Eller College of Management
Professional Admissions Application Packet

Spring 2025 Timeline

Please refer to the list below for the Professional Admission 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 13. Please direct any general questions about the Professional Admissions process to Alexis Wright (alexiswright@arizona.edu); and any Diversity, Equity and Inclusion concerns to Veronica Atondo (vatondo@eller.arizona.edu).

Wednesday, Jan. 22nd or Thursday, Jan. 23rd	Attend Virtual Professional Admission Orientation: • Learn more about Professional Majors at Break-Out sessions
Wednesday, Jan. 22nd – Friday, Feb. 7th	**ASAP: Complete the online application in eSMS**: Go to: **https://eller.arizona.edu/programs/undergraduate/admissions/bsba** • Click on the "Access Application" red button • Fill out and submit application through the eSMS Admission portal o *Process may require authentication* • Schedule the mandatory Professional Admission Academic Advising appointment after submitting online application
Thursday, Jan. 23rd – Friday, Feb. 7th	Attend **Mandatory Professional Admission Academic Advising Appointment** to confirm eligibility and schedule Interview (can be virtual). • Schedule appointment after submitting online application
Friday, Feb. 7th 12:00 pm AZ (Noon) Deadline	**Deadline for Application:** Students must submit an application online before 12:00 pm to start the application process and schedule the mandatory advising appointment.
Monday, Feb. 10th 12:00 pm AZ (Noon) Deadline	**Deadline for Uploading Documents:** Upload Cover Letter, Resume, and Optional Cohort Justification to online application portal. *New Transfer Students should also apply for admission to The University of Arizona by this time.*
Friday Feb. 14th	Day 1 of Virtual Professional Admission Interviews Modality: Virtual, Afternoon
Saturday, Feb. 15th	Day 2 of Professional Admission Interviews Modality: In-Person, Morning
Wednesday, Feb. 19th	Virtual Make-Up Interviews *(for applicants with time conflicts)*
Friday, Feb. 28th	Professional Admission decisions emailed around 5:00 p.m.

Prerequisites Required at the Time of Application

- Minimum 2.75 GPA (based on 12 or more UA units) at the time of application. If a student has attempted less than 12 UA units, a recalculated transfer GPA is used.
- 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

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)
- 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 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.

Important Points

- Professional Admission into the Eller College of Management is a competitive and selective process
- 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 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

Cohort Options

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 Analytics (*first available during Spring 2025 application period*), Business Economics, Business Management, Finance, Management Information Systems, Marketing, and Operations & Supply Chain Management. At the point of Professional Admission, students will be assigned to either the "Sage Cohort," "Copper 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.

Global Cohort (requires international travel to Rome in Summer 2025):
Available for students applying during the Spring 2025 Professional Admission process to start in Summer 2025.
Students complete their first semester cohort requirements abroad in Rome during the Summer 2025 sessions. Majors available in this cohort include: Accounting, Business Analytics (*first available during Spring 2025 application period*), Business Economics, Business Management, Finance, Management Information Systems, Marketing and Operations Management. Available for students applying in **Spring** only.

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. Learn more here: https://eller.arizona.edu/programs/undergraduate/admissions/ba-economics.

Admission With Excellence "AWE" Admission Process

The Admission with Excellence initiative is designed to recognize the academic efforts of high-achieving Eller Pre-Business students and support them in their Professional Development during their time at the University of Arizona as they prepare for future career opportunities. AWE applicants will learn more during their advising appointment.

Students qualify for AWE if they have:
- A **3.75**+ **Cumulative GPA** at the time of application, **based upon 12+ graded UA credits**
- A **3.75**+ **Foundation GPA** at the time of application

Eligible AWE applicants are guaranteed the following:
- Professional Admission to the Eller College
- First choice of Major
- Networking with professional(s) in a relevant field of interest

If the Resume or Cover Letter does not meet minimum standards will be required to discuss with a career coach.

International/"ESL-English as a Second Language" Applicants

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 Interview Preparation

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 Professional Interview. Eller College Associates assess the Cover Letter, Resume, and 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 workshop and/or Career Coaching appointment and submit a revised version. 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 workshop and assignment requirement will have their Professional Admission revoked.

