

# Eller College of Management

## Professional Admissions Application Packet



### Spring 2026 Application Timeline – Fall 2026 Cohort

Please refer to this packet for information on the Professional Admission process. Please review the packet thoroughly and direct any additional questions or concerns you have to Chris Sogge ([csogge@arizona.edu](mailto:csogge@arizona.edu)).

### Application Steps

Complete all steps in the specific order listed below in order to be eligible for admissions. A quick summary checklist of this packet is available on the last page.

January 21 <sup>st</sup> & January 22 <sup>nd</sup>	<b>Step 1:</b> Attend either day of the <b>Professional Admissions Orientation and Major Breakouts</b> . A recording of the orientations may be found on the website to refer back to at any time.
January 21 <sup>st</sup> (5pm) through February 6 <sup>th</sup> (11:59pm)	<b>Step 2: Complete the online application in eSMS.</b> While applications are not reviewed until after the deadline, we recommend completing the application as soon as possible. Earlier submissions prevent life event stresses (such as power outage or computer issues) which would cause you to miss the application deadline.  Access the application in eSMS through <a href="https://admissions.esms.arizona.edu/">https://admissions.esms.arizona.edu/</a> 1. Click on the “Access Application” red button. 2. Fill out and submit application through the eSMS Admission portal. 3. Schedule the mandatory advising appointment after submitting online application.
January 22 <sup>nd</sup> through February 6 <sup>th</sup>	<b>Step 3:</b> Attend the <b>Mandatory Professional Admission Academic Advising</b> appointment that you scheduled in step 2. This confirms your eligibility and then allows you to schedule either a virtual or in-person interview.
February 6 <sup>th</sup> (11:59pm)	<b>Deadline for Application:</b> Students must submit an application online before 11:59pm to start the application process and schedule the mandatory advising appointment. <b>Do this before you submit your cover letter/resume/documentation.</b>
February 10 <sup>th</sup> (11:59pm).	<b>Deadline for Uploading Documents:</b> Students who have submitted their application and scheduled their advising appointment have one final step to do. They must go back into their application portal to upload their Cover Letter and Resume by this date. <b>You must have submitted the application itself first</b> , after which you can upload your documents.  Lastly, if you are a new transfer student to the University of Arizona, make sure you <a href="#">also apply for University Admission</a> by this date. Current UA students do not need to do anything further.
February 20 <sup>th</sup> OR February 21 <sup>st</sup>	<b>Step 4:</b> Attend Interviews. You have the choice of attending either of the interview days.  2/20: Virtual interviews in the afternoon 2/21: Ip-Person interviews in the morning through early afternoon, at McClelland Hall (Eller College)  <i>If there are demonstrated time conflicts for applicants, a make-up interview time is available via virtual interviews on 2/25 afternoon.</i>
March 6 <sup>th</sup> (5pm)	<b>Step 5:</b> Decision emails are sent around this time. Time and date subject to change.

*Note that all times listed above are in local Arizona time*

## Cohort Options

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There are four cohort options to which students may advance:

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

Students complete their cohort in the regular Fall/Spring semesters. Majors available in this cohort include; Accounting, Business Analytics, Business Economics, Business Management, Finance, Management Information Systems, Marketing, and Operations & Supply Chain Management.

Upon a provisional admissions offer students are assigned to the “Sage Cohort” or “Silver Cohort.” These determine the scheduling of their first semester cohort classes. Sample schedules are [found here](#). Students who have concerns about time conflicts should speak with an advisor during the application process. Students who want to request a specific cohort also need to submit a Cohort Justification alongside their other application materials. This Justification must include documentation of their time conflict (i.e. a work schedule conflict would need a job offer letter, childcare arrangements would need a letter from the childcare provider, athletic concerns would need a letter from CATS, etc.). All requests will be considered, but we cannot guarantee that all students will be accommodated. There is no guarantee that cohort changes will be considered after the submission deadline. Thus, students should reflect ahead on potential time conflicts and come prepared to discuss those in their mandatory advising appointment.

**Global Cohort** *(Available for students applying for the **Summer-start** semester, during the Spring application period)*

Note that this will require international travel. Students complete their first semester cohort requirements abroad during the Summer sessions. Majors available in this cohort include: Accounting, Business Analytics, Business Economics, Business Management, Finance, Management Information Systems, Marketing and Operations Management. Available for students applying in **Spring** semester only for the **Summer Start cohort**.

**Online Cohort:** *(Available for students applying for **Spring-start**, **Fall-start**, and **Summer-start** semesters)*

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.

### **BA Economics**

The Eller College of Management is also home to the Bachelor of Arts in Economics. Students do not engage with the professional admissions process in the same way. Please contact the BA ECON advisor for questions.

## Application Prerequisites

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- 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.
- Satisfactory progress towards the Foundation courses. A list of specific courses is [available on the website](#). Generally, the foundation GPA includes courses from the Accounting sequence, Business Math & Statistics sequence; English Composition sequence; Economics course(s); Management Information Systems course(s); and a Business Communication course.
  - Only the final course in the Business Math & Statistics sequence may be in-progress, the other two must be complete.
  - Only the final course in the Accounting sequence may be in-progress, the first one must be complete.
  - Only the final course in the English Composition sequence may be in-progress.
  - Any other Foundation courses may be in-progress, but they must be completed by the end of the application semester. Coursework in Summer or Winter terms is too late.

