Fall 2019 Timeline

Please refer to the timeline below for the Professional Admission process. Complete all steps in the order listed below in order to be eligible for admissions. You may use the checklist provided on page 12 to track your progress.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity Description</th>
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</table>
| Wednesday, September 11th or Thursday, September 12th | Attend Professional Admission Orientation:  
  - Learn more about application process and Majors with Break-Out Info-sessions                                                                                                                                   |
| Wednesday, September 11th – Tuesday, October 1st by 12 pm-Noon | ASAP: Complete the online application in eSMS:  
  Go to: [https://eller.arizona.edu/programs/undergraduate/admissions/bsba](https://eller.arizona.edu/programs/undergraduate/admissions/bsba)  
  - Click on the “Apply Now” red button  
  - Fill out and submit application through the eSMS Admission portal *(may require authentication)*  
  - Schedule the mandatory Professional Admission Academic Advising appointment after submitting online application  
  - Print Application Summary Page *(to be submitted later)*                                                                                     |
| Monday, September 16th – Friday, September 27th | Attend Mandatory Academic Advising Appointment to confirm eligibility and schedule Interview.  
  - Schedule advising appointment *after submitting application in eSMS*                                                           |
| Tuesday, October 1st by 12:00pm- Noon | Application Deadline: Turn in hard copies of application and upload Cover Letter and Resume to online application portal no later than  
  **Tuesday, October 1st by 12:00 pm (noon)**  
  Turn in the following hard copies to McClelland Hall Room 201:  
  - 1 copy of Application Summary Page *(printed from eSMS application)*  
  - 2 signed copies of the 1-page Cover Letter  
  - 2 copies of 1-page Resume  
  Students with Cohort time conflicts must also submit appropriate documentation                                           |
| Friday, October 4th | International/ESL Interviews, Skills Assessment, and Written Assessment                                                                                                                                           |
| Saturday, October 5th | Professional Admission Skills Assessment Exam for all applicants *(excluding ESL applicants)* at 8:00 am in Social Sciences Room 100.                                                                                       |
| Saturday, October 5th | Professional Admission Interviews in McClelland Hall                                                                                                                                                               |
| Monday, October 7th | Make-up Interviews and Skills Assessment Exam *(for applicants with conflicts on October 4th/5th)*                                                                                                                |
| Friday, October 16th | Professional Admission decisions emailed around 5:00 pm                                                                                                                                                            |

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 institution GPA is used
- Minimum of 36 units completed at the time of application and 54 completed by the end of the application semester
- At least two out of three Business Math courses completed and the third in progress/completed
- At least one Accounting course completed and the other in progress/completed
- Last course in the English sequence must be completed or in progress
- Remainder of Foundation courses must be successfully completed by the end of the application semester
Criteria Considered for Admission

- Cumulative GPA (the minimum qualifying GPA of 2.75 does NOT guarantee admission)
- Performance and GPA in Foundation courses (all attempts at Foundation courses will be considered and repeated course attempts should show considerable improvement)
- Cover Letter, Resume, and Interview demonstrating leadership, work experience, community service, and involvement in extra-curricular activities
- 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 submit a $55 check or money order with their application. Cash or credit cards not be accepted.
- 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 outside the Eller College).
- Among equally qualified applicants, preference is given to U.S. citizens and others who are qualified to hold permanent employment in the U.S.
- Students who are on Academic Probation at the University of Arizona at the end of the application semester will lose their Professional Admission. Students are not eligible to start the cohort while on University Probation.
- Late applications will not be accepted.
- 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 Economics, Business Management, Finance, Management Information Systems, Marketing, and Operations Management. At the point of Professional Admission, students will be randomly assigned to either the "Red Cohort" or the "Blue 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](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 as part of the submission of their hard-copy materials. All requests will be considered, but we cannot guarantee that all students will be accommodated.

Online Cohort: *(Available for students applying for Spring, Summer, and Fall semesters)*
*(If you are interested in applying to the Online program, please see: [https://eller.arizona.edu/programs/undergraduate/academics/online](https://eller.arizona.edu/programs/undergraduate/academics/online)*
Students complete their upper-division coursework fully-online, anywhere, anytime. Business Administration is the only major offered in the online program. Due to the accelerated and interdisciplinary nature of the Business Administration Online major, students will not have the option of changing their Eller major.