Cover Letter (1 page)

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. Show the interviewers that you are unique and give them 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 10-12 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

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.

- Save your file as a PDF with file name Last_First_CoverLetter. Ex. Wildcat_Wilma_CoverLetter

See Cover Letter template on 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 your role as an Eller student. Consider the following:

- *What have you learned 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 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)

A strong resume is important for career advancement. It demands thoughtful consideration, so avoid rushing the process and focus on quality. Your resume is a concise overview of your qualifications, not a comprehensive biography. Rather than merely listing jobs and tasks, **highlight your accomplishments and achievements. Focus on showcasing your skills, not just your past responsibilities.**

The sample resume (page 7) can be used as a guide. For Professional Admission and recruiting, a one-page reverse-chronological resume is necessary (most recent experience first). This format emphasizes recent experience and uses visual elements like underlining, bolding, italics, and bullets. You may choose a different format, but ensure it's easy to read, well-spaced, and incorporates the suggestions below.

Make an appointment with an Eller Career Coach to discuss your resume and how to share whatever experience you have (see end of packet for information on career appointments).

Resume Suggestions:
- Save your file as a PDF with file name Last_First_Resume. Ex. Wildcat_Wilma_Resume
- 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	Received extensive training in…
Developed	Planned	Supported	Responsible for marketing and selling…
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

The sample resume is meant to illustrate how to effectively describe various experiences. If you have limited experience, don't feel obligated to fill the entire page.

Wilbur Wildcat

Tucson, AZ *(*no need to include full address)*
520-555-2505 | WilburWildcat@arizona.edu | Linked/in/Wilbur-Wildcat

EDUCATION

The University of Arizona, Eller College of Management **Tucson, AZ**
Bachelor of Science in Business Administration May 2027
- **Major:** Business Management
- **GPA:** 3.5
- **Honors/Awards:** Traditions of Excellence Scholarship Award, Minority Student Achievement Scholarship Award, Dean's List

PROFESSIONAL & LEADERSHIP EXPERIENCE

The University of Arizona Department of Residence Life **Tucson, AZ**
Resident Assistant at Coronado Hall August 2024 – 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 three intentional learning opportunities per semester for students to grow and develop

USA Baseball **Los Angeles, CA**
Volunteer Coach June 2024 – August 2024
- Coached and supervised 18 players aged 8-12; led three practices per week
- Helped coordinate three-day baseball tournaments for 64 teams
- Secured $2,500 in funding from corporate partners for the event by showcasing value for sponsors

Management Information Systems Association (MISA) **Tucson, AZ**
Active Member January 2024 – May 2024
- 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; helped plan four events that built community among members

55th Annual Excellence in Finance Brunch **Tucson, AZ**
Attendee February 2024
- Selected from outstanding sophomore and freshman students to attend intimate networking opportunity
- Built relationships with professionals and alumni, gaining exposure to various financial career paths

Canyon Ranch Health Resort and Spa **Tucson, AZ**
Server, Dining Room May 2023 – December 2023
- Maintained extensive menu knowledge associated with Canyon Ranch Health and Fitness plans
- Opened and closed the restaurant and prepared daily sales logs for over $2,000 per shift
- Trained new employees and demonstrated best practices

ACTIVITIES, SKILLS & INTERESTS

Activities: Coronado Residence Hall Government Representative, Eller Make a Difference Day Volunteer
Skills: Proficient in Microsoft Office Products (Word, Excel, PowerPoint), Fluent in Spanish
Interests: Long distance running, Arizona Diamondbacks Baseball, travel in South America

The use of Artificial Intelligence (AI) for application materials

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, preparing for the interview, and discussing your major selection or career goals. Make an appointment in eSMS.

Interview

The Professional Admission interview is a 25-minute interview with up to two business professionals. The interview will be either virtual via Zoom video conferencing software or in-person in McClelland Hall with professionals who either reside in or outside Tucson. There are several components of the interview, which include:
- 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 - REQUIRED)

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 experiences prepared you for Eller, Or how have they inspired interest in studying business?*
- *What skills have you learned through your background and experiences?*

Present:
- *What are you involved with outside of class? (Work, Clubs, Volunteer Organizations, etc.)*
- *What are 1-2 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, motivators, and/or goals?*

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.

