Eller College of Management
Professional Admission Application Packet
Spring 2016 Timeline

Refer to the list below to track your progress through the Professional Admission process. All steps must be completed in the specific order listed below in order to be eligible for admissions. *Global Cohort Applicants will follow a slightly different timeline.*

**Wednesday, January 27th or Thursday, January 28th**
Attend Professional Admission Orientation
- Learn more about majors at Major Break-Out sessions

**Wednesday, January 27th – Tuesday, February 16th (By Noon)**
Complete the online application through eSMS
- Go to [https://ugrad.eller.arizona.edu/](https://ugrad.eller.arizona.edu/)
- Click on the “Apply Now” link
- Fill out application through eSMS Admission *(may require authentication)*
- Print Application Summary Page (to submit with hard copy of application)
- Schedule Professional Admission Academic Advising appointment

**Monday, February 1st – Friday, February 12th**
Attend Mandatory Academic Advising Appointment
- Schedule advising appointment after submitting online application

**Tuesday, February 16th, 12:00 Noon Deadline**
**Turn in Hard Copy of Application and Upload Letter of Intent and Resume into eSMS—Due by Tuesday, February 16th by 12:00 Noon**
What to turn in to McClelland Hall Room 201:
- Application Summary Page printed from online application through eSMS
- Two signed copies of the Letter of Intent
- Two copies of Resume

**Friday, February 19th**
Professional Admission Interview and Skills Assessment Exam for:
- Global Cohort Applicants
- International Students/English as a Second Language Applicants

**Saturday, February 20th**
Professional Admission Interview and Skills Assessment Exam

**Wednesday, February 24th**
Make-Up Interviews (for students with schedule conflicts)

**Friday, March 4th**
Professional Admission decisions emailed on this date around 5:00 pm

**Prerequisites Required at the Time of Application**

- At least one English course completed and the other in progress/completed
- 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
- Remainder of Foundation courses must be successfully completed by the end of the application semester
- Minimum 2.75 GPA (on 12 or more UA units) at the time of application. Recalculated GPA from transfer institutions will be used if student has attempted less than 12 UA units.
- Minimum of 42 units completed at the time of application and 54 completed by the end of the application semester

**Criteria Considered for Admission**

- Cumulative GPA (the minimum GPA does NOT guarantee admission in this competitive selection process)
- Performance and GPA in Foundation courses (all attempts at Foundation courses will be considered, and repeated course attempts should show considerable improvement)
- Letter of Intent, Resume, and Interview demonstrating leadership, work experience, community service, and involvement in extra-curricular activities
- Intellectual and interpersonal abilities that contribute to the Eller College’s academic and co-curricular programs
Important Points

- Professional Admission in 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 will be 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 will not be accepted.
- The Eller College of Management charges a differential tuition fee per semester for the professional program.
- 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 probation at the UA.
- Late applications will not be accepted.

Cohort Options

The Eller College of Management is currently offering courses in three different cohort options. Students not selected for their initial choice of cohort may be considered for the other cohorts if space is available. Please review the Cohort descriptions listed below:

Traditional Cohort
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. Courses are available during the day in either the A (mostly morning classes with some afternoon/evening courses) or B (mostly afternoon classes with some morning/evening courses) cohorts. Before making your selection, please review A and B cohort schedules [https://ugrad.eller.arizona.edu/advising/registration/professional](https://ugrad.eller.arizona.edu/advising/registration/professional). Available for Fall and Spring applicants.

Global Cohort to Brazil
(Only available for students applying during the Spring 2016 Professional Admission Process to start in Summer 2016)
Students complete their first semester cohort requirements abroad in Brazil during the Summer semester. Remaining semesters will be held in Tucson under the traditional cohort model. Majors available in this cohort include: Accounting, Business Economics, Business Management, Finance, Management Information Systems, Marketing and Operations Management. The Global Cohort admission process began in November 2015 and will commence in February 2016.