Additional future options:
Global Cohort (Summer 2020 destination TBA): *(Available for students applying during Spring semesters)*
Available for students applying during the Spring 2020 Professional Admission process to start in Summer 2020. Students complete their first semester cohort requirements abroad during the Summer 2020 sessions. Effective Fall 2020, remaining curriculum moving forward is under the Traditional Cohort model. Applies to all Professional Majors, except Business Administration-Online.

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](https://eller.arizona.edu/programs/undergraduate/admissions/ba-economics)
Admission With Excellence “AWE” Admission Process

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 3.5+ Foundation GPA at the time of application
- Qualifying International Students must take ENGL 101A/101 and 102 or ENGL 109H at the UA

Eligible AWE applicants are guaranteed the following:

- Professional Admission to the Eller College
- First choice of Major
- Exemption from Skills Assessment Exam
- Interview with professional in their field of interest

AWE applicants who submit a Resume or Cover Letter that does not meet minimum standards will be required to attend a competency workshop, and revise and resubmit the document. Failure to do so will prevent the applicant from being enrolled in Eller courses next semester.

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:

1. 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), 213 (CBT), or 550 (PBT)
   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

2. All International/ESL students will participate in both an ESL Interview and Written Assessment on Friday, October 4th. During the interview phase of the application process, Eller College Associates and Business Communication staff/faculty who are specialists in language proficiency will interview International/ESL applicants. The interview will include an evaluation of both oral and written competency.

3. Applicants must demonstrate productive verbal language proficiency (listening and speaking) in an interview setting, as well as written language proficiency (reading and writing) through the Written Assessment. Based upon the evaluation of the applicant’s language proficiency during the interview phase, one of the following recommendations will be made:
   a. **High-Level Proficiency: Eligible for Admission.** If admitted, no additional language support will be required. Students with high-level proficiency will be able to utilize continued drop-in support sessions during their first semester cohort.
   b. **Mid-Level Proficiency: Eligible for Admission with Required Support:** If admitted, completion of three mandatory “Language Support Workshops” (for a fee of $120, subject to change) will be required prior to starting the upper-division cohort. Participation in these three workshops is required in order to retain Professional Admission. Additionally, students with mid-level proficiency will be encouraged to utilize continued drop-in support sessions during their first semester cohort.
   c. **Low-Level Proficiency: Admission Denied.** Based on their current English Language abilities, the student will be denied admission. In order to be eligible to re-apply in a future semester, student will need to participate in the “Eller Professional Language Skills Development Workshop” (for a fee of $250, subject to change). Students must participate in two in-person workshop and three online activities in order to be eligible to apply in a future semester.

4. Students must demonstrate Mid-Level or High-Level Proficiency in each of the following areas: speaking, writing, listening, and reading. Students who demonstrate language deficiencies and receive a Low-Level Proficiency evaluation in any of these areas will not be admissible to the Eller College.

5. International Students for whom English is a Second Language must have taken ENGL 101A/101 and 102 or 109H at the UA to meet the qualifications for Admission With Excellence (see above).
Skills Assessment Exam

All students must successfully complete a Skills Assessment Exam in order to achieve Professional Admission. The exam assesses comprehension of basic concepts covered in previous Foundation courses (see Topics Covered below). The test will be administered at **8:00 am** on Saturday, October 5th for all applicants. Please note: *Students applying for the Eller Online Cohort will be required to complete assessment modules.*

Students requesting DRC accommodations will take the Skills Assessment Exam sometime the week of October 7th, along with students in need of the Make-Up Interview.

Information about the Assessment

- Includes topics from Financial Accounting and Business Statistics
- 20 multiple-choice questions
- 40 minutes to complete
- #2 pencil and a calculator are provided (outside calculators not permitted)
- Passing score is at least 75% or 15/20
  - If conditionally admitted and score below a 75%, applicant will have a 2nd attempt
  - If below a 75% on 2nd attempt, applicant must attend a mandatory Skills Assessment Workshop (for a fee of $120) that reviews key concepts in preparation for the 3rd and final attempt. Admitted students must obtain a passing score on the final attempt to retain Professional Admission. Admitted students who fail the 3rd attempt will have their Professional Admission revoked.
- Review materials and sample questions available at [https://eller.arizona.edu/programs/undergraduate/admissions/bsba](https://eller.arizona.edu/programs/undergraduate/admissions/bsba)

Professional Admission Interview Preparation

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 “position” 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.

