

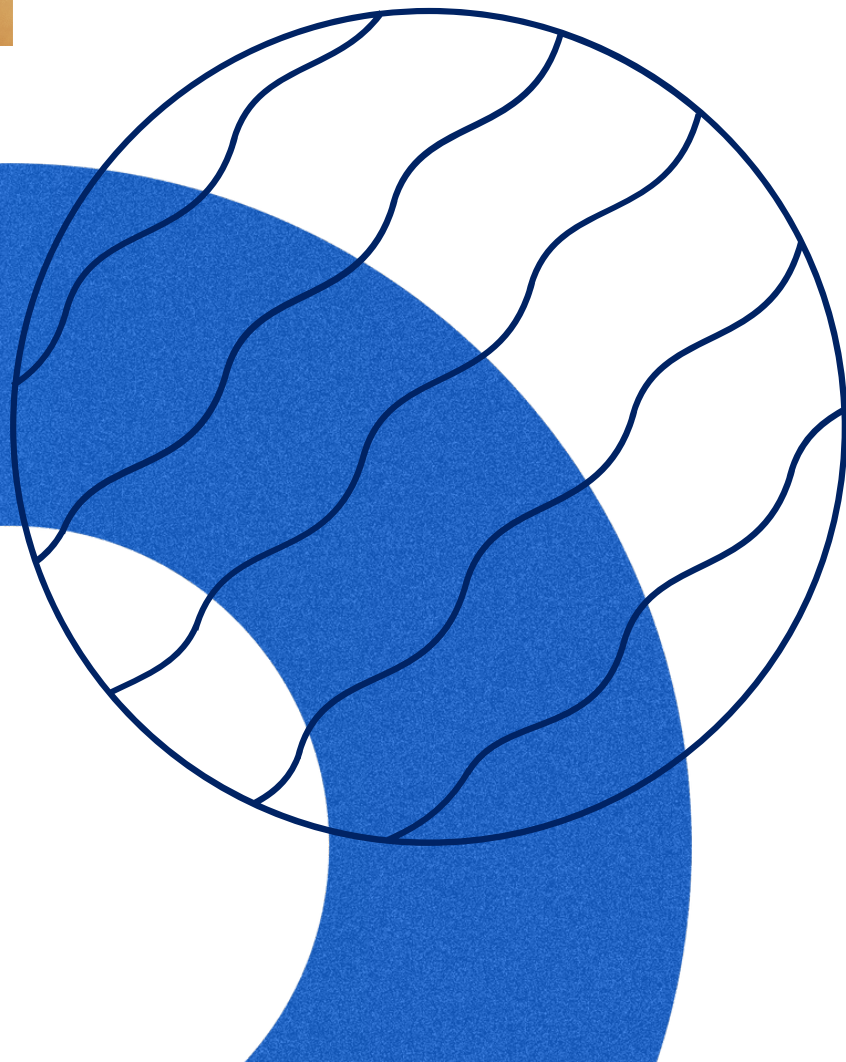
"What do you need a person in this job to do right now to meaningfully contribute to the company?"



## ***Not-so Smart Questions:***

"What can you tell me about the company's medical insurance?"

"When could I expect a promotion?"



# EVALUATING YOUR INTERVIEW



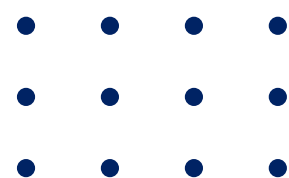
Come prepared with a salary range for the position you are interviewing for, **however, don't be the one to bring it up!!**

Some employers will wait until the offer stage to begin the money conversation, but others will screen for salary range right up front. You should know how much your skills and experience are worth.

At the very end of the interview, don't be afraid to ask, "Based on our conversation today, would you feel comfortable recommending me for the position?"

This will allow the interviewer to explain his or her thoughts about the interview and for you to receive feedback.

Now that you know how to interview, read [this](#) short article to find out some clues that will help you know if you got the job!



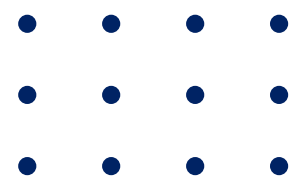
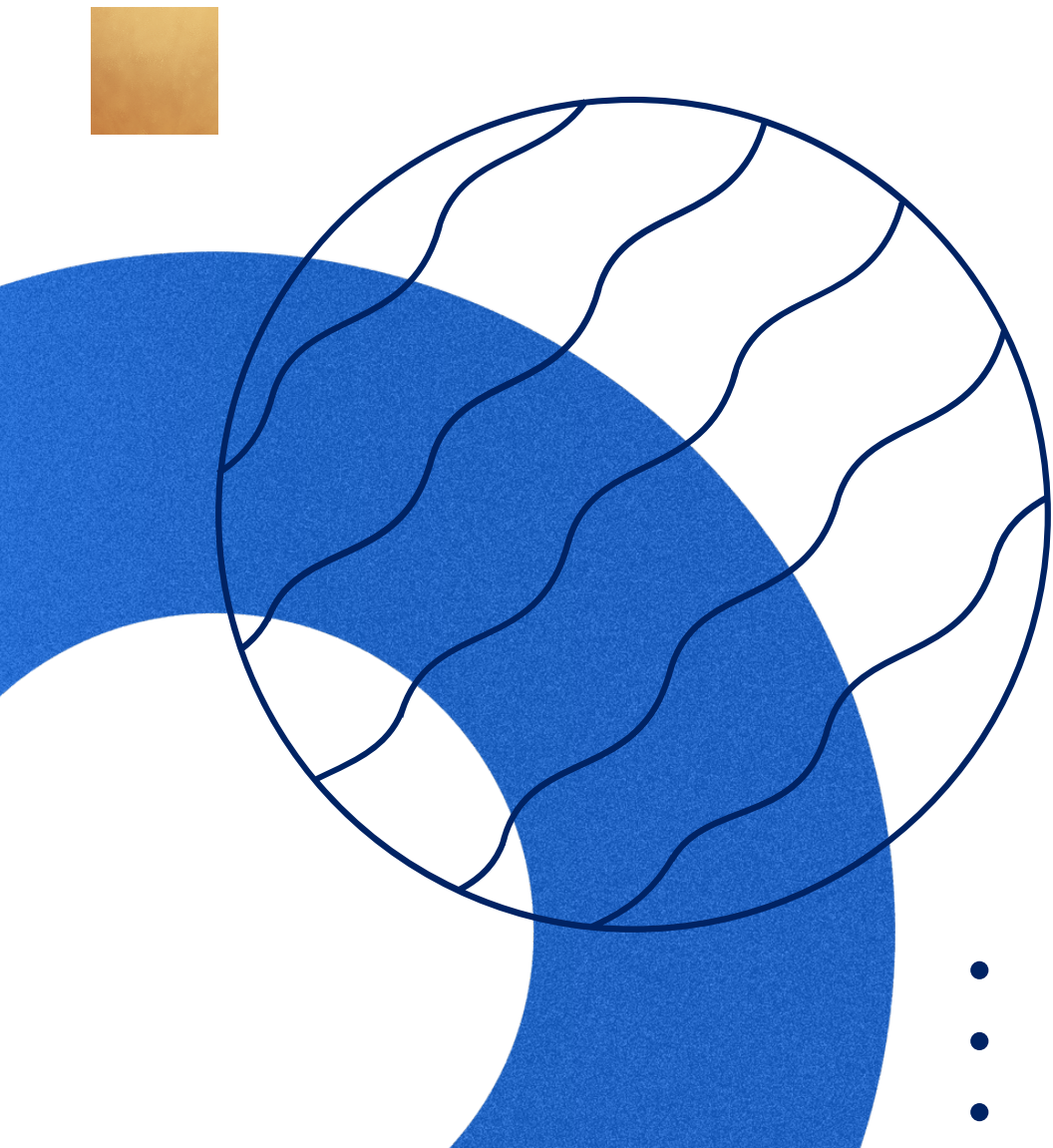


# AFTER THE INTERVIEW

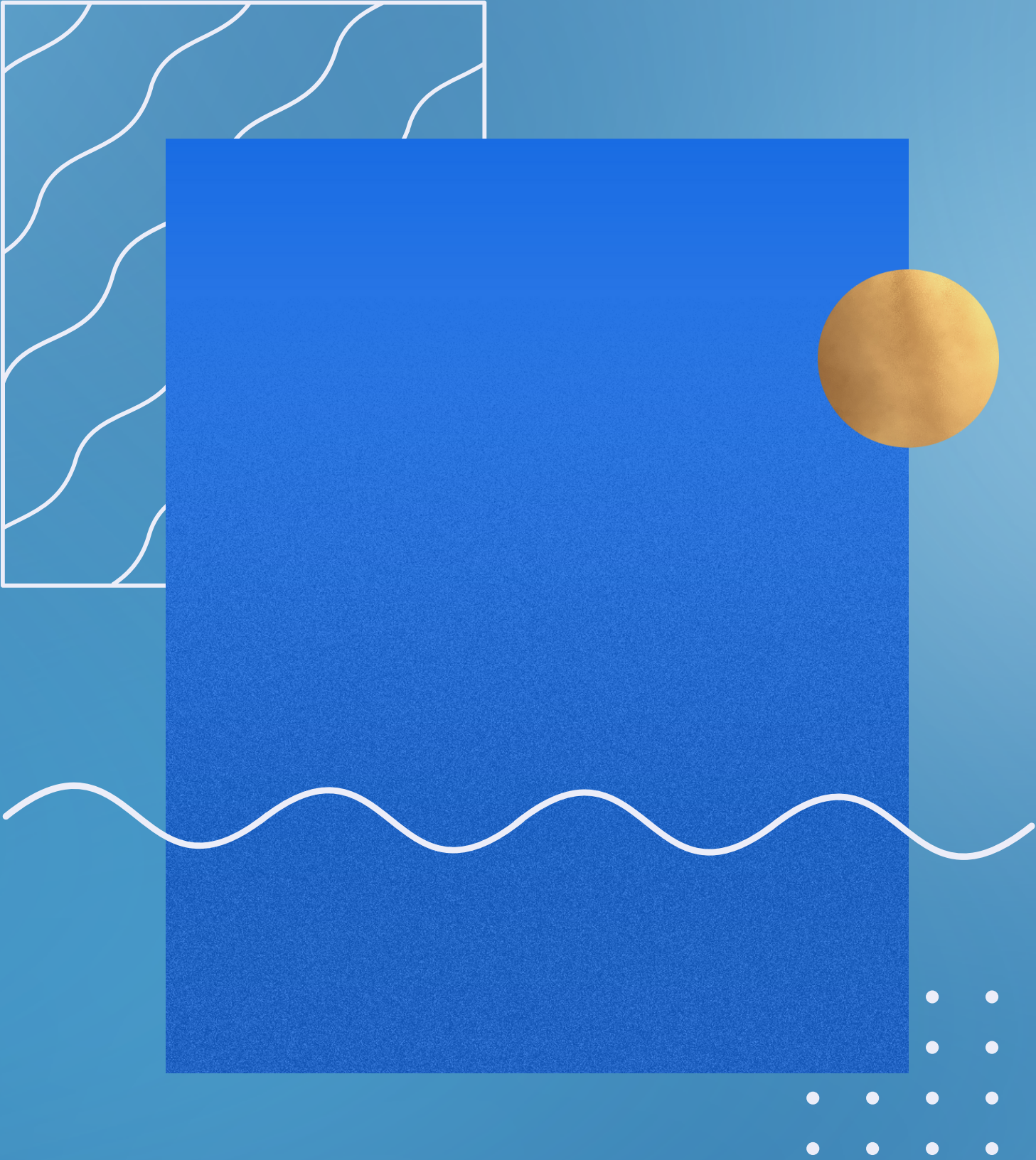
## *Thank You*

Be sure to say thank you. If appropriate, you may ask the interviewer for a business card. At a minimum, you should send the interviewer a thank you email within 24 hours. A thank you card may be used as well. You want the interviewer to remember you and for the right reasons. This article provides some guidelines about thank you notes.

We also recommend that you give Reid some feedback regarding your interview experience. If Reid is aware that you interviewed with that company, he can advocate for you.