Business Administration

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

Business Administration Evening Cohort
(Only available for students applying during the Spring 2016 Professional Admission Process to start in Summer 2016)
Students complete their first semester of the cohort in the Summer Pre-Session term. This is an accelerated cohort and will be completed in 14 months. Courses begin at 4:00 pm in the evening and are not available during the day. Business Administration is the only major available during the accelerated evening program. Due to the accelerated nature of this program, Business Administration students will not have the option of changing their Eller major or adding an additional Eller major. Available for students applying in Spring only.
Policy for International/“English as a Second Language” Students

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. To demonstrate language proficiency, all international applicants from non-English speaking countries must have at least one of the following official proofs of a high-level of English proficiency showing in UAccess at the time of application (by 12:00 noon on Tuesday, February 16th):
   a. TOEFL score of at least 550 (PBT), or 213 (CBT), or 79 (iBT)
   b. IELTS score of at least 6.5
   c. Successful completion of CESL Level 70 and CESL Endorsement prior to matriculation to UA

2. All International/ESL students will participate in an ESL Interview, Written Assessment, and quantitative Skills Assessment on Friday, February 19th. During the interview phase of the application process, International/ESL applicants will be interviewed by Eller College Associates and Business Communication staff/faculty who are specialists in language proficiency. 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 a written assessment. Based on the evaluation of an 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 in the 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 the workshop and 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.

Admission With Excellence and Honors Direct Admission Processes

The Admission With Excellence initiative was 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. Admission With Excellence applicants will learn more during their advising appointment. Students qualify for Admission with Excellence if they:

- Maintain a minimum 3.75 Cumulative GPA at the time of application, based on a minimum of 12 graded credits at The University of Arizona
- Maintain a minimum 3.5 Foundation GPA at the time of application
- International Students for whom English is a Second Language must complete ENGL 101 and 102 or ENGL 109H in order to be eligible for Admission with Excellence

Students who meet the above criteria will be guaranteed:

- Professional Admission to the Eller College
- First choice of major
- Exemption from Skills Assessment Exam
- Professional Admission interview by someone in their field of interest

Requirements for the Honors Direct Admission process vary slightly. Honors students who believe that they meet the requirements for Direct Admission should speak with their Honors Advisor and can review the requirements here: https://ugrad.eller.arizona.edu/excellence/honors/direct-admission
Frequently Asked Questions

Q: I won’t have the required GPA until the end of the Spring 2016 semester. Can I still apply?
A: No, you are not eligible to apply. You can apply when you have the minimum required GPA at the time of application.

Q: I attended the UA quite a while ago and did poorly. I went to another institution where I took most of my Foundation courses and did very well. How will my UA GPA from years ago affect me?
A: Any student that has attempted 12 or more units at the UA must use their complete UA GPA regardless of when the UA GPA was established. You must have a minimum UA GPA of 2.75 to be eligible to apply. You will want to discuss your academic history with your advisor.

Q: What is this “cohort” I keep hearing about?
A: The cohort is a structured model for your upper division business core courses. Each cohort will be coordinated so you will have a more comprehensive business foundation. Furthermore, registration will no longer be a problem for students who follow the proper sequence since once admitted to the professional program they will automatically be registered into their required cohort classes. Refer to the Eller Undergraduate website for course sequencing details.

Q: What are the different cohort times?
A: There are two cohort times. Cohort A is mainly morning courses with a few afternoon/evening courses throughout the program. Cohort B is mainly afternoon courses with a few morning/evening courses throughout the program. The Business Administration Evening Cohort has classes in the evening. Please refer to the Eller Undergraduate website to review the cohort schedule and determine which cohort will work best with your schedule. For more information, please see: https://ugrad.eller.arizona.edu/advising/registration/professional

Q: What if I am a part-time student and I don’t think the cohort times will work for me?
A: Please address this issue with your academic advisor to discuss course sequencing.

Q: I am planning on studying abroad next semester (Fall 2016). How will that affect my Professional Admission?
A: If you plan to study abroad in the Fall 2016 semester, you cannot apply for Professional Admission this semester. Students must start the cohort in the semester for which they are admitted. The classes you take in the first semester are crucial to the rest of your upper division courses and you will miss important prerequisites to your major. We recommend you study abroad in the summer or in your second semester of the cohort. If you plans to study abroad in Fall 2016, please contact your academic advisor to make the necessary arrangements to apply from abroad.