See Template on page 5 to develop and structure your Cover Letter.
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 through the experience you’ve highlighted?
- What transferrable skills have you gained from this experience?
- Summarize and relate how the experience and skills you outline above apply to your major/ 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 following once again:

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

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.

Sincerely,

Your Signature Here (Handwritten in Black or Blue Ink)

Your Typewritten Name Here (You should leave 4 spaces between your closing and your typewritten name.)
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. Resumes should be written for the situation and the needs of the audience.

**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 printed with a laser printer on high-quality, neutral color paper
- DO NOT use a MS Word template to create your Resume; if you use UA Resume Builder, download your Resume into Word to format correctly
- Use 10-12-point font (9-point font *minimum*); Times New Roman or similar font preferred
- Use even margins, minimum of ½ inch on all sides
- Consistent use of punctuation, i.e. periods at the end of all bullets or none
- 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 under the Education section:

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

*Bachelor of Science in Business Administration*
- **Major:** Pre-Business
- **GPA:** 3.3

- Encouraged to include cumulative GPA if 3.0 or above
- Do not include personal statistics (age, weight, marital status, etc.) on Resume

**Action Words and Phrases:**

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<thead>
<tr>
<th>Administered</th>
<th>Established</th>
<th>Provided</th>
<th>Assisted in the coordination of...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzed</td>
<td>Increased</td>
<td>Recommended</td>
<td>Compiled data for...</td>
</tr>
<tr>
<td>Approved</td>
<td>Implemented</td>
<td>Reduced</td>
<td>Handled sales volume of...</td>
</tr>
<tr>
<td>Coordinated</td>
<td>Increased</td>
<td>Reorganize</td>
<td>Improved...resulting in...</td>
</tr>
<tr>
<td>Conducted</td>
<td>Managed</td>
<td>Responsible</td>
<td>Initiated and implemented new...</td>
</tr>
<tr>
<td>Created</td>
<td>Participated</td>
<td>Supervised</td>
<td>Received extensive training in...</td>
</tr>
<tr>
<td>Developed</td>
<td>Planned</td>
<td>Supported</td>
<td>Responsible for marketing and selling...</td>
</tr>
<tr>
<td>Directed</td>
<td>Proved</td>
<td>Trained</td>
<td>Increased sales by...</td>
</tr>
</tbody>
</table>
Wilbur Wildcat  
800 E. Wildcat Way #124, Tucson, AZ 85719  
520-555-2505 | WilburWildcat@email.arizona.edu | Linked/in/Wilbur-Wildcat

EDUCATION
The University of Arizona, Eller College of Management  
Bachelor of Science in Business Administration  
Tucson, AZ  
Expected May 2020

- 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
The University of Arizona Department of Residence Life  
Resident Assistant at Coronado Hall  
Tucson, AZ  
August 2017 – 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  
Junior Olympic Intern / Coordinator  
Los Angeles, CA  
June 2017 – August 2017

- 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)  
Active Member  
Tucson, AZ  
August 2016 – August 2017

- Attended weekly meetings to learn about careers in information technology
- Networked with IT professionals and upper classmates 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  
Server, Dining Room  
Tucson, AZ  
August 2016 – December 2016

- 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

53rd Annual Excellence in Finance Brunch  
Attendee  
Tucson, AZ  
July 2016

- 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
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
Interview

The Professional Admission interview is a 25-minute interview with up to two business professionals. The interview may be in person or virtual via video conferencing software with professionals outside of Tucson. There are several components of the interview, which include:

- Your One-Minute Introduction or Elevator Pitch
- Multiple behavioral interview questions relating to the Eller College’s learning outcomes
- Values Case (see page 9)

One-Minute Introduction or Elevator Pitch

An elevator pitch is a brief statement to quickly and simply tell someone who you are and what you’re about, your Past, Present and Future.

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 have 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 are you majoring in? (Pre-Business)
- What are 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?

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.
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.

Audit Dilemma

You recently graduated from Eller and started work as an Auditor for a public accounting firm. You have been assigned to assist with the audit of a credit card company that is your firm’s largest and most profitable client. You report directly to your manager, who is very experienced and who is rumored to be influential when it comes to promotions for her staff.

