

National Association of Black Accountants, Inc.
Accounting Career Awareness Program
P.O. Box 380426
Duncanville, TX 75138



2021 ACAP Interviewing Process

April 8, 2021

To the Interviewer:

Thank you for participating in the **ACAP Interviewing Process**. Your role is of most importance.

Accounting Career Awareness Program (ACAP) is a one-week residency program for high school students (all grade levels) interested in a career in business. The program introduces students to accounting, finance, economics, and management through a focused, undergraduate-level program taught by guest lecturers in business and government. ACAP Week is as follows:

- Dallas ACAP (SMU): June 27 – July 2, 2021 (residency)
- TCU ACAP (TCU): July 11-16, 2021 (virtual)

A select group of students will be introduced to:

1. Accounting, finance, economics, technology and management curricula.
2. Business leaders who share their experiences, provide tips for success, and discuss career opportunities.
3. Corporate environments via tours of local CPA firms and companies in the private sector.
4. Campus living (e.g., living in the dorm, eating in the cafeteria, rising early for classes, interacting with other students, faculty, and professionals, etc.).
5. Group projects and other activities that emphasize creative thinking, presentation skills, computer skills, Internet research, information sharing, teamwork, and honing interpersonal skills.
6. A recognition luncheon for students, parents, speakers, and corporate sponsors.
7. Selected opportunities to compete for scholarship dollars (seniors only).

Thus, the interviewing process is critical to the success of ACAP. The students ultimately selected will also be expected to serve as ambassadors for ACAP going forward. Skillful questioning during the interviews can reveal behavior patterns that indicate with high predictability whether the student (ACAP participant) will be a valuable asset to the program. From NABA's perspective, it is better to include in the program those students who:

1. Meet the eligibility requirements.
2. Demonstrate a willingness to participate in all program activities during the week.
3. Adhere to ACAP guidelines (e.g., appropriate attire, language, positive attitude and behavior, etc.).
4. Express an interest in attending college and major in business-related disciplines.
5. Express an interest in becoming CPAs.

List of Potential Interview Questions to Ask

As much as possible, the interviews should be conversational in nature. However, the following questions are intended to obtain student feedback that is crucial for assessing “fit”. You do not need to ask all questions listed; however, you should strive to ask several questions from each category.

KNOWLEDGE OF AND INTEREST IN ACAP (15 POINTS)

1. How did you hear about ACAP?
2. What did you do to prepare for this interview?
3. From what you’ve read, heard, or otherwise experienced, what aspects of the program appeal to you the most? The least?

MOTIVATION, INTEREST, ATTRIBUTES (45 POINTS)

1. What are your short-term goals and what will you do to achieve them?
2. What do you consider to be your greatest strengths? Your areas of development?
3. What motivates you to put forth your greatest effort?
4. What is your favorite subject in high school? Why?
5. What have you learned: from participating in extra-curricular activities? From your mistakes?
6. What does success look like to you?

INTERPERSONAL SKILLS (20 POINTS)

1. If you work or had to work, what is an ideal working environment for you?
2. Describe how well you get along with other students.
3. Describe how well you get along with your teachers and administrators.
4. Would you be interested in an internship or job shadowing opportunity in accounting/business?

TEAMWORK (20 POINTS)

1. Describe a situation where you had to work with other students.
2. Describe how you would handle the situation when one of your team members is not carrying their fair share of the assignment or workload.
3. Describe a situation when you misinterpreted something someone told you (i.e., due date, instructions) and how you handled it.

OBSERVATIONS (20 POINTS)

The interviewers should observe:

1. The student’s overall presence (e.g., appropriate dress, language, demeanor, responsiveness to questions asked, etc.).
2. Ability to communicate (speaks loud enough to be heard and understood).
3. Ability to follow directions.

RETURNING STUDENTS (30 POINTS)

In addition to the questions listed on the previous page, returning students who are being interviewed should be asked additional questions as follows:

1. Why did you reapply to ACAP?
2. Are you interested in majoring in accounting or its related fields? Why or why not?
3. How do you think your continued participation in ACAP will help you to achieve your career goals? What do you want to achieve this year that you did not achieve during your previous ACAP experience?
4. **For those students who do not plan to major in accounting or its related fields:** Would you be interested in other programs similar to ACAP that matches more to what you want to major in? If so, can we refer you to those opportunities? We would share your contact information.
5. Can we count on you to help us track your progress through high school and college? If so, who can we contact who will always know where you are?

OTHER

1. Do you have any allergies, phobias, or situations that we should be aware of that would preclude you from participating in scheduled ACAP events?
2. Are there any other questions you wish to ask or comments you wish to make?

Interviewer's Rating Worksheet

Please use the following worksheet to rate the potential ACAP participant. Please submit **Pages 5, 6 and 7** along with and other notes you have to the Interview Coordinator.

Student's Name: _____

Rating (Include points for each "Area" listed)

Area	Max Points	Your Rating This Section
Knowledge of and interest in ACAP : Heard about ACAP (5) Prepared for the Interview (5) Aspects of ACAP that appealed to him/her (5)	15	
Motivation, Interest, Attributes: Expressed short-term career goals and how to achieve (10) Expressed greatest strengths/areas for improvement (10) Motivated by (5) Favorite subject in high school and why (5) Learned from extra-curricular activities; from mistakes (5) Described "success" to them (5) Expressed interest in job shadowing or internship opportunity (5)	45	
Interpersonal Skills: Described ideal work environment (5) Described how well he/she gets along with other students (10) Described how well he/she gets along with teachers and/or administrators (5)	20	
Teamwork (Scenarios): Working with other students (5) What he/she did when other student(s) didn't do (5) Misinterpreted directions and what he/she did (10)	20	
Observations: Overall presence (dress, language, demeanor, responsiveness), (10) Ability to communicate (5) Ability to follow directions (5)	20	
Total Scores this Section (all students)	120	

Returning Students Only

Area	Max Points	Your Rating This Section
Rating the following: Reason for reapplying to ACAP (10) Expressed interest in majoring in Accounting or related fields (5) Continued participation in ACAP will help to achieve career goals (5) Actively involved in promoting ACAP (post-ACAP), (5) Will help track progress in high school and college (5)	30	
Sub-total for this section (Returning Students only)	30	
Total Scores	150	

Student: _____

Interviewer: _____

Date: _____

Interviewer's Recommendation for ACAP: ____ **Yes** ____ **Maybe** ____ **No**

Your two emergency contacts:

Name _____
Phone Number _____
Email Address: _____

Name _____
Phone Number _____
Email Address: _____

Interviewer's Notes

Student: _____

High School: _____

Classification: _____; GPA: _____

Interviewer's Name: _____

Describe Student's Personality Type (example: introvert, extrovert, shy, charismatic, internally motivated, etc.)

Special Notes: