



**Eller**

**Eller College of Management**

## **Professional Admissions Application Packet**

### **Fall 2023 Final Application Timeline (All Requirements Can Be Conducted Virtually)**

Please refer to the list below for the Professional Admission Final Application process. Complete all steps in the specific order listed below in order to be eligible for admissions. Students are encouraged to use the checklist provided on page 12. Please direct any general questions about the Professional Admissions process to Alexis Wright ([alexiswright@arizona.edu](mailto:alexiswright@arizona.edu)). Please direct any Diversity, Equity and Inclusion concerns to Veronica Atondo ([vatondo@eller.arizona.edu](mailto:vatondo@eller.arizona.edu)).

Final Application Period Opens Nov. 15 <sup>th</sup> at 9:00 a.m. Arizona time	Watch the Professional Admission Final Application Orientation Video in eSMS Admissions Portal: <ul style="list-style-type: none"> <li>Learn more about Professional Majors by viewing videos on Eller website</li> </ul>
Nov. 15 <sup>th</sup> – Dec. 18 <sup>th</sup>	<b><u>ASAP: Complete the Final Application online in eSMS:</u></b> Go to: <a href="https://eller.arizona.edu/programs/undergraduate/admissions/bsba">https://eller.arizona.edu/programs/undergraduate/admissions/bsba</a> <ul style="list-style-type: none"> <li>Click on the “Access Application” red button</li> <li>Fill out and submit Final Application through the eSMS Admission portal <ul style="list-style-type: none"> <li>Process may require authentication</li> </ul> </li> <li>Schedule the mandatory Professional Admission Academic Advising appointment after submitting online application</li> </ul>
Nov. 15 <sup>th</sup> – Dec. 15 <sup>th</sup>	Attend <b>Mandatory</b> Professional Admission Academic Advising Appointment to confirm eligibility (Conducted In-person or via Zoom). <ul style="list-style-type: none"> <li>Applicants <b>must</b> submit Final Application online prior to scheduling appointment</li> </ul>
12 Noon AZ time, Dec. 18 <sup>th</sup>	<b>Deadline for Final Application:</b> If currently eligible, begin the process as soon as possible. Students must submit an application online before 12:00 p.m. to start the application process and meet with an advisor for mandatory advising. <i>New Transfer Students must also apply for admission to The University of Arizona by December 1<sup>st</sup>.</i>
12 Noon AZ time, Dec. 18 <sup>th</sup>	<b>Deadline for Uploading Documents:</b> Complete SparkHire Interview, and upload Resume and Cover Letter to eSMS application portal.
Nov. 15 <sup>th</sup> – Dec. 18 <sup>th</sup>	Professional Admission Virtual Interviews <ul style="list-style-type: none"> <li>Modality: SparkHire Recording Software</li> </ul>
Sent weekly on a rolling basis through Dec. 18 <sup>th</sup>	Professional Admission decisions for Final Applicants sent by email

### **Prerequisites Required at the Time of Application**

- Minimum 2.75 GPA (based on 12 or more UA units) at the time of application. If student has attempted less than 12 UA units, a recalculated transfer GPA is used.
  - If you anticipate having a 2.75 GPA at the end of the Fall 2023 semester, please contact Alexis Wright.
- Minimum of 36 units complete at the time of application and 50 complete by the end of the application semester
- At least two out of three Business Calculus/Statistics/Analytics courses complete and the third in progress/complete
- At least one Accounting course complete and the other in progress/complete
- Last course in the English Composition sequence must be complete or in progress

- Remainder of Foundation courses must be successfully complete by the end of the application semester

## Criteria Considered for Admission

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Professional Admissions to the Eller College of Management is based on the following criteria in comparison to every other applicant in the application period:

- Cumulative GPA (the minimum GPA of 2.75 does NOT guarantee admission, other than to Business Management)
- Performance and GPA in Foundation courses (all attempts at Foundation courses will be averaged and repeated course attempts should show considerable improvement)
- Cover Letter, Resume, and SparkHire Interview demonstrating leadership, work experience, community service, involvement in extra-curricular activities, and intellectual and interpersonal abilities that contribute to the College's academic and co-curricular programs.
- The Cover Letter, Resume, and SparkHire Interview are required to be submitted for the application to be considered complete as part of the Final Application Deadline for Professional Admissions.

## Important Points

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- Beginning in Fall 2023 and moving forward, we are transitioning to a Direct Admission Model. This means students applying with a 2.75 cumulative GPA and have the required foundational business courses in progress or completed when applying will be automatically admitted to Business Management. It is conditional, pending the successful completion of required coursework at the end of Fall 2023. Majors available as part of the Final Application Deadline include Business Economics (with a C or better in ECON 200 and Calculus), Business Management, and Operations and Supply Chain Management. *Accounting, Finance, Management Information Systems, and Marketing are entirely full and not available for accommodation at this time to begin the upper division in Spring 2024.*
- A \$55 application fee will be charged to all students submitting an application. For current University of Arizona students, this fee is charged to the student's Bursars account. Students not yet admitted to the University must pay the \$55 application fee online once their eligibility is confirmed (more information shared in advising appointment).
- Students may only apply for Professional Admission two times (students who are denied on their first attempt have the option of reapplying in a future semester; students who are denied on their second attempt must look at other academic options). Moreover, students who decline, are denied or revoked in their admission prior to starting their first semester of the upper-division curriculum must reapply in a future semester.
- Students who are on Academic Warning/Probation at the University of Arizona at the end of the application semester will lose their Professional Admission. Students must be in good academic standing in order to apply for Professional Admissions and start the professional phase.
- The Eller College of Management charges a differential tuition fee each semester for the professional program.
- Integrity is a vital part of the Eller College and this process. If you have been found responsible for an Academic Integrity Violation, please answer honestly in the application. It will not preclude you from being admitted.

## Program Options

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**Traditional Cohort:** (Available for students applying for *Spring* and *Fall* semesters)

Students complete their cohort in the regular Fall/Spring semesters. Majors available in this cohort include; Accounting, Business Economics, Business Management, Finance, Management Information Systems, Marketing, and Operations & Supply Chain Management. *Accounting, Finance, Management Information Systems, and Marketing are entirely full and not available for accommodation at this time to begin the upper division in Spring 2024.*

At the point of Professional Admission, students will be assigned to either the "Sage Cohort" or the "Silver Cohort", which will determine the scheduling of their first semester cohort classes. Sample schedules can be found here: <https://eller.arizona.edu/programs/undergraduate/advising/registration/bsba>. Students who have concerns about time conflicts should speak with an advisor during the application process. Students will also need to submit appropriate documentation of their time conflict (ie, work schedule, childcare arrangements, etc.) as part of the submission of their materials. All requests will be considered, but we cannot guarantee that all students will be accommodated.

**Online Cohort:** <https://eller.arizona.edu/programs/undergraduate/academics/online>

Students complete their upper-division coursework **fully-online**, from anywhere, anytime. **Business Administration** and **Accounting** are the only majors offered in the online program. Due to the pace and interdisciplinary nature of the Online majors, students will not have the option of changing their Eller major or adding an additional Eller major. The only exception is our Entrepreneurship major which can be added after completing the online curriculum. Available for students applying for **Spring, Summer, and Fall** semesters.

### **BA Economics Advanced Standing**

The Eller College of Management is also home to the Bachelor of Arts in Economics, which has a selective Advanced Standing process. Learn more here: <https://eller.arizona.edu/programs/undergraduate/admissions/ba-economics>

## **International/“ESL-English as a Second Language” Applicants**

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All students entering the professional program must possess a high level of English language proficiency (**speaking, writing, listening, and reading**) and a high level of interpersonal communication competency. To meet this goal, the following English language proficiency policy is in place:

All international applicants from non-English speaking countries must have at least one of the following official proofs of English proficiency showing in UAccess at the time of application or by application deadline:

- a. TOEFL score of at least **79** (iBT)
- b. IELTS score of at least **6.5**
- c. Completion of **CESL Endorsement** (Level 8 or 9) prior to matriculation to UA
- d. ACT (21)/SAT (580) at point of admissions to University of Arizona
- e. CEPT full test score of at least 110
- f. Duolingo score of at least 105

## **Professional Admission Cover Letter, Resume, and Interview Preparation**

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### **Professional Development Competencies Requirement**

The Eller College of Management expects all students accepted into the upper-division cohort to demonstrate high professional competencies in a Cover Letter, Resume, and SparkHire Interview. Eller College Professional Development Center assesses the Cover Letter, Resume, and SparkHire Interview for each applicant as part of the overall interview experience. Students who do not demonstrate a standard competency level in each of the three areas will be **required** to participate in a Career Coaching appointment. Students will be notified via email at the time of admission if they have not met a standard competency. Students who do not fulfill their Competency appointment requirement will have their Professional Admission revoked.

## Cover Letter (1 page)

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Please write a Cover Letter for your Professional Admission application. In a typical job application, you would write the letter based on the position description as an introduction to your Resume. Below is a statement that equates to a job description for the Eller College professional program. Please use this description when developing your Cover Letter:

The Eller College of Management is seeking talented, highly motivated, and hardworking individuals committed to excellence and sound ethical behavior. Candidates should demonstrate critical thinking and communication skills, work well in collaborative environments, articulate the importance of business and technology in today's global marketplace, and understand their career goals and professional development needs. Candidates should use personal examples from a variety of experiences to highlight their unique contribution to the professional program cohort.

You should write about your accomplishments, goals, and strengths as a candidate for the Eller College professional program. The best letters are unique, help the reader understand your motivations and interests, and provide examples or evidence to support your assertions. Try to avoid generic statements. Instead, talk about yourself, your accomplishments thus far, and plans for the future. Give the interviewers insight into the real you.

A Cover Letter should also contain proper grammar and spelling and use clear and direct words. Cover Letters are usually three to four paragraphs in length, and no longer than 1 page, in 11-12 size font.

### **Signing your Cover Letter – choose one of the options below**

- Sign your name on a blank sheet of paper, scan your signature, save the image as a jpeg, and then insert the signature into your Cover Letter (best to save it as a PDF)
- Print out your Cover Letter, sign it, and rescan the entire letter (best to save it as a PDF and not as a JPEG)
- Type your name in cursive font

Please upload your Cover Letter and Resume as PDFs into your eSMS admissions portal—this ensures that the formatting will be preserved if your documents were reformatted on a different system.

**See Cover Letter template next page.**

**Your Name**

Your city, state

Date

Eller College Admissions Committee  
McClelland Hall 204  
1130 E. Helen St.  
Tucson, Arizona 85721-0108

Dear Eller College Admissions Committee:

The OPENING PARAGRAPH should explain: What major you're applying for, the reason why you selected this major, and how the selected major relates to your future career aspirations.

The MIDDLE PARAGRAPH(s) should: Highlight a specific instance from your co-curricular activities, work experience, and/or accomplishments. You should highlight transferrable skills from a specific experience and explain how those are applicable to what you are applying for. Consider the following:

- *What have you learned in through the experience you've highlighted?*
- *What transferrable skills have you gained from this experience?*
- *Summarize/relate how the experience and skills you outline above apply to your major or being admitted to Eller.*

Paragraph 2 (**Optional**): Be sure to diversify this experience and set of skills from the one outlined above in Paragraph 1. Choose a different experience and skill set. Consider the same type of content noted above.

The CLOSING PARAGRAPH should:

Give some compelling yet specific reasons why you should be part of the Eller College. Consider the following:

- *What can you contribute to this community? What makes you who you are?*
- *Sum up how you will be an effective member of the Eller College.*
- *End with a sentence of thanks. Ex. "Thank you for taking the time to review my letter."*

Sincerely,

Your Typewritten Name

**Other considerations for your Cover Letter**

*Make reference to experiences on your resume, **but do not** simply repeat information; fill in between the lines of the resume in order to help the reader assess your skills and abilities related to their individual needs. This is the perfect time to make the interviewer want to read your resume!*

*Be specific, but concise; the cover letter should never be longer than 1 page, and it's okay if it doesn't fill the page.*

## Resume (1 page)

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A professional, high-quality resume is a necessary step for your career. A good resume cannot be written in just a few minutes; it requires in-depth thought and analysis. The resume is a summary of your experiences, not your full-length biography. It is not simply a list of jobs held and duties performed; you must create a resume that emphasizes your accomplishments and achievements. Communicate what skills you have to offer, not just what you have done. For Professional Admission and Eller College recruiting events, you should develop a one-page, chronological format resume.

**We have included a sample resume (page 7) that you are welcome to use as a guide as you develop your own personal resume.** The chronological Resume presents experience and education in reverse time order (most recent experience first). The format utilizes visuals, such as underlining, bolding, italics and bullets to make items stand out. If you feel you can better express yourself in a different format, you are welcome to, but it should maintain the standards of being easy to read, well-spaced, and incorporate the suggestions below. The sample resume is full of experiences so you can see an example of how to word various jobs. You do not have to fill the full page if you only have a few experiences. Make an appointment with an Eller Career Coach to discuss your resume and how to share whatever experience you have (see page 12 for information on career appointments).

### Resume Suggestions:

- Resume should be neat and error free – no spelling, grammar or typographical mistakes
- Limit Resume to **one** 8 1/2" x 11" page
- Use 11-12-point font (10-point font *minimum*); Times New Roman, Calibri or similar font preferred
- Use even margins, minimum of ½ inch on all sides
- Consistent use of punctuation; bullet points do not need a period
- Use clear, simple, positive wording
- Use bullet points—skills and information should be easily identifiable, not buried in lengthy paragraphs
- Limit use of abbreviations/acronyms
- Use "action" words and action-verb phrases
- Omit all pronouns and unnecessary articles such as "a," "an," "the"
- Avoid the use of pronouns ("I" and "me")
- Use consistent tense throughout (present tense for current positions; past tense for previous work)
- Use conventional abbreviations and capitalization for Resumes
- Include month and year when you are including dates in your experience section; use consistent format
- Always include degree and current major in the Education section
- Encouraged to include cumulative GPA if 3.0 or above
- Do not include personal statistics (age, weight, marital status, etc.)

### Action Words and Phrases:

Administered	Established	Provided	Assisted in the coordination of...
Analyzed	Increased	Recommended	Compiled data for...
Approved	Implemented	Reduced	Handled sales volume of...
Coordinated	Increased	Reorganize	Improved...resulting in...
Conducted	Managed	Responsible	Initiated and implemented new...
Created	Participated	Supervised	Trained extensively in...
Developed	Planned	Supported	Market and sell...
Directed	Proved	Trained	Increased sales by...

**A resume template similar to the resume below is available on our website for download: [Eller Undergraduate Resume and Cover Letter](#)**

# Wilbur Wildcat

800 E. Wildcat Way #124, Tucson, AZ 85719 (\*your address is optional)  
520-555-2505 | WilburWildcat@email.arizona.edu | Linked/in/Wilbur-Wildcat

## EDUCATION

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### The University of Arizona, Eller College of Management

Tucson, AZ

*Bachelor of Science in Business Administration*

Expected May 2023

- **Major:** Pre-Business
- **GPA:** 3.5
- **Honors/Awards:** Traditions of Excellence Scholarship Award, Minority Student Achievement Scholarship Award, Hughes Employees Association – Tucson Scholarship

## PROFESSIONAL & LEADERSHIP EXPERIENCE

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### The University of Arizona Department of Residence Life

