

# RECRUITING CODE

## of the

### Big 4 Professional Services Firms

The Big 4 Professional Services firms (the “Firms”) agree that our mutual objective is to provide graduating students with excellent career opportunities. As part of this objective, recruiting activities should enhance the educational experiences of the students. Students should have the opportunity and time to explore the varied opportunities available to them before making career or internship decisions. These goals can best be accomplished by the firms working in concert with the student accounting organizations, faculty and placement centers. To achieve these objectives, we have set forth the following recruiting guidelines.

The Firms agreeing to this code are all California offices of the Firms recruiting at the schools in a six-county area (includes Los Angeles, Orange, Riverside, San Bernardino, Santa Barbara and Ventura counties), regarding students interested in Audit, Assurance Specialty Practice Groups, Tax Consulting and Compliance.

#### 1. GENERAL RECRUITING GUIDELINES

- 1a. The Firms prefer to use the placement center for screening interviews whenever practical.
- 1b. The Firms agree not to apply undue pressure as defined herein to accept any offer while the student is still in the interviewing process.
- 1c. The Firms agree that additional compensation benefits shall not be linked to signing deadlines, except for interns receiving full-time offers.
- 1d. The Firms agree to employ positive recruiting techniques, promoting their own firm’s strengths without commenting on other firms’ perceived weaknesses.

#### 2. ACADEMIC PERFORMANCE

The Firms and the faculty will encourage students to maintain their current level of academic performance through graduation.

#### TIMING OF INTERVIEW AND OFFERS

#### 3. FULL TIME POSITIONS -- MARCH THROUGH AUGUST GRADUATES

- 3a. The Firms agree to begin final round of interviews (or firm/office standard interview for determining offers) and to make offers to March through August graduates no earlier than **September 1** of the prior calendar year. Generally, these students may include, but are not limited to, pre-identified students and/or students that interviewed the previous spring (for interns, see section 5). NOTE: Full time candidates who are not able to interview according to the timeline noted above (e.g., study abroad participants) are exempt to this policy.
- 3b. The Firms agree that students are allowed to consider an offer open until **December 1**.
- 3c. The Firms agree that those students who have been **summer interns** are allowed to consider an offer open until **October 1**.
- 3d. The Firms agree that students who have attended summer programs and are subsequently extended a full time offer to begin employment in the following year will be allowed consider the offer open until **November 1**.

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- 3e. Graduating Seniors in college may interview during the Fall Recruiting Season for either a full time position or a Summer Internship if they do plan on attending a masters program. Based on their acceptance into a program, each firm may decide to extend full time offers or summer internship offers.
- 3f. The Firms agree not to initiate contact with USC MACC/MBT students until noon two business days after the last firm interviews on campus. Initiating contact does not prohibit phone calls or other verbal conversations from occurring between students and Firm representatives.

**4. FULL TIME POSITIONS -- DECEMBER GRADUATES**

- 4a. For December graduates, the Firms agree to begin final round of interviews (or firm/office standard interview for determining offers) and making offers no earlier than **February 15**.
- 4b. The Firms agree that students are allowed to consider an offer open until **April 1**.

**5. SUMMER INTERNSHIPS**

- 5a. The Firms agree that summer internship offers will not be extended earlier than **March 1**. Final round interviews (or firm/office standard interviews for determining offer) may take place on or after the last full week of February. NOTE: Internship candidates who are not able to interview according to the timeline noted above (e.g., study abroad participants) are exempt to this policy. Additionally, internship candidates attending universities outside of the six counties discussed on page 1 that request time with a firm over winter break are exempt to this policy. As exceptions, they may visit offices, be interviewed, and/or be extended offers.
- 5b. The Firms agree that students are allowed to consider an offer open until **April 1**.
- 5c. The Firms agree that internship offers shall not be linked to full time offers. No full time offers are to be extended in tandem with an internship offer.
- 5d. The Firms agree not to approach another firm's interns prior to the end of their internship, nor invite them to any summer recruiting activities.
- 5e. The Firms agree that at the conclusion of summer internships, the firms may issue full time employment offers to their own interns. Full Time offers to other Big 4 interns can be extended only after their internship ends.
- 5f. The Firms agree that in the case of full time offers resulting from summer internships, students may consider those offers open based on the same timetable established for full time offers under their graduation dates.
- 5g. Graduating Seniors in college may interview during the Fall Recruiting Season for either a full time position or a Summer Internship if they do plan on attending a masters program. Based on their acceptance into a program, each firm may decide to extend full time offers or summer internship offers.

**6. SUMMER RECRUITING ACTIVITIES**

The firms agree that summer recruiting and social activities should be built around group activities such as leadership conferences, interviewing workshops, sporting events, small group tours, or recreational activities. These summer activities should not take on the form or appearance of formal interviewing.

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NOTE: Internship candidates who are not able to interview according to the timeline noted above (e.g., study abroad participants) are exempt to this policy. Additionally, internship candidates attending universities outside of the six counties discussed on page 1 that request time with a firm over summer break are exempt to this policy. As exceptions, they may visit offices, be interviewed, and/or be extended offers.

#### 7. SOCIAL ACTIVITIES AND STUDENT ACCOUNTING ORGANIZATIONS

- 7a. Student Accounting Organization Sponsored Events – We encourage the student accounting organizations, collectively, to limit events in which all firms are asked to participate **to four events per year, per school**. Each firm will attend no more than four student organization/school sponsored events, which may be a combination of:

One Meet the Firms (fall or spring)  
One Banquet (fall or spring)  
Social Event  
Sporting Event

- 7b. Firm Sponsored Events –The Firms may offer each school one office tour and one social or sporting event per year, per firm, per county. This includes and is applicable to all student accounting organizations at that school. For example, the Los Angeles office of ABC Firm may sponsor a firm tour in the fall semester and a social event in the spring semester, while the Orange County office of the same firm may offer a sporting event in the fall semester and an office tour in the spring semester.
- 7c. The Firms encourage student accounting organizations to systemically rotate requests for and timing of meeting speakers, firm tours, and social events to preclude favoritism or exclusion of any firm or organization involved in the recruiting process.
- 7d. We discourage the consumption of alcohol during student and firm sponsored events. Furthermore, the Firms agree to abide by all university guidelines in place regarding alcohol.

#### 8. COMMUNICATION WITH STUDENTS

- 8a. The Firms will work with faculty, student organizations, and campus placement centers to communicate these guidelines to the students.
- 8b. The Firms agree that individual campus recruiting guidelines will supersede those guidelines contained herein. We encourage faculty and administration to communicate specific campus guidelines to their students.
- 8c. We encourage students to become knowledgeable of and adhere to these guidelines and those set forth by their university.

#### 9. VIOLATIONS

- 9a. Violations or perceived violations will be dealt with individually on a case-by-case basis between the firms. Repeated violations will be brought to the attention of the university.

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Complying with the Recruiting Code is the bare minimum.  
We will govern our conduct beyond the words of the Code, including its spirit and intent.

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Recruiting Code Members  
Offices of...

Deloitte & Touche  
Ernst & Young  
KPMG  
PricewaterhouseCoopers

Questions about the code and compliance with it should be discussed with any Big 4 Recruiter, as listed below:

Deloitte & Touche – Jenny Plugge, Kim Barulich, Carrie Naylor  
Ernst & Young - Angie Menendez, Anneliese Schumacher, Rachael Bresnick  
KPMG – Marsha Hinckley, Chris Routley, Shannon Kaiser  
PricewaterhouseCoopers – Kelly Samuel, Julie Schoenfeld, Nicole Gonzalez