Interview Skills Workshop

There will be a 60-minute workshop on Wednesday, February 12 from 5-6pm in McClelland Hall (Room 201A/B). This workshop will review interview tips and skills needed to be successful in the Professional Admissions Interview. Students may RSVP for this workshop in eSMS. An RSVP is not required to attend.

VALUES CASE

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.
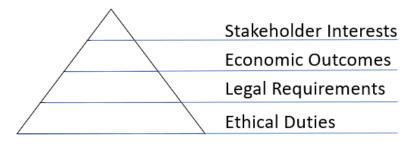
Ethical Dilemma

Imagine you are an entry-level employee who recently graduated from the Eller College. You are new to the company and have just been assigned to a project team. During a team meeting, you discover that one of your colleagues has been using outdated data in the reports that are being sent to clients. This outdated data could potentially lead to incorrect conclusions and decisions by the clients. You mention this to your more experienced colleague after the meeting, but they quickly dismiss your concerns. You know that correcting the data would require significant additional work and could delay the project, potentially frustrating your colleague, team and supervisors. However, using the correct data is crucial for the clients to make informed decisions.

Consider the four elements of the analysis model included below and consider what you might do in this scenario.

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.

Pyramid diagram (top to bottom): Stakeholder Interests, Economic Outcomes, Legal Requirements, Ethical Duties.

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 interview is a 25-minute interview with up to two business professionals. The interview will be either virtual via Zoom video conferencing software or in-person in McClelland Hall with professionals (volunteers). 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. (*AWE interview follows an alternate process/timeline, and details are provided in your advising session*)

Before the Interview	Topics to Consider
- Think about your work, classes, and extracurricular activities that have been meaningful to you - Identify specific examples where you have learned transferable skills including: teamwork, leadership, communication, problem solving, and overcoming adversity - Practice talking about these examples in a clear, concise and compelling way using the STAR method	- Short-term and long-term career goals - Reason for selecting major - Extracurricular involvement (student clubs, case competitions, industry conferences) - Work & volunteer experience - Academic honors & successes - Individual contribution to teams
During the Interview	**Professional Dress Guidelines: Business Professional Attire**
- Introduce yourself with a smile - Listen carefully to the questions you are asked – ask clarifying questions if you are unsure of the question - Use positive body language to show interest—good posture, eye contact, smiling & nodding all provide good nonverbal feedback to the interviewers - Demonstrate your best skills by telling compelling stories - Speak slowly and clearly. It is okay to pause for a moment to collect your thoughts - Be honest, enthusiastic, and friendly	- Clothes should be wrinkle and lint free - Hair should be well groomed - Suits, dresses, or skirts/slacks with blazers are appropriate interview attire - Solid, dark, or neutral colors are recommended - Solid/light colors under suit tend to work best - No jeans, sundresses, or athletic wear

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 (great for interviews, internships, or daily wear). [Learn more about Campus Closet](#).

Interview Best Practices & Instructions –

- Business Professional attire is required.
- You will receive your interview time and necessary information during your Academic Advising appointment.
- You must have a picture ID – driver's license, CatCard, or Passport.
- Check in for your interview 10-15 minutes before your scheduled time, you will first check in with an Eller Staff member. Once checked in, the Eller Staff member will coordinate when you enter the designated interview room.
- Consider your body language – look into the interviewers' eyes, sit up straight, smile, and use hand gestures if you usually do, but keep them minimal.
- **For Zoom Interviews –**
  - Test your technology - internet connection, camera, microphone, speakers.
  - Neutral background; camera should be at eye level.