Tucson, AZ

*Resident Assistant at Coronado Hall*

August 2020 – Present

- Supervise 35 students by promoting safety and security within the residence hall
- Motivate students to connect with others and challenge them to seek learning opportunities
- Facilitate intentional learning opportunities for students to grow and develop

### USA Baseball – Executive Office

Los Angeles, CA

*Junior Olympic Intern / Coordinator*

June 2019 – August 2019

- Coordinated baseball tournaments for 64 teams to select national athlete representatives
- Trained and supervised 15 volunteers and assigned projects based on their interpersonal skills
- Directed day-to-day office operations while executive staff were out of town

### Management Information Systems Association (MISA)

Tucson, AZ

*Active Member*

August 2018 – December 2019

- Attended weekly meetings to learn about careers in information technology
- Networked with IT professionals and upper classmen to further knowledge and understanding
- Served on the event planning committee, planned 13 events that built community among members

### Canyon Ranch Health Resort and Spa

Tucson, AZ

*Server, Dining Room*

August 2018 – December 2019

- Maintained extensive menu knowledge associated with Canyon Ranch Health and Fitness plans
- Trusted to open and close the restaurant and prepare daily sales logs for over \$2,000 per shift
- Responsible for training 15 new employees and demonstrating best practices

### 55<sup>th</sup> Annual Excellence in Finance Brunch

Tucson, AZ

*Attendee*

July 2019

- Selected from outstanding sophomore and freshman students to attend intimate networking opportunity
- Built relationships with professionals and graduating students, gaining exposure to various financial career paths

## ACTIVITIES, SKILLS & INTERESTS

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**Activities:** Coronado Residence Hall Government Representative, Eller Make a Difference Day

**Skills:** Proficient in Microsoft Office Products (Word, Excel, PowerPoint), Fluent in Spanish (reading, writing, speaking)

**Interests:** Multi-cultural inclusion, Baseball, International travel

## The use of Artificial Intelligence (AI) for application materials

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Artificial Intelligence (AI) tools like ChatGPT, Google Bard or Microsoft Bing can potentially be helpful tools when preparing your application materials. They should be used responsibly to be effective and to represent you honestly. They are best used as a copy editor and should not be used to create your final application materials.

Many courses will expect that you cite the origin of all sources not your own original work including Large Language Models like GPT-4. This citation should be added at the end of your written submission along with any other citations to sources you used to complete your assignment. **Refer to your syllabus for each course for direction and guidance on using AI tools.** Using text which is not original to you without appropriate attribution could be called plagiarism and could be treated as a violation of academic integrity policies.

Examples of how to use these tools responsibly:

### Cover Letter & Resume:

- Review grammar, re-word statements to be more concise, and optimize bullet points
- Example prompts:
  - "You are a resume expert. Give me three ways I can improve this bullet point"
  - "You are an expert editor. What changes do you suggest for this resume (or cover letter)"

### Considerations:

- Your documents should represent you, your personal experiences and your own quality of work. These documents are an introduction to who you are as a candidate, and an interviewer will expect the same level of professionalism that you presented in your application when talking with you.
- Don't include personal information (email, phone, etc...) in your AI prompts; you don't know where this information can be accessible in the future.
- Don't trust AI for your content. AI regularly fabricates information and only YOU know your true experiences.

Eller Career Coaches are available to provide you personal help with creating and reviewing your documents, prepare for the interview, and discussing your major selection or career goals. Make an appointment in eSMS.

## SparkHire Interview

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The Professional Admission SparkHire Interview uses recording software in which you will answer specific questions pertaining to the following components:

- Your One-Minute Introduction or Elevator Pitch
- Your educational and professional goals
- Multiple behavioral interview questions relating to the Eller College's learning outcomes
- Diversity and Inclusion
- Values Case (see page 10)

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### One-Minute Introduction or Elevator Pitch ("Tell me about yourself")

An elevator pitch is a brief statement to quickly and simply tell someone about how your interests and experiences have led you to this point, and about your future goals.