## Admission Criteria

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All students meeting all minimum eligibility requirements are guaranteed the opportunity to continue to the professional phase of the Business Management major. All other majors, other than Business Management, are still competitive and not guaranteed. For majors where interest exceeds capacity, applicants are compared through an evaluation of:

- Cumulative GPA:
  - The minimum GPA of 2.75 guarantees a Business Management major. Other majors may be more selective.
- Foundation GPA and Performance:
  - **All** attempts at Foundation courses will be evaluated. Evaluations include repeat attempts at coursework. Evaluations also include **all** attempts at Foundation coursework at the University of Arizona as well as transfer coursework if applicable.
  - Some competitive majors may review specific grades in individual Foundation courses too. The Dhaliwal-Reidy School of Accountancy will consider the final grades of ACCT 200 and/or ACCT 210 for students applying for the Accounting major.
- PDC materials: Cover Letter, Resume, and Interview demonstrating leadership, work experience, community service, and involvement in extra-curricular activities. Details about formatting these materials are farther in the packet.

## Important Points

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- 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. Additional details are shared in the mandatory advising appointment.
- Students may only apply for Professional Admission two times. Students who use a first attempt have the option of reapplying in a future semester for the second attempt.
  - This includes instances of students with a revoked admission offer due to not completing all eligibility requirements, declining admission prior to starting the cohort, or dropping all classes during the first semester of the cohort.
- Students concerned about travel or study abroad conflicts may be reassured that they can participate in the interview process virtually and can submit their application submission from anywhere. Remember to convert any local time and deadlines to AZ time!
- Students are admitted on a provisional basis. They must retain Academic Eligible Status to begin the professional phase and must retain passing grades for courses that were in-progress during the application. Accordingly, students who are on academic warning/probation at UA after the end of the application semester will have their admissions offer revoked.

## Admission With Excellence (AWE) Process

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The Admission with Excellence initiative is designed to recognize the academic efforts of high-achieving University of Arizona Eller students. AWE applicants will learn more during their mandatory advising appointment.

Eligible AWE applicants are guaranteed admission to Eller in their first choice of major. They are also provided with a networking opportunity with professionals in a relevant field of interest.

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
- If the PDC materials (Resume or Cover Letter) do not meet minimum standards AWE students will be required to discuss their materials with a career coach.

## International Applicant English Requirement

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All students entering the Professional Program must possess a high level of language proficiency (speaking, writing, listening and reading) and a high level of interpersonal competency for success and satisfaction. To achieve this, the following language-proficiency policy is in place.

To demonstrate receptive language proficiency (reading and listening), all international applicants (who were admitted as an international student) must submit at least one of the following official proofs of high-level of English proficiency. Students must have completed this requirement and the official scores must be displayed in UAccess at the time of application:

- TOEFL score of at least 79 iBT (internet Based Test) or MyBest Score.
- IELTS score of at least 6.5.
- CESL endorsement.
- SAT Evidence-Based Reading and Writing at least 580 or ACT English at least 21 upon admission to the UA
- CEPT Full Test score of at least 110.
- Duolingo score of at least 105

## Professional Admission Interview Preparation

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### Professional Development Competencies (PDC) 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.

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

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Artificial Intelligence (AI) tools like ChatGPT, Copilot, Bard, or Bing can potentially be helpful tools when preparing your application materials, but you should remain cautious with their use. 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. 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.

### Cautions:

- 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.
- Do not include personal information in your AI prompts; you don't know where this information is stored.
- Do not 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.

## 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. 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.

When the time comes to finish and sign 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

Once you are finished, 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. For example, Wildcat\_Wilma\_CoverLetter.

### Other considerations for your Cover Letter

- Make reference to your resume, but do not simply repeat information. Instead, 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.

The following page is an example cover letter:

## Example Cover Letter

### 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

## Resume (1 page)

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A strong resume is important for career advancement. 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 on the following page may 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. For example, 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. 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

**55<sup>th</sup> 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



# Interview Components

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The Professional Admission interview is a 25-minute interview with one or two business professionals. The interview will be either virtual via Zoom or in-person in McClelland Hall. There are several components of the interview, which include:

- Your One-Minute Introduction or Elevator Pitch
- Multiple interview questions relating to characteristics valuable to Eller, such as business knowledge and interest, communication, collaboration, community, engagement, and social responsibility.
- Values Case (see next section)

Please note that AWE interviews follow an alternate process/timeline, and details are provided in your advising session.

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## 1. 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?*
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## 2. 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**:

- **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. To prepare, think about experiences you have had that relate to skills like communication, leadership, time management, critical thinking and collaboration.

### Interview Skills Workshop

There will be a 60-minute workshop on Tuesday, February 17 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. We encourage students to RSVP for the workshop, but it is not required. Anyone is welcomed!