Q: What if I want to change my major after being admitted to the professional program?
A: Students are encouraged to select their major carefully. Students admitted to the Traditional or Global Cohort will not be permitted to change their major before the start of the first semester in the cohort. However, these students may request to change their major during their first or second semester in the cohort. If this request is approved, this change would become effective in the following semester, and may impact their graduation date due to the sequencing of major courses.

Q: Oh no! I will be out of town on the same day as the interview! Does that mean I cannot apply?
A: We recognize that students have life commitments that may take them away from campus on the day of the interview. We will offer a “Make-Up Interview Day” on the afternoon of Wednesday, February 24th. Please mention your time conflict to your advisor during your advising appointment and they will register you for the later interview and assessment time.

Q: I typically work with the DRC to request reasonable accommodations for exams. How do I ask for accommodations for the Skills Assessment Exam as well?
A: If you are registered with the DRC and would like to request accommodations for the Skills Assessment Exam, please be prepared to log in to the DRC student system and show your accommodations profile to your advisor during your advising appointment. The advisor will work with you to make the appropriate arrangements for taking the Skills Assessment Exam.
Letter of Intent

You are asked to write a Letter of Intent for your Professional Admission application. In a typical job application you would write the letter based off 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 Letter of Intent.

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, recognize and have experience with collaboration, articulate why business and technology knowledge is important in today's global marketplace, and have an understanding of their career goals and professional development. 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 and goals and how you are a strong candidate for the Eller College professional program. The best letters are ones that have an individual feel and reflect involvement, accomplishments, and clear goals. Try to avoid generic statements and letters with a lack of focus. Instead, talk about yourself and what you as an individual have done thus far and what you plan to do in the future. Show the interviewers that you are unique and give them insight into who you really are.

Be sure to concentrate on proper grammar, spelling, and clear word choice. Letters of Intent are usually three to four short paragraphs in length, and must be kept to a maximum of one page.

Template of Letter of Intent Structure to use as a Guide

Your Name*
(*not usually a part of a Letter of Intent but needed for application purposes)

Your Current Address
City, State and Zip Code

Date

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

Dear Eller College Admissions Committee:

OPENING PARAGRAPH: Introduce the position (major) for which you are applying and explain why

MIDDLE PARAGRAPH: Demonstrate how your experiences align with the values listed in the position (student) description

CLOSING PARAGRAPH: Share what you will bring to the organization (college) and close the letter with appreciation for the interviewer’s time and consideration

Sincerely,

Your Signed Signature

Your Typed 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 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. You must communicate what skills you have to offer and 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 sample resume 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. Chronological Resumes should be written for the situation and the needs of the audience.

**Chronological Resume Suggestions:**

- Your Resume must be neat and error free – No spelling, grammar or typographical mistakes
- Limit your 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 the left
- Consistent use of punctuation, i.e. periods at the end of all bullets or none
- Use clear, simple and positive wording
- Use bullet points—skills and information should be highlighted and easy to spot, 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 the month and year when you are including dates in your experience section; use consistent format
- Always include your degree and current major under your education section (i.e. Bachelor of Science in Business Administration, Major: Pre-Business)
- Include your GPA on your Resume if it is a 3.0 or above for your major and/or cumulative GPA
- Do not put personal statistics (age, weight, marital status, etc.) on your Resume

**Action Words and Phrases:**

- Administered
- Analyzed
- Approved
- Coordinated
- Conducted
- Created
- Developed
- Directed
- Established
- Increased
- Implemented
- Managed
- Participated
- Provided
- Recommended
- Reduced
- Reorganize
- Responsible
- Supervised
- Planned
- Proved
- Assisted in the coordination of…
- Compiled data for…
- Handled sales volume of…
- Improved…resulting in…
- Initiated and Implemented new Completed
- Received extensive training in…
- Responsible for marketing and selling…
- Increased sales by…

**Additional Resources**

*Eller Professional Development Center*
McClelland Hall Room 203
[https://pdc.eller.arizona.edu/](https://pdc.eller.arizona.edu/)

*UA Career Services Center*
Student Union Memorial Center-4th Floor
[http://career.arizona.edu/student](http://career.arizona.edu/student)
Wilbur Wildcat
800 E. Wildcat Way #124, Tucson, Arizona 85719
520-555-2505 | WilburWildcat@email.arizona.edu