#### Example:

*Past:*

"My name is Taylor and I'm from San Diego, California. I decided to come to the University of Arizona because touring the Eller College and learning all about the programs that are available made it clear this was the right fit for me. I have always had a passion for working with others. I have been involved in volunteering with various non-profit organizations, have played soccer, and ran cross country throughout most of my life".



*Present:*

“Since coming to campus I have become an active member of the UA community. I am currently developing my leadership skills through pledging a business fraternity and am gaining professional experience through my on campus job at the UA Bookstore as a Social Media Coordinator. Being so involved on campus has taught me to effectively manage my time and prioritize my responsibilities.”

*Future:*

“I’m planning to major in Business Management because I would love to combine my passion for volunteering and working with others to eventually manage a non-profit organization within the San Diego Community. I also chose Management as my major because I can adapt the skills I would gain from this degree to other areas of business if my career goals change.”

To begin building your Elevator Pitch consider the following:

*Past:*

- *Your name? Where are you from? Why did you come to the University of Arizona/ Eller?*
- *How have your background & experiences prepared you for Eller/the major you are applying for? Or how have they inspired interest in Eller/the major you’re applying for?*
- *What skills have you learned through your background and experiences?*

*Present:*

- *What you are majoring in? (Pre-Business)*
- *What are you involved with outside of class? (Work, Clubs, Volunteer Organizations, etc.)*
- *What are 2-3 relevant accomplishments since you’ve been in college?*

*Future:*

- *What do you plan to major in?*
- *What do you want to do after college?*
- *How do they match with your top interests and motivators?*

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## **Behavioral Interview Questions**

The behavioral Interview Questions are built around topics related to the Eller College’s learning outcomes. Students are encouraged to answer using the **STAR method of interviewing**, in which they focus on the Situation, Task, Actions, and Results:

- **Situation** – Describe a specific event or situation that you were in. The who, what, where, when, etc.
- **Task** – Explain the task you had to complete highlighting any specific challenges or constraints.
- **Action** – Describe the specific actions that you took to complete the task. These should highlight desirable traits you think the interviewer is looking for based on the job description and your research about the position.
- **Result** – Close with the result of your efforts being sure to also highlight what you learned from the experience.

These questions are likely to start with the phrase, “tell me about a time when…” You’re encouraged to provide a specific example that aligns with the question. Tip to prepare: think about experiences you have had that relate to skills like communication, leadership, time management, critical thinking and collaboration.

As part of the Interview questions, students will consider Diversity, Equity, and Inclusion. Students should understand the importance of working with people from different backgrounds and ideas. Students should prepare to speak on this subject and provide examples.

## VALUES CASE

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During the Professional Admission Interview, you will be expected to reflect upon and articulate your thoughts on the following values case. As you prepare for this portion of the interview, we value the interactive exchange of ideas, and encourage you to discuss this situation with friends and family as you explore how you would approach the situation. Students will be expected to demonstrate their thinking process during the interview.

### Ethical Dilemma

*You are a recent Eller graduate who prioritizes the desire to travel and have flexibility. With that, you were hired for a remote position working for a company providing the technology for a virtual grocery delivery service. You are in an entry-level role on the business development team, looking for advancement opportunities. Your job is to set up phone calls for the more experienced members of your team. You are expected to work 8-hour days made up mostly of placing outbound phone calls to potential customers, trying to schedule appointments. The job is demanding, but you are up for the challenge.*

*After three months on the job, you find it to be exhausting based on the high expectations of your employer. The company uses computer tracking software to make sure your mouse is making the appropriate number of movements and clicks every 30 minutes to indicate you are consistently working at your computer.*