# OFFERS TIMELINE

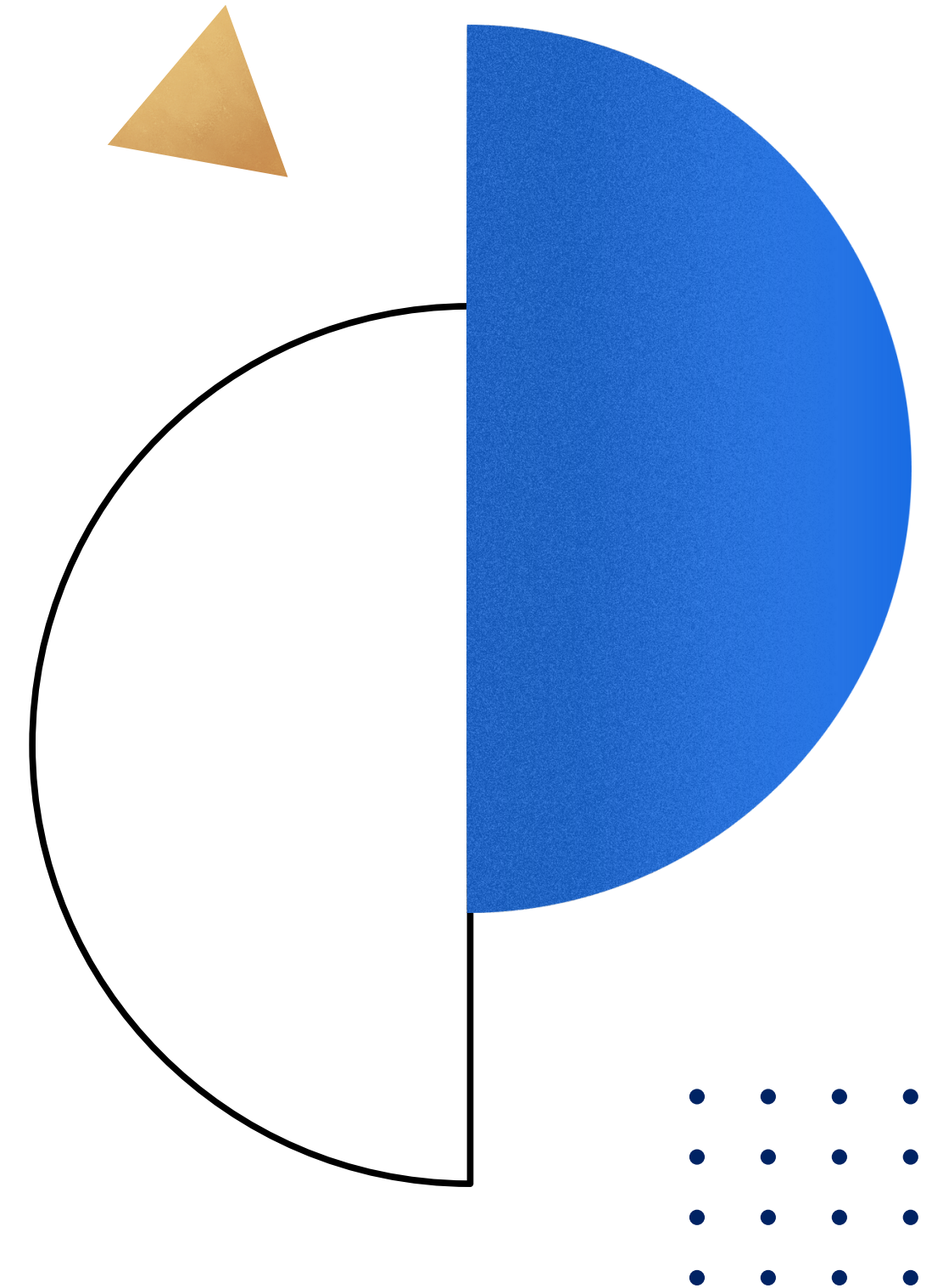




# RECEIVING OFFERS

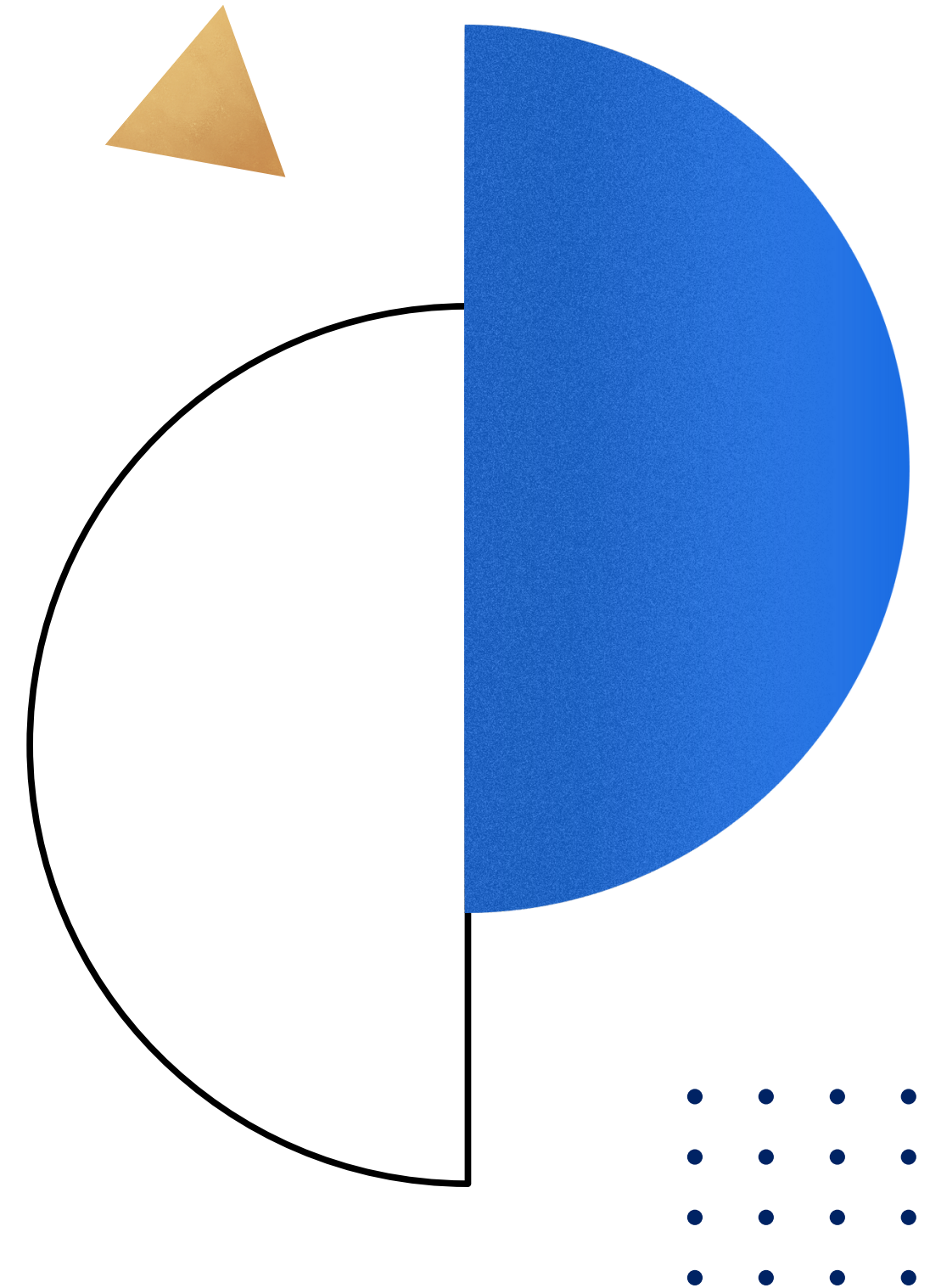
Generally, within two weeks of the final interview, you'll hear from the recruiter. Normally you will have two weeks to respond to the company regarding your decision. If for some reason you don't, you can appropriately ask for a few days or a week to make a decision. Always be sure to pray about your decision.

It should be noted that receiving offers earlier and earlier is becoming increasingly common, as much as a year in advance. Great care should be taken with any offer, but especially with very early offers. See more about early offers in particular under [Accepting and Declining Offers.](#)



# AN EXAMPLE PROCESS

Every company conducts its interviews differently, but an example of the interview process is shown on the next page. This process is very similar to dating and marriage.





# The Courting Process

Résumé → Asking for a 1<sup>st</sup> Date  
(Make a good first impression)

Interview → 1<sup>st</sup> Date  
(Don't mess it up, or you won't get a second chance)

2<sup>nd</sup> Interview → Define the Relationship  
(Time to meet with dad)