EDUCATION
The University of Arizona
Bachelor of Science in Business Administration
Tucson, Arizona
Expected May 2017
- Major: Pre-Business
- GPA: 3.2
- Honors: Traditions of Excellence Scholarship Award, Minority Student Achievement Scholarship Award, Hughes Employees Association- Tucson Scholarship, Resident Assistant of Month

WORK & LEADERSHIP EXPERIENCE
The University of Arizona Department of Residence Life
Resident Assistant, Coronado Hall
Tucson, Arizona
August 2015 – 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 and be active players in the world around them
- Facilitate intentional learning opportunities for students to grow and develop

USA Softball- Executive Office
Junior Olympic Intern/Coordinator
Los Angeles, CA
Summer 2015
- Coordinated baseball tournaments for up to 64 teams for the selection of athletes that will eventually represent the nation in international competition
- Trained and supervised 15 volunteers
- Directed day to day office operations while executive staff were out of town

Canyon Ranch Health Resort and Spa
Server, Dining Room
Tucson, AZ
August 2013 – December 2014
- Maintained extensive menu knowledge associated with Canyon Ranch Health and Fitness plans, which included the memorization of ingredients and nutritional values of all the items served
- Trusted to open and close the restaurant and prepare daily sales logs
- Responsible for training new employees and demonstrating best practices

Management Information Systems Association (MISA)
Active Member
Tucson, AZ
January 2015 – Present
- Attend weekly meetings to learn about careers in information technology from industry professionals
- Network with IT professionals and upper classmen to further knowledge and understanding
- Serve on the event planning committee, plan events that build community among our members

ACTIVITIES, CERTIFICATIONS & SKILLS
Activities: Representative - Coronado Residence Hall Government, Eller Make a Difference Day, University of Arizona Spring Fling, Intramural Soccer Captain
Certifications: Excel Specialist Certification
Skills: Proficient in Microsoft Office Products (Word, Excel, PowerPoint), experience in Customer Relationship Management (CRM) software systems
The Professional Admission interview is a 25 minute interview with business professionals. There are several components of the interview which include the One-Minute Introduction, the Ethics Case, and a series of behavioral based questions related to the Eller College learning outcomes.

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<tr>
<th>Before the Interview</th>
<th>Preparation Topics</th>
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<tbody>
<tr>
<td>• Do a thorough self-assessment before walking into an interview</td>
<td>• Short-term and long-term career goals</td>
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<tr>
<td>• Think about experiences in work, classes, and activities that have provided you with opportunities to utilize different skills and qualities</td>
<td>• Reason for selecting major</td>
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<td>• Have good examples about teamwork, leadership, and motivation</td>
<td>• Co-curricular involvement</td>
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<td>• Practice answering behavior-based questions about your education, experience, skills, goals, and accomplishments</td>
<td>• Experience outside academics</td>
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<td></td>
<td>• Leadership</td>
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<td>• Academic profile</td>
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<td>• Academic success</td>
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<td></td>
<td>• Motivation</td>
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<td></td>
<td>• Individual contribution to cohort</td>
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<tr>
<th>During the Interview</th>
<th>Professional Dress Guidelines</th>
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<tr>
<td>• Arrive early—try to arrive at least 5 minutes early to allow yourself time to find your interview room and relax before the interview</td>
<td>• Students are expected to arrive at their interview in Business Professional Attire.</td>
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<tr>
<td>• Introduce yourself in a courteous manner</td>
<td>• For Men:</td>
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<tr>
<td>• Have a firm handshake</td>
<td>o A suit or blazer and trousers</td>
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<td>• Listen attentively</td>
<td>o Tie</td>
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<tr>
<td>• Use body language to show interest—smile, nod, and give nonverbal feedback to the interviewers</td>
<td>o Professional shoes and socks</td>
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<tr>
<td>• Make eye contact</td>
<td>o Appropriate conservative accessories</td>
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<tr>
<td>• “Sell yourself” and your skills</td>
<td>o Keep cologne/perfume to a minimum</td>
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<tr>
<td>• Act confident and self-assured</td>
<td>• For women:</td>
</tr>
<tr>
<td>• Speak slowly and clearly and don’t be afraid to pause for a moment to collect your thoughts</td>
<td>o A pant or skirt suit, or a conservative dress; skirt must be of appropriate length.</td>
</tr>
<tr>
<td>• Be honest, confident, friendly, cooperative, enthusiastic, and positive</td>
<td>o Hosiery, professional shoes and socks</td>
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<tr>
<td></td>
<td>o Appropriate conservative accessories</td>
</tr>
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<td>o Keep cologne/perfume to a minimum</td>
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### One Minute Introduction