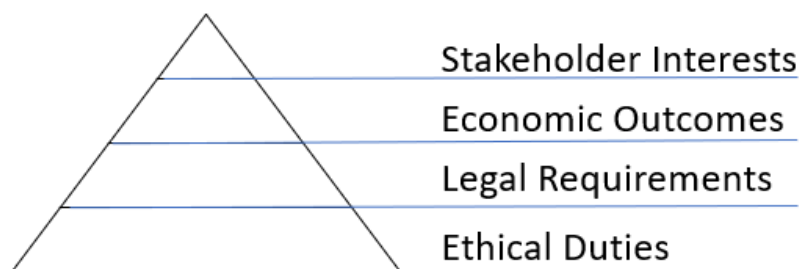
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### 3. Values Case

During the Professional Admission Interview, you will be expected to reflect upon and articulate your thoughts on the following values case. 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, with an analysis model provided for a helpful framework.

#### 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.

#### Values Case – Ethical Dilemma

You’re a recent graduate in your first full-time role at a marketing firm. You’re part of a team preparing a pitch for a new client, and during your research, you discover a former classmate, now working for the competitor agency bidding on the same contract, has posted non-public strategy insights on their personal blog. The information could give your team a clear edge in crafting your proposal, but using it feels questionable, even though the blog is public and no password is required. Your manager, under pressure to win the account, says, “If it’s out there, it’s fair game.” You’re not sure whether using this information is smart research or crossing an ethical line.

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

## Preparing for the Interview

We know that you are able to succeed in your 25-minute interview. Below are some guiding tips to help prepare you to represent yourself the best! Note that business professional attire is required:

Before the Interview	Topics to Consider
<ul style="list-style-type: none"><li>• Reflect on 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 – ask clarifying questions if you are unsure of the question</li><li>• Use positive body language to show interest—good posture, eye contact, smiling &amp; nodding all provide good nonverbal feedback to the interviewers</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 friendly</li></ul>	<ul style="list-style-type: none"><li>• Clothes should be wrinkle and lint free</li><li>• Hair should be well groomed</li><li>• Suits, dresses, or skirts/slacks with blazers are appropriate interview attire</li><li>• Solid, dark, or neutral colors are recommended</li><li>• Solid/light colors under suit tend to work best</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 (great for interviews, internships, or daily wear). [Learn more about Campus Closet.](#)

### Interview Best Practices & Instructions:

- 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, and smile. It is okay to use hand gestures if you usually do, but keep them minimal.
- **For Zoom Interviews:**
  - Test your technology - internet connection, camera, microphone, speakers.
  - Utilize a neutral background; camera should be at eye level.

## Eller Professional Development Center

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The Eller Professional Development Center is here to assist you throughout this application process! Visit <http://pdc.eller.arizona.edu/> for more information! Here is how you can connect with us:

### 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 - Thursday 10 a.m. – 3 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 Chances before you submit:

- **Resume Check Day** – Thursday, February 5 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** – Tuesday, February 17, 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 19, 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/):

1. Click “Add Appointment”
2. Under “Appointment Type”, select “Career & Professional Development Coaching”
3. Choose your desired appointment, and select an appointment type (in-person or Zoom)

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

1. Go to the Eller PDC front desk on the 3rd floor of McClelland Hall
2. 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.

## Professional Admissions Checklist & Reminders

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The following checklist is provided to assist in your preparation for the Eller Professional Admissions process:

- ☐ RSVP for, and then attend, either day of the Professional Admission Orientations
- ☐ Review Professional Admission packet and website (<https://eller.arizona.edu/programs/undergraduate/admissions/bsba>).
- ☐ Explore Eller Majors to identify top 3 choices (<https://eller.arizona.edu/programs/undergraduate/academics/business-majors>)
- ☐ Explore sample Cohort times to identify conflicts:  
(<https://eller.arizona.edu/programs/undergraduate/advising/registration/bsba>)
- ☐ Fill out and submit Professional Admission online application through eSMS. Sooner is recommended!  
(direct link: <https://admissions.esms.arizona.edu/>)
  - You must first submit the application in order to schedule the required virtual academic advising appointment. You may return to the application at a later time to upload Cover Letter and Resume.
- ☐ After submitting online application, schedule academic advising appointment ASAP
  - Incoming Transfers need to have unofficial copies of all college transcripts for the advising appointment
  - International Students who still need to prove language proficiency must adhere to the requirements in this packet. Scores must display in UAccess by application deadline.
- ☐ Develop Resume & Cover Letter with help from Eller Professional Development Center
- ☐ Upload final version of Cover Letter, Resume, and *optional Cohort Justification* to the eSMS application portal
- ☐ Prepare for interview and “Behavioral Interview Questions” with help from the following:
- ☐ 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 interview.
- ☐ Mark calendar for assigned virtual interview day and time (scheduled during academic advising appointment):
  - 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.

You will do great, and we wish you the best of luck!

Please review the packet thoroughly and direct any additional questions or concerns you have to Chris Sogge ([csogge@arizona.edu](mailto:csogge@arizona.edu)).