Eller College of Management  
Professional Admissions Application Packet

Spring 2023 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. 18th or Thursday, Jan. 19th | Attend Virtual Professional Admission Orientation:  
• Learn more about Professional Majors at Break-Out sessions |
| Wednesday, Jan. 18th – Monday, Feb. 6th | 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 “Access Application” red button  
• Fill out and submit application through the eSMS Admission portal  
  ○ Process may require authentication  
• Schedule the mandatory Professional Admission Academic Advising appointment after submitting online application |
| Monday, Jan. 23rd – Friday, Feb. 3rd | Attend Mandatory Professional Admission Academic Advising Appointment to confirm eligibility and schedule Interview (can be virtual).  
• Schedule appointment after submitting online application |
| Monday, Feb. 6th 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. |
| Tuesday, Feb. 7th 12:00 pm AZ (Noon) Deadline | Deadline for Uploading Documents: Upload Cover Letter, Resume, and Headshot Photo to online application portal.  
New Transfer Students should also apply for admission to The University of Arizona by this time. |
| Thursday, Feb. 9th | International/ESL Virtual Writing Assessment (see page 3)  
Modality: In-Person |
| Friday Feb. 10th | International/ESL Virtual Interviews (see page 3)  
Modality: Virtual, Morning |
| Friday Feb. 10th | Day 1 of Virtual Professional Admission Interviews (non-International/ESL)  
Modality: Virtual, Afternoon |
| Saturday, Feb. 11th | Day 2 of Virtual Professional Admission Interviews (non-International/ESL)  
Modality: In-Person, Morning |
| Wednesday, Feb. 15th | Virtual Make-Up Interviews (for applicants with time conflicts) |
| Friday, Feb. 24th | 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 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 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” 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 Brazil in Summer 2023):
Available for students applying during the Spring 2023 Professional Admission process to start in Summer 2023. Students complete their first semester cohort requirements abroad in Brazil during the Summer 2023 sessions. Majors available in this cohort include: Accounting, 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, which has a selective Advanced Standing process. 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 3.5+ Foundation GPA at the time of application
- Qualifying International Students must have an Elevated Language Proficiency
  - TOEFL score of at least 100 iBT (internet Based Test)
  - IELTS score of at least 7.5
  - CEPT Full Test score of at least 126 (at least 42 in all three sections)

International students who were admitted to the University of Arizona prior to Fall 2021 should speak with their advisor about alternative options.

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 that does not meet minimum standards will be required to attend a competency workshop.

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

2. All International/ESL students will participate in both an Interview and Written Assessment. 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.
   - It is prohibited to use any form of translation assistance (i.e., Google Translate, translator, etc.)

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 during the interview phase, one of the following recommendations will be made:
   - 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 in the cohort.
   - Mid-Level Proficiency: Eligible for Admission with Required Support: If admitted, completion of three mandatory “Language Support Modules” (for a fee of $120, subject to change) will be required prior to starting the upper-division cohort. Additionally, students with mid-level proficiency will be encouraged to utilize continued drop-in support sessions during their first semester cohort.
   - 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, students will need to participate in five mandatory “Language Support Modules” (for a fee of $250, subject to change).
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 an Elevated Language Proficiency to qualify for **Admission With Excellence** (see above).

**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**

- Use a free online e-signature site (i.e. DocuSign) to create an electronic signature
- 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 (not ideal, but it will suffice for Professional Admission purposes)

Please upload your Cover Letter and Resume as PDFs into your eSMS admissions portal—this ensures that the formatting will not get messed up if your documents were reformatted on a different system.

See Cover Letter template below.
Eller College Admissions Committee  
McClelland Hall 204  
1130 E. Helen St.  
Tucson, Arizona 85721-0108  

Dear Eller College Admissions Committee:

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

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

- What have you learned in through the experience you’ve highlighted?
- What transferrable skills have you gained from this experience?
- Summarize 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 in 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

Your Typewritten Name (You should leave 4 spaces between your closing and 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.

Resume (1 page)

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

We have included a sample resume (page 7) that you are welcome to use as a guide as you develop your own personal resume. The chronological Resume presents experience and education in reverse time order (most recent experience first). The format utilizes visuals, such as underlining, bolding, italics and bullets to make items stand out. If you feel you can better express yourself in a different format, you are welcome to, but it should maintain the standards of being easy to read, well-spaced, and incorporate the suggestions below.

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
- 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 in the Education section
- 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:

<table>
<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
Tucson, AZ 85719 (*your address is optional)
520-555-2505 | WilburWildcat@email.arizona.edu | Linked/in/Wilbur-Wildcat

EDUCATION
The University of Arizona, Eller College of Management Tucson, AZ
Bachelor of Science in Business Administration
Expected May 2025
• 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 Tucson, AZ
Resident Assistant at Coronado Hall August 2022 – Present
• Supervise 35 students by promoting safety and security within the residence hall
• Motivate students to connect with others and challenge them to seek learning opportunities
• Facilitate intentional learning opportunities for students to grow and develop

USA Baseball – Executive Office Los Angeles, CA
Junior Olympic Intern / Coordinator June 2021 – August 2021
• Coordinated baseball tournaments for 64 teams to select national athlete representatives
• Trained and supervised 15 volunteers and assigned projects based on their interpersonal skills
• Directed day-to-day office operations while executive staff were out of town

Management Information Systems Association (MISA) Tucson, AZ
Active Member August 2021 – December 2022
• Attended weekly meetings to learn about careers in information technology
• Networked with IT professionals and upper classmen to further knowledge and understanding
• Served on the event planning committee, planned 13 events that built community among members

Canyon Ranch Health Resort and Spa Tucson, AZ
Server, Dining Room August 2020 – December 2020
• 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

55th Annual Excellence in Finance Brunch Tucson, AZ
Attendee July 2021
• 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 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 9 and 10)

One-Minute Introduction or Elevator Pitch (“Tell me about yourself”)

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

Example:

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

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

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

To begin building your Elevator Pitch consider the following:

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

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

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

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

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 – your firm’s largest and most profitable client. Your manager has several years of experience with this client, is deemed to be your firm’s expert on their business, and is rumored to be influential on promotion decisions within your firm.

One step of your audit is to evaluate the physical security of the company’s IT 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 enter the server room, but you suspect that employee should not have access to 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 gain access to the server room and steal customer data. Your manager, however, states that this is not a big deal because no one has ever stolen data before, and the company is profitable and has a great reputation in the industry.

Based on your training, you believe this should be reported in the audit, but your manager is signaling you to ignore it. However, this is your first audit assignment; you want to make a good impression with your manager and don’t want to jeopardize your firm’s relationship with its best client.
An Objective Model of Analysis for Moral Problems in Management

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

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

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

The Professional Admission 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. 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, and (4) a values case.

### Before the Interview

- 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

### Topics to Consider

- 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

- 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

### Professional Dress Guidelines: Business Professional Attire

- Clothes should be wrinkle and lint free
- Hair should be well groomed, nails and makeup in natural style
- Suits, dresses, or skirts with blazers are appropriate interview attire
- Solid, dark, or neutral colors are recommended
- Light colors under suit, no bright colors or patterns
- No jeans, sundresses, or athletic wear

### 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.
  - Choose your setting - somewhere quiet and free of distractions; good lighting (primary light source should be behind your computer, not behind or over your head); neutral and clean background (or use a virtual background; [Eller Virtual Zoom Background](#) (UA NetID required)).
  - Camera at eye-level – consider propping up your computer or laptop on a stack of books or shoebox.
  - Your Zoom name – use your first & last name for your Zoom account. You can set this by logging into your Zoom account at [Arizona.zoom.us](#), then clicking “Profile”.


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

Available now:

One-on-One Appointment with an Eller PDA (in-person or virtual)
15-minutes, in-person or virtual; make an appointment ahead of time in eSMS
Eller Professional Development Associates (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 Cover Letter, Resume, and Interview help on a first-come, first-served basis during the following times each week: Monday through Thursday 10 a.m. – 3 p.m.
- We recommend you first try to make a One-on-One appointment in eSMS, as Virtual Drop-In wait times can be lengthy during Professional Admissions

Last-chance before you submit

Resume Check Day – Thursday, February 2nd, 8am – 5pm
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 8th, 5pm – 6pm
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 9th, 8am – 5pm
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:
1. Click “Add Appointment”
2. Under “Appointment Type”, select “Career & Professional Development Coaching” as the appointment type
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 for help to make an appointment

http://pdc.eller.arizona.edu
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 18th or January 19th.
☐ 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/)
  - 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 3rd)
  - Incoming Transfers need to have unofficial copies of all college transcripts for the advising 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 prove language proficiency must submit TOEFL, IELTS, or CESL Endorsement (see page 3 for qualifying scores). Scores must display in UAccess by application deadline.
☐ Develop Resume & Cover Letter with help from:
  - Eller Professional Development Center (see Page 12 for resources)
  - Friends, family, and associates
☐ Upload final version of Cover Letter, Resume, and Headshot Photo to the eSMS application portal by 12:00 pm (noon) on Tuesday, February 7th.
☐ Prepare for interview and “Behavioral Interview Questions” with help from the following:
  - Eller Professional Development Center (see Page 12 for resources)
  - Friends, family, and associates
☐ Develop and practice One-Minute Introduction.
☐ Read and discuss the Values Case. Be prepared to discuss your decision-making process in the interview
  - Remember to become familiar with the Ethical Decision-Making Framework provided in packet.
☐ Select appropriate Professional Business Attire for interview.
☐ Mark calendar for assigned virtual interview day and time (scheduled during academic advising appointment):
  - ESL Writing Assessment: Thursday, February 9th
  - ESL Interviews: Friday, February 10th
  - General Population Interviews: Friday, February 10th or Saturday, February 11th
  - Make-Up Interviews: Wednesday, February 15th
☐ 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 24th.