All students must perform a “One Minute Introduction” at the start of their interview. The “One Minute Introduction” is your opportunity to share a bit about yourself. The introduction is a one minute, uninterrupted verbal statement. You should not read or memorize your introduction. Rather, be mentally prepared to talk naturally about your experiences and goals.

**Why is the “One Minute Introduction” a required part of the interview?**

As you attend career fairs, interviews, and presentations you will encounter situations where you will be introducing yourself quickly and concisely. Use this as training for those situations.

**What should I talk about in my “One Minute Introduction?”**

It is your choice what you choose to talk about. Ultimately you want to convey the following:

- Why you want to pursue a business education, your major in particular, and your long terms goals within your education
- Why you are qualified to be a part of the Eller College
- Anything else you feel is relevant towards your application
- Remember that you are meeting your interviewers for the first time so you don’t want to talk about anything personal that you would not want a stranger to know about you or anything that might make you or your interviewers uncomfortable
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.

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Professional Development Competencies Requirement

The Eller College of Management expects all students accepted into the upper-division cohort to demonstrate high competencies in creating a professional Letter of Intent and Resume, and in their performance in a professional interview setting. The Letter of Intent, Resume, and Interview for each Professional Admission applicant will be assessed by Eller College Associates as part of the applicant's Interview. Students who do not demonstrate a standard competency level in each of these three areas will be **required** to view an online Professional Competencies Workshop, led by a member of the Eller Professional Development Center, and submit an assignment demonstrating their developed skills. If identified as needing additional support to improve their professional competencies, students will be notified via email of their options for fulfilling their required Competency Consultation at the time that admission decisions are sent. Students who do not fulfill their Competency workshop and assignment requirement will have their Professional Admission revoked.

Skills Assessment Exam

All students must successfully complete a Skills Assessment Exam in order to achieve Professional Admission. The assessment is designed to assess comprehension of basic concepts covered in prerequisite Foundation courses. The test will be administered at **8:00 am** on Saturday, February 20th for all applicants.

**Information about the Assessment**

- 40 minutes allotted to complete 20 multiple choice questions
- Topics Covered: Financial Accounting and Business Statistics
- A #2 pencil and a calculator are provided (no outside calculators may be used)
- Requires a passing score of at least 75% (15/20)
  - Conditionally admitted students who score below 75% on the first attempt will have the opportunity to improve their score on second attempt on a similar assessment
  - If student also fails the second attempt, he/she must attend a mandatory Skills Assessment Workshop (for a fee of $120) on Saturday, April 30th and Saturday, May 7th that reviews key concepts in preparation for the final assessment attempt. Students must obtain a passing score on the final assessment attempt to retain Professional Admission. Students who fail the third attempt will have their Professional Admission revoked.
- Sample questions can be found at [https://ugrad.eller.arizona.edu/admissions/eller/skills-assessment](https://ugrad.eller.arizona.edu/admissions/eller/skills-assessment)
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.

“Reneging”
Written by Jeff Welte and Gracie Duarte, August 2015

You can finally see the light at the end of the tunnel; there are just a few weeks left in your senior year, and you have accepted a job offer for after college. Being proactive and engaged during your undergraduate career, you spent considerable time learning about career options, networking on-campus and on LinkedIn, doing informational interviews, participating in externships, and attending career fairs. After thorough and thoughtful research, and more job interviews than you ever imagined, you decided to accept an offer at McKale Inc. in its Leadership Development Program (LDP). Last week, you signed the offer letter and are set to start in Seattle, WA on July 1st.