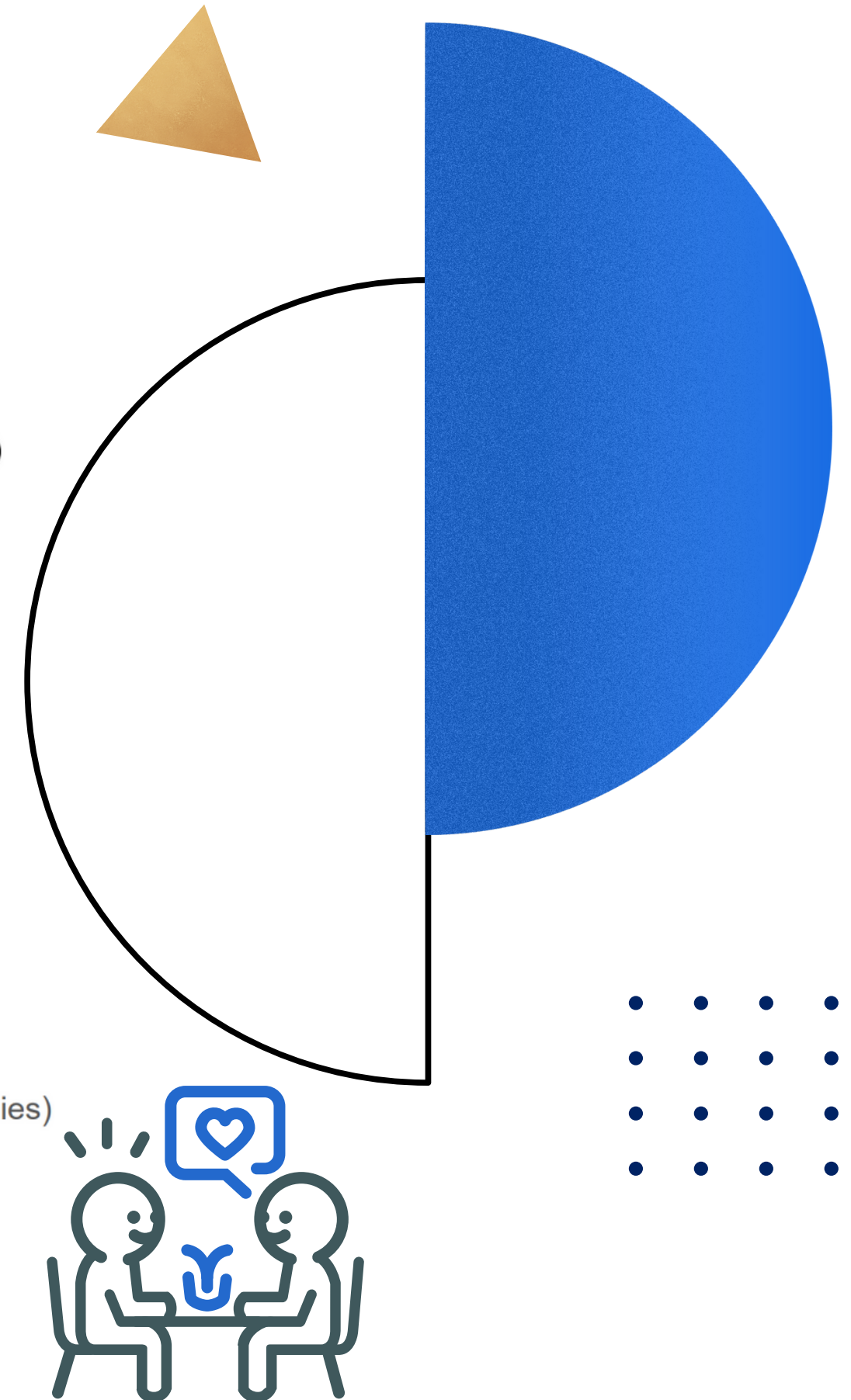
Accept Offer → Committed/Engaged  
(You're off the market-- no more flirting!)

Begin Work → Marriage  
(You did it!!)

Reneging\* → Just don't do it

(\*Reneging is going back on your previous acceptance of an offer. Can be an honor code violation, and it burns bridges with companies)

Go [here](#) to learn more about how offers are like a relationship



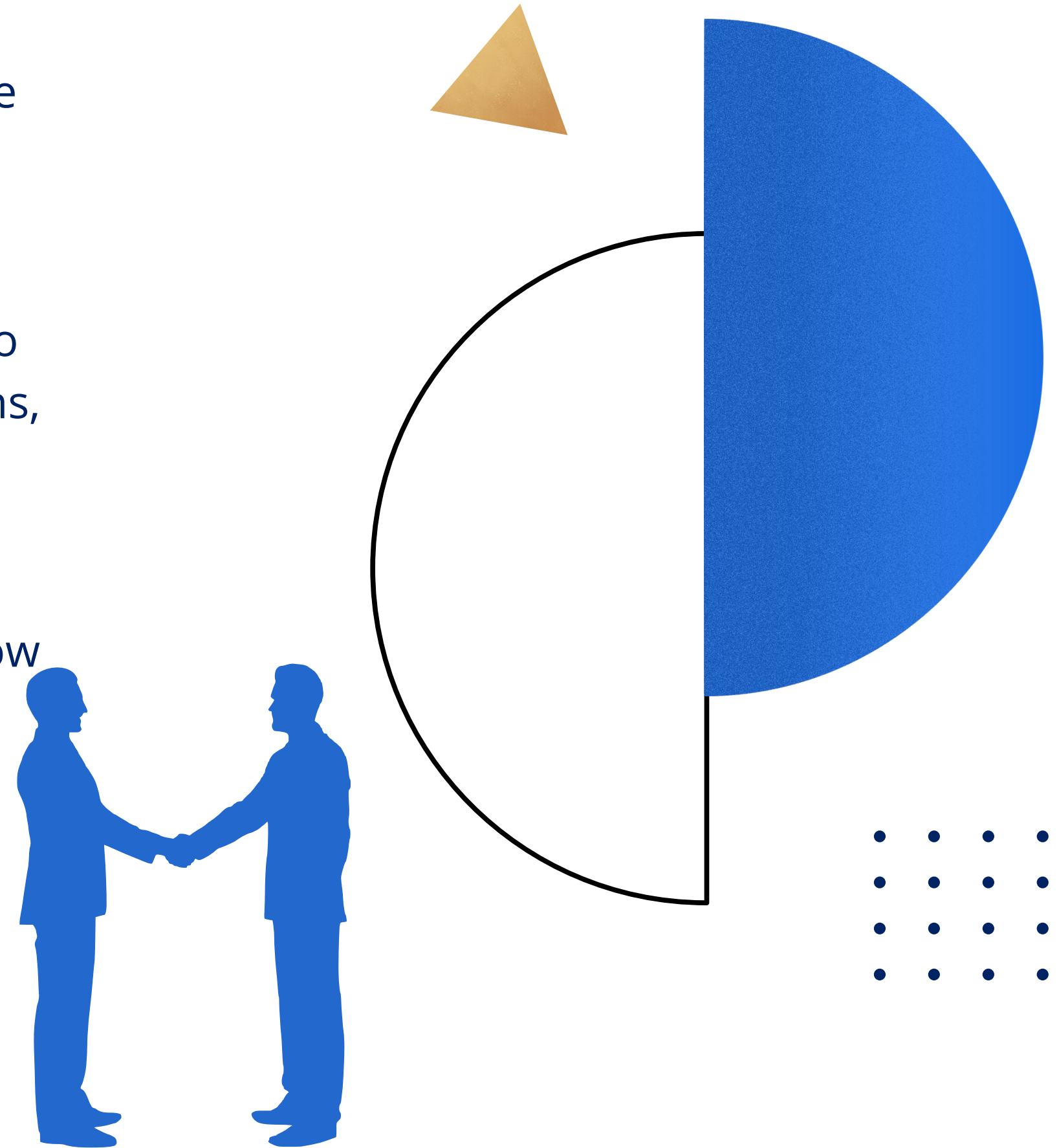
# IS ANY PART OF THIS OFFER NEGOTIABLE?

As a general rule, you won't need to negotiate an internship or entry-level job offer. MISMs may have more opportunity to negotiate.

Oftentimes an offer has benefits (e.g. office amenities, bonuses, health insurance, etc.) that you should take into consideration beyond just salary. For entry-level positions, we maintain average salaries on the [IS Career Explorer](#).

If you feel that your offer is significantly lower than this average, talk to Reid and he can give you insights into how to best handle the negotiation. Sometimes the best question to ask is this: **"Is any part of this offer negotiable?"**

Review more at [Accepting and Declining Offers](#).