Resume, Cover Letter, and Interview help from the Eller Professional Development Center

- ## *Available now (recommended)*:
  - **One-on-One Appointment with an Eller Career Coach or PDA** (in-person or virtual)
    - 15- or 30-minutes, in-person or virtual; make an appointment ahead of time in eSMS
    - Appointments are available with Eller Career Coaches and Eller Professional Development Associates (PDAs). PDAs are a team of upper-division students who serve as peer career advisors, and are available to **assist you with Resume, Cover Letter, or Interview**.

  - **Drop-In Hours with an Eller PDA** (in-person, Eller PDC 3rd floor)
    - Quick document or Interview help on a first-come, first-served basis:
    - **Monday and Wednesday 10 a.m. – 3 p.m.; Tuesday and Thursday 10 a.m. – 2 p.m.**
      - We recommend you first try to make a One-on-One appointment in eSMS, as Drop-In wait times can be lengthy during Professional Admissions

- ## *Last Chance before you submit:*
  - **Resume Check Day** – Thursday, February 6, 8 a.m. – 5 p.m.
    - 15-minutes, in-person or virtual; make an appointment ahead of time in eSMS
    - This quick, 15-minute appointment is designed to help fine-tune your resume OR cover letter before submitting for Professional Admissions

  - **Interview Skills Workshop** – Wednesday, February 12, 5 p.m. – 6 p.m.
    - 60-minute workshop; in-person (McClelland Hall, Room 201A/B)
    - Learn about the types of questions and techniques for your Professional Admissions interview

  - **Mock Interview Day** – Thursday, February 13, 8 a.m. – 5 p.m.
    - 15 minutes, in-person or virtual; make an appointment ahead of time in eSMS
    - This quick, 15-minute appointment is designed for you to practice answering a few interview questions, like those you will be asked in your Professional Admissions interview

To schedule an [Appointment in eSMS (http://student.esms.arizona.edu)](http://student.esms.arizona.edu):

- Click "Add Appointment"
- Under "Appointment Type", select "Career & Professional Development Coaching"
- Choose your desired appointment, and select an appointment type (in-person or Zoom)

To attend PDC Drop-In (in-person only):

- Go to the Eller PDC front desk on the 3rd floor of McClelland Hall
- Let the front desk associate know you're there for a drop-in PDA meeting

Transfer Students: please call the Eller Front Desk at 520-621-2505 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:

- ☐ Attend **Professional Admission Orientation** virtually on January 22nd or January 23rd.
- ☐ 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)
- ☐ **Explore sample Cohort times** and identify any conflicts.
  (https://eller.arizona.edu/programs/undergraduate/advising/registration/bsba)
- ☐ **Fill out and submit Professional Admission online application** through eSMS ASAP.
  (direct link: https://admissions.esms.arizona.edu/)
  - o You may return to the application at a later time to upload Cover Letter and Resume; but you must first submit the application in order to schedule the required virtual 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, February 7th)
  - o Incoming Transfers need to have unofficial copies of all college transcripts for the advising appointment
  - o Students with DRC test accommodations need to log in to the DRC student portal showing their accommodation profile to advisor during appointment.
  - o 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 pages 4-12)
- ☐ **Upload final version of Cover Letter, Resume, & *Optional* Cohort Justification** to the eSMS application portal by 12:00pm (noon) on Monday, February 10th.
- ☐ Prepare for interview and "**Behavioral Interview Questions**" with help from the following:
  - o Eller Professional Development Center (see Page 9 for resources)
  - o 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
  - o Remember to become familiar with the Ethical Decision-Making Framework provided in packet.
- ☐ Select appropriate **Professional Business Attire** for interview.
- ☐ Mark calendar for assigned virtual **interview day and time** (scheduled during academic advising appointment):
  - o Interviews: Friday, February 14th or Saturday, February 15th
  - o Make-Up Interviews: Wednesday, February 19th
- ☐ Zoom Modality: Test Zoom audio and visual before scheduled interview and determine quiet location with reliable internet connection.
- ☐ In-Person Modality: Make sure to show up at least 15 minutes in advance to McClelland Hall.
- ☐ Attend either virtual or in-person **Interview**; time, date, and appropriate zoom link will be included in your eSMS profile and email**.**
- ☐ Await **Professional Admission decision email** sent around 5:00 pm on Friday, February 28th.