McKale Inc. recruits at the University of Arizona and has built a strong partnership with the Eller College. The company’s employees participate in career-related events and speak at student clubs, and have established relationships with professors, advisors and students. Additionally, the company has donated thousands of dollars to the Eller College over the years. Last summer, you did an externship at McKale Inc. where you shadowed Lisa Steele, a McKale employee and recent Eller alum. Your similar backgrounds and interests sparked a relationship between you two, and she has since become a mentor to you.

While checking LinkedIn for new connections, you received a message from David Stone, the lead recruiter from Rodriguez & Miller, a well-known and well-reputed company headquartered in Seattle, WA. You had previously met David at a recruiting event at Eller where you expressed your interest in the company. Rodriguez & Miller was new to recruiting at Eller and looking for one or two standouts to hopefully begin building a pipeline of Eller talent at the company. In the message, David described an impressive job opportunity with the firm, and wondered if you were interested. As you learn more about the position and the company, you realize that this could be a perfect fit for you and your career goals. You are flattered and think: What’s the harm in one conversation? It doesn’t hurt to keep my options open and explore other opportunities.

Later that week you talk with David, and after your conversation you decide that you would be better off starting your career with Rodriguez & Miller. You formally interview for the job the following week and receive an offer at the end of the interview. You realize the situation that you are in and know you must make a decision fairly quickly. Not wanting to make any rash decisions, you decide to discuss the situation with your most trusted advisors: Lisa Steele, and your mom.

Your mom is ecstatic for you and advises you accept the offer with Rodriguez & Miller because you believe it is a better fit with your career goals. She understands you have already accepted another offer, but counters that you could become an ambassador for the Eller College within Rodriguez & Miller and open doors there for future students. Not feeling confident if Lisa will agree with your mom’s advice, you call her and find that not only does she disagree, but points out that this issue is not just about you.

Although Lisa is supportive of you and your career goals, and wants you to ultimately do what is best for yourself, she suggests you think twice before reneging (i.e., backing out of) your offer with McKale Inc. For one, reneging on the offer with McKale Inc. could harm your reputation and could affect you in future career moves. Also, this may negatively affect the strong relationship that Eller has with McKale Inc. and potentially close doors for future Eller students. Lisa advises you honor the job offer you accepted and start the LDP with McKale Inc.

You are torn between the two companies, as the advice you received from both your mom and Lisa make perfect sense. You realize that if you accept Rodriguez & Miller’s offer, you have to face McKale Inc. and tell them the news that you will be reneging on the employment agreement you signed a month ago. However, if you move forward with the rotational leadership program with McKale Inc., you fear you will lose out on the opportunity to work for an organization like Rodriguez & Miller in the future.
PDC Tools for Success in Professional Admissions

Get help with your Letter of Intent, Resume, and Interview through the Eller Professional Development Center

Preparation Checklist:
✓ Feb. 1-19: PDA Appointments Available
✓ Feb. 11: Resume Check Day
✓ Feb. 15-16: Mock Interviews
✓ Feb. 16: Interview Skills Workshop
✓ Ongoing: PDA Walk-In Hours

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

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

Incoming Transfer students can call the Eller Front Desk at 520-621-2505 for assistance with the online eSMS RSVP process.

Professional Development Center Walk-In Hours
Quick Letter of Intent, Resume, and Interview help on a first-come, first-served basis during the following times each week:
- Mondays: 1:00 pm – 5:00 pm
- Tuesdays: 12:00 pm – 4:00 pm
- Wednesdays: 11:00 am – 3:00 pm
- Thursdays: 12:00 pm – 4:00 pm
No appointments are necessary for PDC Walk-In Hours

Professional Development Associates (PDA) Appointments
20 minute appointment; prior sign-up is required online through eSMS Scheduler
The Eller Professional Development Associates (PDA’s) are a team of trained upper-division students that serve as peer career advisors. During Professional Admissions (February 1st—February 19th), students can make appointments with Eller PDA’s to assist with Letter of Intent, Resume, and Interview preparation. Students can schedule 20 minute appointments through eSMS by selecting “Career and Professional Development Advising” under Appointment type.
→ Monday, February 1st—Friday, February 19th

Resume Check Day
15 minute appointment; prior sign-up is required online through eSMS Scheduler
Quick resume critiques for final revisions. Students must schedule a 15 minute appointment through eSMS.
→ Thursday, February 11th: 8:00am—5:00pm