# DECLINING OFFERS

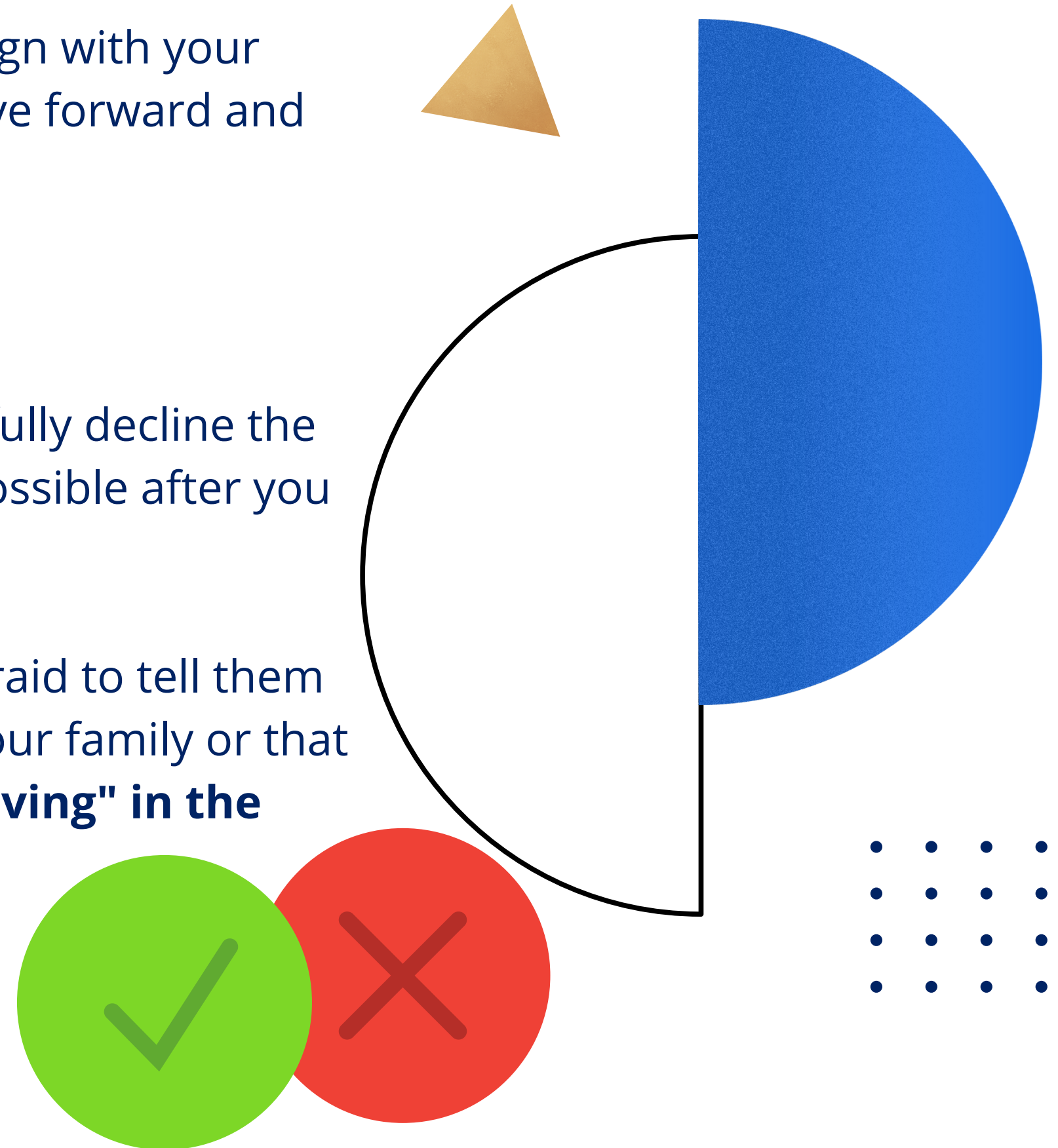
Be aware that you are free to decline any offer if it doesn't align with your objectives or just doesn't feel right. However, if it is right, move forward and make it a successful decision!

## Be gracious when declining offers.

Contact recruiters directly to let them know that you respectfully decline the offer. Don't delay the bad news. Let them know as soon as possible after you have made your decision.

If appropriate, give specific reasons for declining. Don't be afraid to tell them that you based your decision on what you felt was best for your family or that you felt you received a better offer elsewhere. **The "cost of living" in the area isn't an adequate reason for declining an offer.**

See more about how to best accept and decline offers [here](#)!



# REJOICING, REPORTING, RENEGING

If you accept an offer, celebrate! Announce it on LinkedIn!

However, you aren't done!

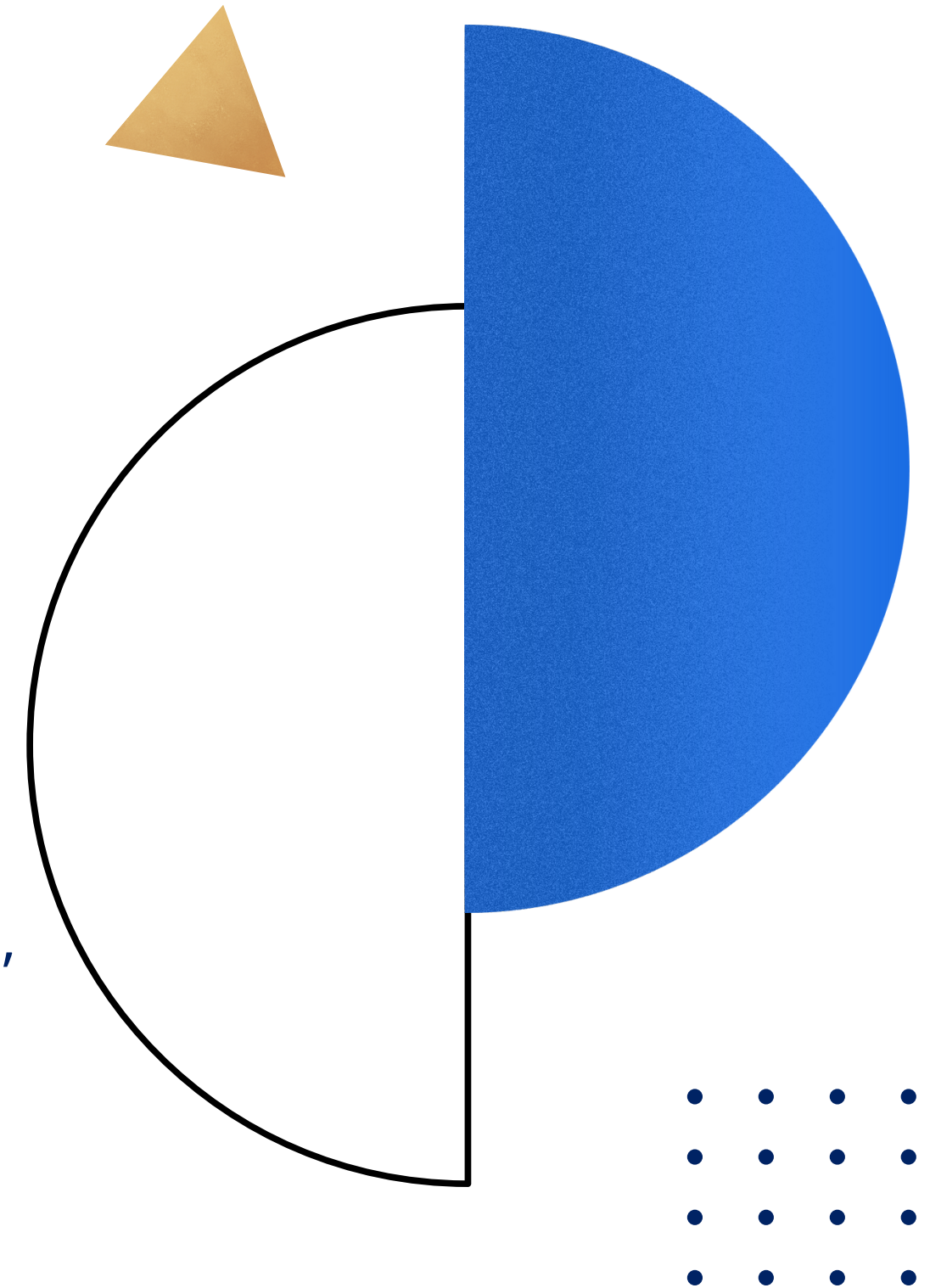
Please report your internship or job offer immediately after accepting an offer. This step is **extremely** important!