Part of your job is to evaluate the physical security of the company’s information technology equipment. During your evaluation, you notice that access to the server room, where customer data is stored, is unrestricted and unsupervised. Later in the week you notice an employee who you suspect should not have access enter the server room alone. You note this in your audit and bring it up to your manager as a risk that an unauthorized person could get into the server room and steal customer data. However, she states that this is not a big deal because the company appears to have proper security mechanisms in place, is profitable, and has a good reputation in the industry. Based on your training, you believe that this should be reported in your audit but your manager is signaling you to ignore it. This is your first assignment and you want to make a good impression with your manager. You also don’t want to do anything to jeopardize your firm’s relationship with its best client.

Ethical Decision Making Framework

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

1. **Identify all stakeholders.** Identify who will be benefited or harmed by certain decisions or outcomes.


3. **Consider the law.** Consider existing laws, pending litigation, and regulations that could impact the outcome of a situation.

4. **Apply ethical thought.** Apply an ethical school of thought to guide decision-making including, but not limited to a results based (e.g., the ends justify the means) or duty based (e.g., the means justify the ends) approach.

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

Before the Interview
- Arrive early, at least 5 minutes, to allow yourself time to find your interview room and relax
- Do a thorough self-assessment
- Think about experiences in work, classes, and activities that have provided you with opportunities to utilize different skills and qualities
- Have good examples about teamwork, leadership, and motivation
- Practice answering behavior-based questions about your education, experience, skills, goals, and accomplishments

Topics to Consider:
- Short-term and long-term career goals
- Reason for selecting major
- Co-curricular involvement
- Work & volunteer experience
- Leadership
- Academic profile and successes
- Motivation
- Individual contribution to teams

During the Interview
- Introduce yourself in a courteous manner
- Have a firm handshake
- Listen attentively
- Use good body language to show interest—smile, nod, and give nonverbal feedback to the interviewers
- Make eye contact
- “Sell yourself” and your skills with confidence
- Speak slowly and clearly and don’t be afraid to pause for a moment to collect your thoughts
- Be honest, confident, friendly, cooperative, enthusiastic, and positive

Professional Dress Guidelines
- Business Professional Attire
  - For Men:
    - Suit or blazer and trousers
    - Dress shirt and tie
    - Professional shoes and socks
    - Appropriate conservative accessories
    - Minimal cologne/perfume
  - For Women:
    - Pant or skirt suit, or a conservative dress; skirt must be of appropriate length
    - Hosiery with professional shoes
    - Appropriate/conservative accessories
    - Minimal cologne/perfume

Professional Development Competency Requirement

The Eller College of Management expects all students accepted into the upper-division cohort to demonstrate high professional competencies with in a Cover Letter and 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 same time as the admission decision 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.
Tools for Success in Professional Admissions

Get help with your Cover Letter, Resume, and Interview with the Eller Professional Development Center

Preparation Opportunities:
Sep. 26: Resume Check Day (by appt in eSMS)
Sep. 30: Interview Skills Workshop (RSVP in eSMS)
Oct. 3: Mock Interview Day (by appt in eSMS)
Ongoing: PDA appointments (by appt in eSMS)

To Schedule an Appointment:
1. Log in to eSMS
2. Click “New Appointments”
3. Select “Career & Professional Development Coaching” as the appointment type
4. Choose your desired appointment time

To RSVP for the Interview Skills Workshop:
1. Log in to eSMS
2. Click “New RSVP”
3. Select “Professional Admission” as the appointment type
4. Choose your desired event

Transfer Students can call the Eller Front Desk at 520-621-2505 for assistance with the RSVP process.

Professional Development Associates (PDA) Appointments:
15-minutes; make an appointment ahead of time in eSMS.
The Eller Professional Development Associates (PDAs) are a team of trained upper-division students that serve as peer career advisors. During Professional Admissions, you can make an appointment with Eller PDAs for assistance with Cover Letter, Resume, or Interview. To schedule your appointment in eSMS: Select “Career and Professional Development Advising” under Appointment type.

Professional Development Center Walk-In Hours:
Quick Cover Letter, Resume, and Interview help on a first-come, first-served basis during the following times each week:
→Mondays and Tuesdays: 10am – 2pm
→Wednesdays and Thursdays: 1pm – 4pm
*We recommend you first try to make an eSMS appointment with a Coach or Associate in advance. Walk-in wait times can exceed 2 hours during busy periods.