Mock Interviews
30 minute appointment; prior sign-up is required online through eSMS RSVP
Practice your interview techniques before the real thing.
→ Monday, February 15th: 5:00pm—7:00pm
→ Tuesday, February 16th: 5:00pm—7:00pm

Interview Skills Workshop
60 minute presentation; prior sign-up is required online through eSMS RSVP
Learn about interviewing techniques in this workshop.
→ Tuesday, February 16th: 5:00pm—6:00pm

All appointments and events take place in McClelland Hall Room 203; please check in with the Undergraduate Programs Front Desk.
PROFESSIONAL ADMISSION CHECKLIST AND REMINDERS

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

☐ Attend Professional Admission Orientation on January 27th or January 28th
☐ Read through the Professional Admission packet and website (https://ugrad.eller.arizona.edu/admissions/eller)
☐ Explore Eller majors and select top three choices (https://ugrad.eller.arizona.edu/academics/majors)
☐ Explore sample Cohort times and select preference (note: cohort preference is not guaranteed): (https://ugrad.eller.arizona.edu/advising/registration/professional)
☐ Fill out and submit Professional Admission application online through eSMS as soon as possible (link available from Professional Admission website)
   o You can return to the application at a later time to upload Letter of Intent and Resume; but you must first submit the application in order to schedule the required academic advising appointment
   o Note: You will need to authenticate through the eSMS Admissions portal ASAP
☐ After submitting online application, schedule an academic advising appointment through eSMS by February 12th
   o Incoming Transfer students should bring unofficial copies of all transcripts to this appointment
   o Students with DRC accommodations who intend to request accommodations for the Skills Assessment Exam should be prepared to log in to the DRC student system to show their accommodation profile to the advisor
   o International Students who still need to demonstrate language proficiency should submit their TOEFL, IELTS, or CESL Endorsement so that it is displaying in UAccess by the time of this appointment, if possible
☐ Develop your Letter of Intent and Resume, utilizing resources and feedback from any of the following:
   o Eller Professional Development Center (McClelland Hall Room 203)
   o UA Career Services (4th Floor Student Union Memorial Center)
   o Friends, family, and colleagues
☐ Submit hard copies of application materials to McClelland Hall Room 201 by 12:00 pm on Tuesday, February 16th, 2016, with the following in your packet:
   o Application Summary Page (printed through eSMS by logging into your original application through the admission website listed above and selecting “Click Here to Print your application”)
   o Two copies of signed Letter of Intent
   o Two copies of Resume
   o Global Cohort Applicants must also submit an Essay (and complete the online Study Abroad Application and pay the $80 application fee and $1,000 deposit)
   o Additional submission reminders:
      ▪ Bring the Interview Reminder Card (from your advising appointment) to be stamped as your receipt
      ▪ Upload final version of Letter of Intent and Resume to your application in eSMS by deadline
      ▪ Late applications will NOT be accepted
☐ Prepare for your interview, consisting mostly of “Behavioral Interview Questions”, by utilizing resources and feedback from the following:
   o Eller Professional Development Center Mock Interviews (schedule through eSMS)
   o Virtual “Interview Prep” through Career Services (http://www.career.arizona.edu/student/jobs-and-interviewing/ua-interview-prep)
   o Friends, family, and colleagues
☐ Practice your One Minute Introduction
☐ Read and discuss the Values Case, and be prepared to discuss your decision making process in the interview
   o Remember to become familiar with the Ethical Decision-Making Framework provided in this packet
☐ Review course materials for Skills Assessment Exam (https://ugrad.eller.arizona.edu/admissions/eller/skills-assessment)
☐ Select appropriate Professional Business Attire for interview
☐ Attend Skills Assessment Exam at 8:00 am (Social Sciences 100) and Interview (time scheduled during advising appointment) on Saturday, February 20th
   o Global Cohort Interviews and International/ESL Interviews, Written Portion, and Skills Assessment Exam will take place on Friday, February 19th
   o Make-Up Interviews (for students with schedule conflicts) will take place on Wednesday, February 24th
☐ Await Professional Admission decisions, which will be sent via email around 5:00 pm on Friday, March 4th