Also, once you accept an offer, we encourage you to help your peers find internships and/or jobs. Pay it forward!

Don't accept an offer and then go back on your decision. This is known as "reneging" on an offer.

Doing so has a negative impact on your reputation, that of the IS program, and the reputation of BYU as a whole. Aside from some extreme circumstances, reneging on an offer can be considered an Honor Code violation. This is a serious matter that shouldn't be taken lightly.

If you feel the need to renege on an offer, talk to Reid immediately. He can help you determine the best course of action.





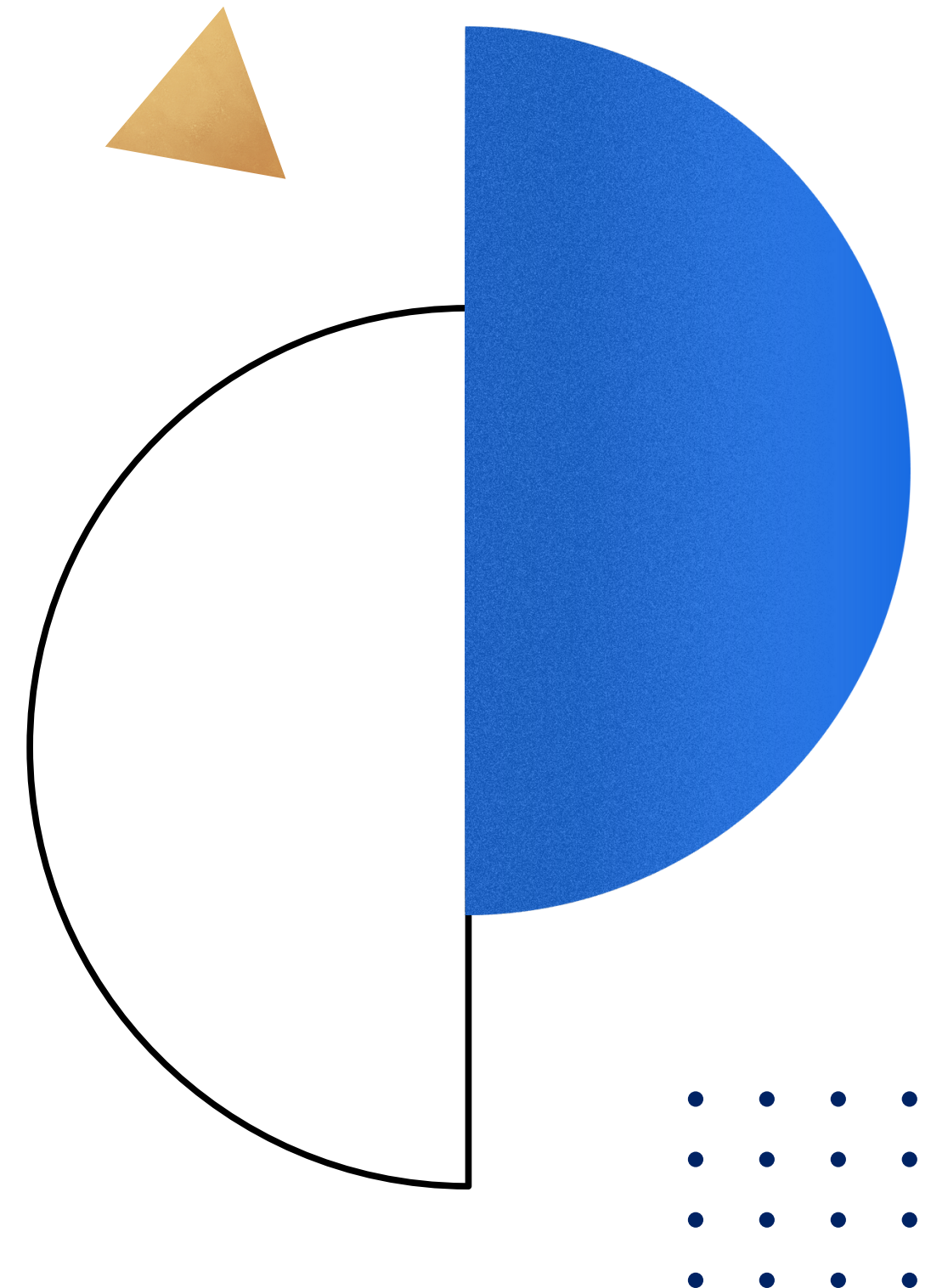
# 3 ACCEPTABLE REASONS TO RENEGE AN OFFER

Reneging is highly discouraged!! It is like breaking off a marriage engagement! Remember, once engaged, stop looking at others!

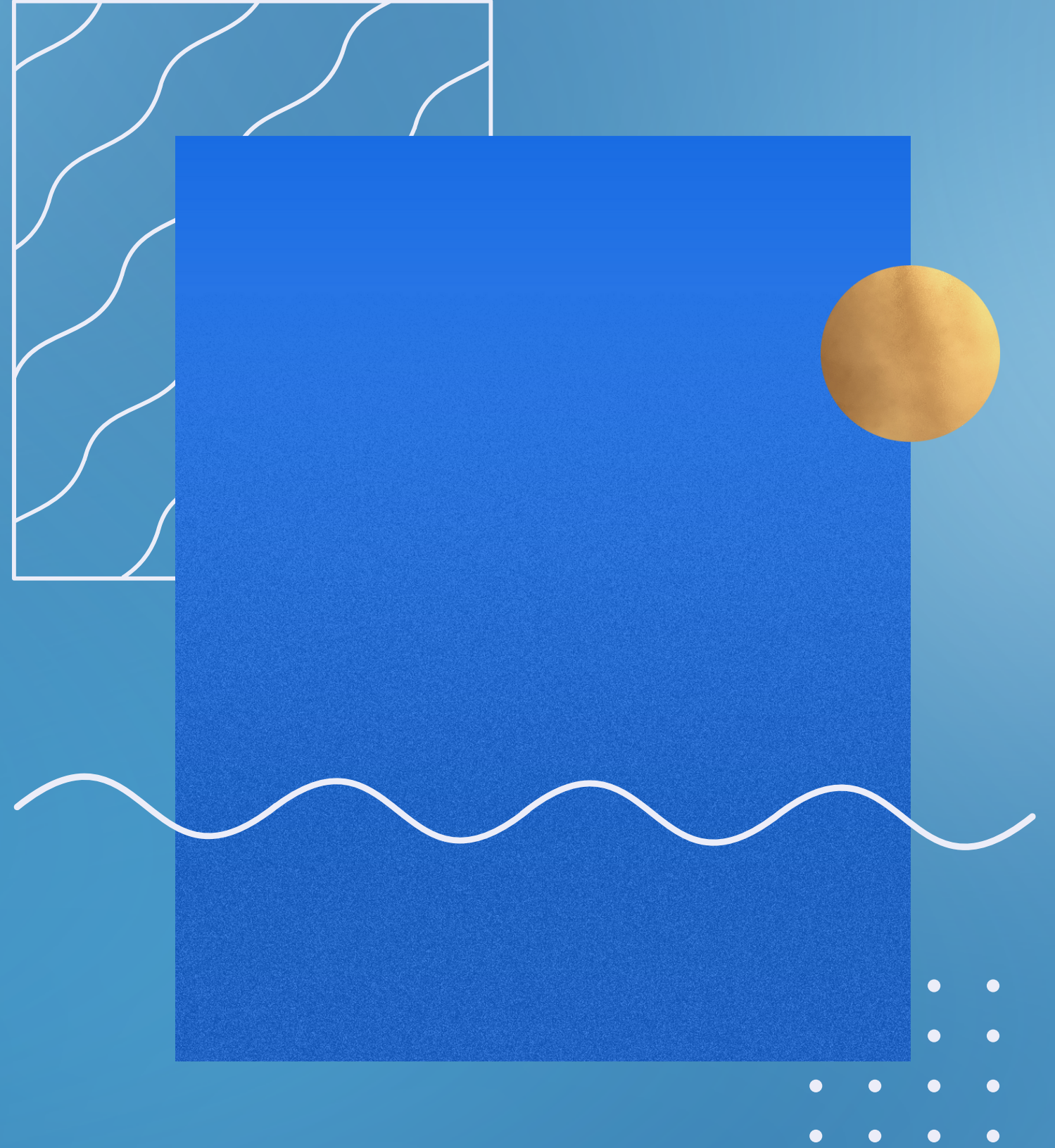
1. Changes to your personal health or immediate family health.  
e.g. Cancer, other extreme circumstances, etc.
2. Changes to your family status.  
e.g. Marriage and your spouse says "no"
3. Receipt of an "unsolicited" offer with a significant salary increase.  
e.g. Out of the blue — you may have already told them you have accepted another offer. If not, tell them (significant means greater than 10%)!