*Each week, you are encouraged to make three 15-minute quick chats with colleagues to try to build team camaraderie and get to know your peers. You find this a beneficial networking and relationship building process since you are remote and do not have many team interactions. During your fourth call with one co-worker you've gotten to know pretty well, he shares he purchased a mouse mover he hooks up to his mouse so that it regularly clicks and moves in a way to mimic that he's working. He said he only uses it for 10 minutes at a time to allow himself longer breaks and walk outside, which he shares benefits his mental health and boosts his productivity.*

*This goes against your personal values relating to honesty and integrity in the workplace but identify with the need to have more of a break during the day. Since you want to move forward in the company, you are now conflicted. How do you approach the need to balance health and wellness with company productivity?*

### **An Objective Model of Analysis for Moral Problems in Management**

Resolving ethical dilemmas requires sound decision-making. To minimize the subjective nature of decision-making, the following objective model of analysis should prove helpful when confronted by a personal or professional ethical dilemma. Remember, this requires time and thought, but the more the model is applied, the better one will become in their ethical decision-making.



This model was developed by Dr. Paul Melendez, Department of Management and Organizations, The University of Arizona. August 2004.

1. **Stakeholder Interests.** Consider the benefits and harms, rights exercised, and rights denied for the full society.
2. **Economic Outcomes.** Determine the net balance of benefits over costs for the full society.
3. **Legal Requirements.** Review the laws adopted by members of society to regulate the behavior of members of that society.
4. **Ethical Duties.** Evaluate the obligations owed by members of society to other members of that society.

## Preparing for the Interview

The Professional Admission SparkHire Interview is completed using recording software. It will be reviewed by the Professional Development Center. The interview will include (1) your introduction/elevator pitch, (2) your educational and professional goals, (3) behavioral interview questions relating to the Eller College’s learning outcomes, (4) a question related to diversity/inclusion, and (5) a values case.

Before the Interview	Topics to Consider
<ul style="list-style-type: none"> <li>• Think about your work, classes, and extracurricular activities that have been meaningful to you</li> <li>• Identify specific examples where you have learned transferable skills including teamwork, leadership, communication, problem solving, and overcoming adversity</li> <li>• Practice talking about these examples in a clear, concise and compelling way using the STAR method</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term and long-term career goals</li> <li>• Reason for selecting major</li> <li>• Extracurricular involvement (student clubs, case competitions, industry conferences)</li> <li>• Work &amp; volunteer experience</li> <li>• Academic honors &amp; successes</li> <li>• Individual contribution to teams</li> </ul>
During the Interview	Professional Dress Guidelines: Business Professional Attire
<ul style="list-style-type: none"> <li>• Introduce yourself with a smile</li> <li>• Listen carefully to the questions you are asked</li> <li>• Use positive body language to show interest when sharing your answer</li> <li>• Demonstrate your best skills by telling compelling stories</li> <li>• Speak slowly and clearly. It is okay to pause for a moment to collect your thoughts</li> <li>• Be honest, enthusiastic, and genuine</li> </ul>	<ul style="list-style-type: none"> <li>• Clothes should be wrinkle and lint free</li> <li>• Hair should be well groomed, nails and makeup in natural style</li> <li>• Suits, dresses, or skirts with blazers are appropriate interview attire</li> <li>• Solid, dark, or neutral colors are recommended</li> <li>• Light colors under suit; avoid bright colors or patterns</li> <li>• No jeans, sundresses, or athletic wear</li> </ul>

### Campus Closet Resource

Campus Closet is an ASUA service organization that collects and then distributes - free of charge - gently used or new business, professional, and casual clothing to University of Arizona students, faculty and staff members who cannot acquire the items otherwise. These visitors then go on to use their free clothing items for obligations such as interviews, internships, professional events, and/or daily wear. <https://asuatoday.arizona.edu/what-we-do/campus-closet>