Resume Check Day – Thursday, September 26th 8am – 5pm
15-minutes; make an appointment ahead of time in eSMS
You may schedule a 15-minute appointment through eSMS to meet with a Career Coach or Associate and receive feedback on your resume.

Interview Skills Workshop – Monday, September 30th 5 – 6pm
60-minute presentation; sign-up online in eSMS (RSVP)
Learn about techniques for your professional admissions interview.

Mock Interview Day – Thursday, October 3rd 8am – 5pm
15-minutes; make an appointment ahead of time in eSMS
You may schedule a 15-minute appointment through eSMS to meet with a Career Coach or Associate to practice interview questions.

All appointments and events take place at McClelland Hall in the Eller Professional Development Center; please check in with the Undergraduate Programs Front Desk.

McClelland Hall 340
Phone: 520-621-2505
Fax: 520-621-8559
career@eller.arizona.edu
https://eller.arizona.edu/programs/undergraduate/professional-development
PROFESSIONAL ADMISSION CHECKLIST AND REMINDERS

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

- Attend **Professional Admission Orientations** on September 11th and 12th
- Read **Professional Admission packet and website**
  (https://eller.arizona.edu/programs/undergraduate/admissions/bsba)
- Explore **Eller Professional Majors** and select top 3 choices
  (https://eller.arizona.edu/programs/undergraduate/academics/business-majors)
- Fill out and submit **Professional Admission web-application online** through eSMS ASAP
  (direct link: https://admissions.esms.arizona.edu/)
  - 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 academic advising appointment
- After submitting web-application, **schedule first available academic advising appointment through web-application** ASAP and no later than Friday, September 27th
  - Incoming Transfers need to bring unofficial copies of all transcripts to appointment
  - Students with DRC test accommodations need to log in to the DRC student portal showing their accommodation profile to advisor during appointment
  - International Students who still need to demonstrate language proficiency need to submit their TOEFL, IELTS, or CESL Endorsement (see page 3 for qualifying scores), so that it is displaying in UAccess by the time of this appointment.
- Develop **Cover Letter** and **Resume** with help from the following:
  - Eller Professional Development Center (3rd Floor McClelland Hall)
  - UA Student Engagement & Career Development (4th Floor Student Union Memorial Center)
  - Friends, family, and associates
- **Submit hard copies of application materials** to McClelland Hall Room 201 by 12:00 pm on Tuesday, October 1st, 2019, with the following in your packet:
  - Application **Summary Page** (1 copy) - printed through the eSMS Admissions portal by logging into your original web-application at https://admissions.esms.arizona.edu/ and selecting “Click Here to Print your Summary page”
  - 2 copies of signed **Cover Letter**
  - 2 copies of **Resume**
  - **Students with Cohort time conflicts must also submit appropriate documentation**
  - Additional reminders:
    - Bring Interview Reminder Card (given at advising appointment) to be stamped as your receipt
    - Upload Cover Letter and Resume to application in eSMS by deadline
    - DO NOT staple or bind documents in application that you turn in
    - Late applications will NOT accepted
- Prepare for interview and **“Behavioral Interview Questions”** with help from the following:
  - Eller Professional Development Center PDAs and/or Mock Interviews (schedule through eSMS)
  - Practice with friends, family, and associates
- 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
- **Review course materials for Skills Assessment Exam**
  (https://eller.arizona.edu/programs/undergraduate/admissions/bsba)
- **Select appropriate Professional Business Attire** for interview
- Mark calendar for assigned **interview day and time** (scheduled during academic advising appointment):
  - ESL Interviews and Skills Assessment: Friday, October 4th
  - General Population Skills Assessment and Interviews: Saturday, October 5th
  - Make-Up Interviews: Monday, October 7th
- Attend **Skills Assessment Exam** for all applicants at 8:00 am (Social Sciences Room 100) on Saturday, October 5th and mark calendar for assigned **interview day and time** (scheduled during academic advising appointment):
  - International/ESL Applicant Interviews and Written Assessment on Friday, October 4th
  - Non-ESL Applicant Interviews on Monday, October 7th (for students with schedule conflicts)
- **Await Professional Admission decision email** sent around 5:00 pm on Wednesday, October 16th