Everyone is different! Please discuss it with [Reid](#).

It's both personal and impacts more than yourself. Be prayerful!



# ADDITIONAL RESOURCES



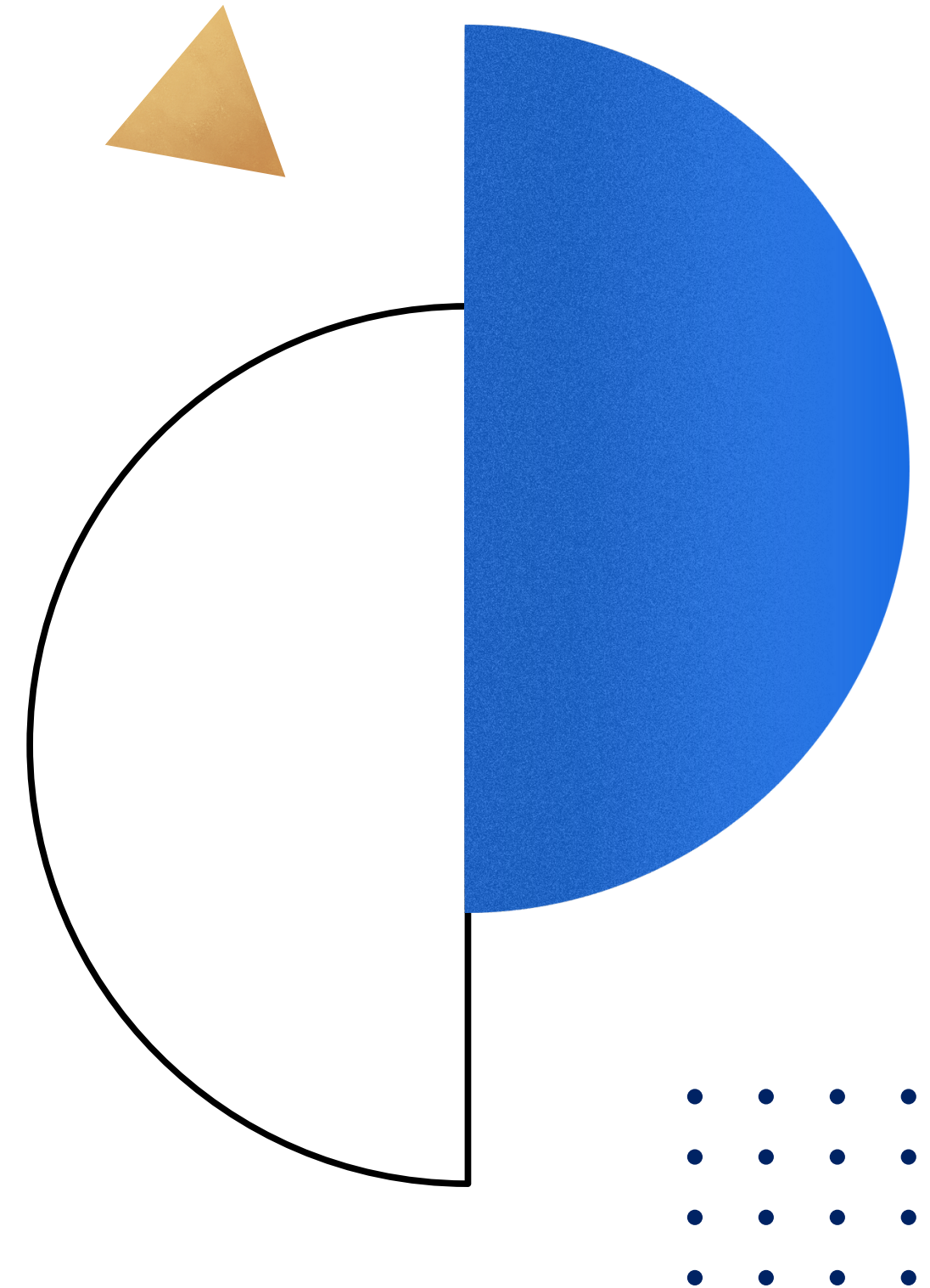


# ISCAREERS.BYU.EDU RESOURCES

[Iscareers.byu.edu](https://iscareers.byu.edu) includes links to this manual and other resources including CareerLaunch, the 2 Hour Job Search, IS Core Summer Boot Camp, AIS, our Career Explorer, our Friday Forecast, and the YPAC.

We'll highlight these resources in our communications to you.

We're constantly adding new resources to help you fulfill your career dreams!