### Interview Best Practices & Instructions –

- Business Professional attire is required.
- More information relating to the SparkHire Interview will be provided in your confirmation email after submitting your application.
- Since the Interview will be recorded, remember to test your technology - internet connection, camera, microphone, speakers ahead of time. Be mindful of your background (plain is generally better).
- Consider your body language – look into the camera, sit up straight, smile, and use hand gestures if you usually do, but keep them minimal.
- **Help with your Cover Letter, Resume and Interview: Meet with an Eller Career Coach!**
  - 30-minutes, in-person or virtual, one-on-one; make an appointment ahead of time in eSMS
  - **To schedule an [Appointment in eSMS](#):**
    - Click “Add Appointment”
    - Under “Appointment Type”, select “Career & Professional Development Coaching” as the appointment type
    - Choose your desired appointment, and select an appointment type (in-person or Zoom)
- o **Transfer Students:** please call the Eller Front Desk at 520-621-2505 for help to make an appointment
  - Visit <http://pdc.eller.arizona.edu/> for more information!

## PROFESSIONAL ADMISSION CHECKLIST AND REMINDERS

Please use the following checklist to prepare for the Eller Professional Admission process:

- Watch the recorded **Professional Admission Final Application Orientation Video** in the eSMS Admissions Portal (<https://admissions.esms.arizona.edu>) before accessing the application. It opens November 15<sup>th</sup> and closes at 12 Noon on December 18<sup>th</sup>.
- Read **Professional Admission packet and website** (<https://eller.arizona.edu/programs/undergraduate/admissions/bsba>)
- Explore **Eller Professional Majors** and identify top 3 choices (<https://eller.arizona.edu/programs/undergraduate/academics/business-majors>)
  - *Accounting, Finance, Management Information Systems, and Marketing are entirely full and not available for accommodation at this time to begin the upper division in Spring 2024.*
- Explore sample Cohort times** and identify any conflicts (<https://eller.arizona.edu/programs/undergraduate/advising/registration/bsba>)
- Fill out and submit Professional Admission Final Application online** through eSMS ASAP (<https://admissions.esms.arizona.edu/>)
  - Students who are currently eligible need to apply ASAP as space is limited.
  - You may return to the application at a later time to upload Cover Letter, Resume, and SparkHire Interview; but you must first submit the application in order to schedule the required academic advising appointment.
    - *Note: You may need to authenticate through the eSMS Admissions portal*
- After submitting online application, **schedule academic advising appointment** ASAP (no later than Friday, December 15<sup>th</sup>):
  - Incoming Transfers need to apply for University of Arizona Admissions by December 1<sup>st</sup> and have unofficial copies of all college transcripts for the advising appointment.
  - International Students who still need to prove language proficiency must submit TOEFL, IELTS, or CESL Endorsement (see page 3 for qualifying scores). Scores must display in UAccess by application deadline.
- Develop **Resume & Cover Letter** with help from:
  - Eller Professional Development Center (see Page 11 for resources)
  - Friends, family, and associates
- Upload final version of Resume & Cover Letter** to the eSMS application portal by 12:00 Noon on Monday, December 18<sup>th</sup>.
  - If ready to submit earlier than the 18<sup>th</sup> – you are strongly advised to submit ASAP.
- Prepare for interview and “**Behavioral Interview Questions**” with help from the following:
  - Eller Professional Development Center (see Page 11 for resources)
  - Friends, family, and associates
- Develop and practice **One-Minute Introduction**
- Read and discuss the **Values Case**. Be prepared to discuss your decision-making process in the interview
  - Remember to become familiar with the Ethical Decision-Making Framework provided in packet.
- Select appropriate **Professional Business Attire** for the SparkHire Interview.
  - SparkHire Interview: this will be recorded, so remember to test your audio and video before completing the interview. Ensure you have a quiet location with reliable internet connection.
  - Instructions on how to complete the SparkHire Interview will be in your eSMS confirmation email and in the eSMS Admissions application.
- Professional Admission Final Applicant decision emails will be sent on a rolling basis each week, for those who have completed all elements of their application (mandatory advising appointment, cover letter, resume, and SparkHire Interview). Students must have all these items completed before receiving a decision email.**