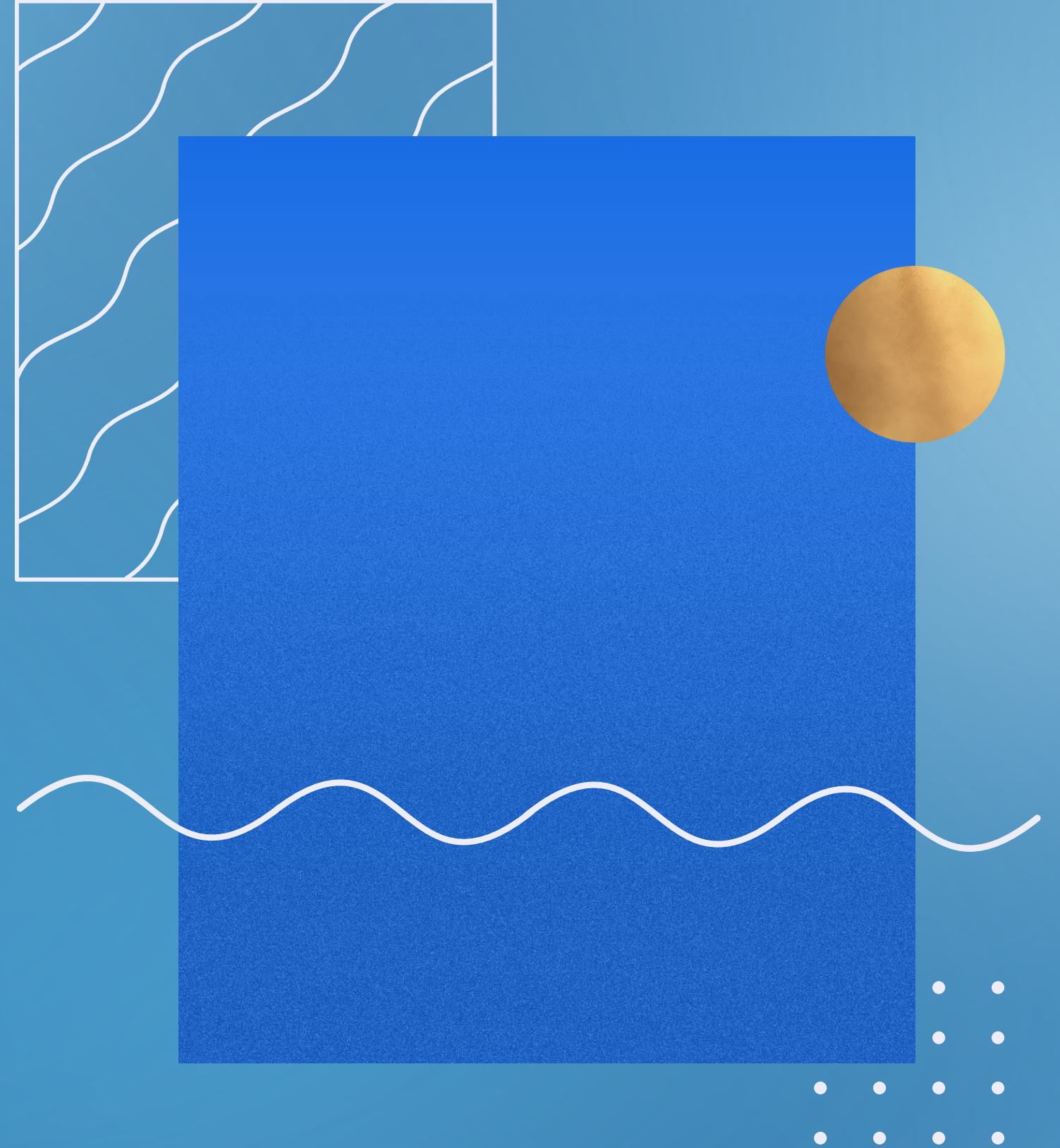


EVERYONE SHOULD JOIN!

AIS

ASSOCIATION FOR  
INFORMATION SYSTEMS

IT'S A LIFETIME MEMBERSHIP!

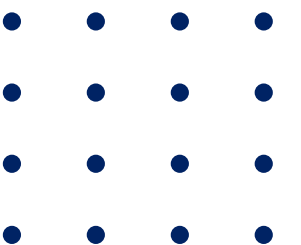




# AIS (BYU CHAPTER OF A NATIONAL ORGANIZATION)

**Build connections, skills, and friends beyond the classroom** — that's what we do in the Association for Information Systems. We offer unique opportunities to meet with company recruiters and IS alumni, as well as the students currently in the program.

We strongly encourage you to join AIS. The friendships and professional development opportunities found at AIS events are extremely valuable to your IS career. AIS membership costs \$35 for a lifetime. You pay once and don't have to worry about it again. If you attend AIS functions, you'll get your money back in the food alone!

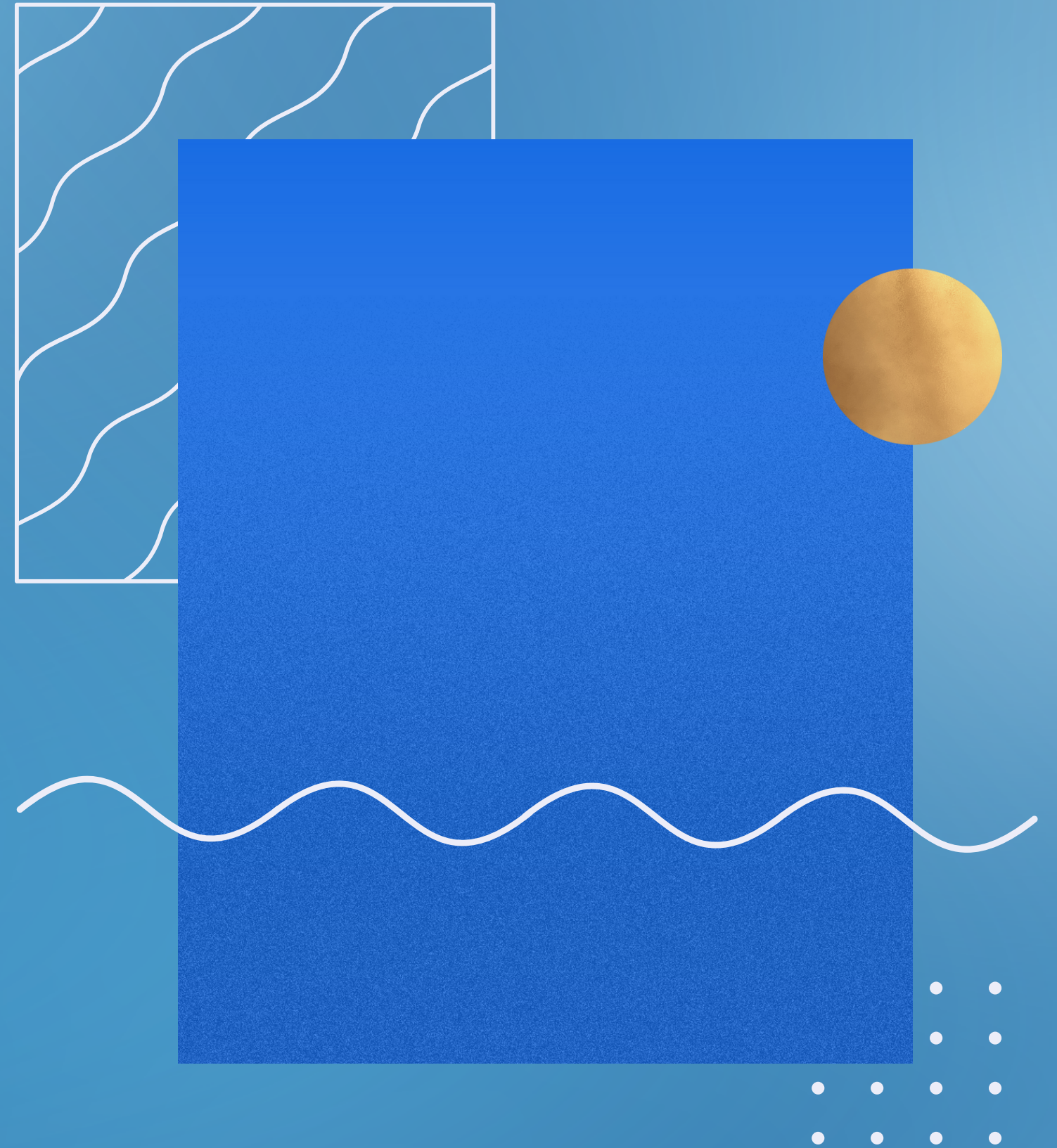


CONNECT WITH THE IS YPAC!

YPAC

YOUNG PROFESSIONALS  
ADVISORY COUNCIL

THE BEST IS ALUMNI OUT THERE!





# SIGN UP FOR AN IS YPAC MENTOR

The Young Professional Leaders focus on helping every job-seeking student leave BYU Marriott prepared to lead, with a good job in a good company



**TJ Galbraith**

**Ford Motor Company**

IT Product Manager



**Suqi Liu**

**Google**

Technical Account Manager



**Jeff Hollan**

**Snowflake**

Director of Product



**Kyle Longhurst**

**Pariveda**

Senior Product Manager



**Courtenay (Maynes) Evans**

**Salesforce**

Senior Solution Architect

*\*If you need more information about YPAC, contact AIS or [our Team](#).*



# CONGRATULATIONS!!!

THANK YOU FOR READING THROUGH THE AYCD

