PRE-BUSINESS PASSPORT

Upon matriculation to UNC, everyone is at a different place regarding career goals. The Explore, Prepare, Connect model provides a solid foundation for personal and professional growth.

**Explore** is all about discovering career pathways. Take a career assessment to uncover your strengths, interests, skills and abilities. Attend a workshop to learn more about interests, majors and careers.

**Prepare** is all about getting ready for the world of work. Attend a workshop to develop critical career-related skills such as creating your resume and interview skills. Learn about the importance of professionalism.

**Connect** is all about meeting people and getting involved in organizations that will help grow your professional network. Connect with employers looking to hire UNC undergraduates for internships and full-time roles through Handshake, UNC’s online career management platform. Get involved with UNC Kenan-Flagler student clubs and/or organizations that interest you. Participate in one of many networking and recruiting events throughout the year.

By participating in multiple activities in each category, you will learn more about business, the world of work, and yourself. While you are encouraged to attend as many events as possible, if you complete at least two activities from each of the three categories prior to submitting your application, the Admissions team will review your Pre-Business Passport achievements as part of your application to the Undergraduate Business Program. Use the chart below to identify which activities you would like to choose, and check out the events schedule [1] to plan your participation.

**EXPLORE ? PREPARE ? CONNECT**

<table>
<thead>
<tr>
<th>EXPLORE</th>
<th>PREPARE</th>
<th>CONNECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecting Interests to Majors</td>
<td>Ace the Interview</td>
<td>Career Fairs, Business/Consulting Meet up and/or Undergraduate Business Symposium</td>
</tr>
<tr>
<td>Gallup Strengths</td>
<td>LinkedIn Basics</td>
<td>Company Info Sessions (attend 3)</td>
</tr>
<tr>
<td>Handshake 101</td>
<td>Advanced LinkedIn</td>
<td>Join a UNC Kenan-Flagler Club and/or organization</td>
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<td></td>
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<tr>
<td>BYOL Resume &amp; Cover Letter Lab</td>
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<tr>
<td></td>
<td>UNC Kenan-Flagler Application Workshop (Spring)</td>
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</table>

[1]: events schedule
Who
All 1st year and transfer undergraduate students at UNC interested in enhancing their personal and professional development.

What
On a completely voluntary basis, 1st year and transfer students will have the opportunity to increase their career readiness through participation in a series of workshops and activities designed to facilitate exploration on a personal and professional level.

Where
The majority of workshops and events take place on the 2nd floor of Hanes Hall. Please check Handshake [2] for event location.

When

Workshops

<table>
<thead>
<tr>
<th>Spring 2019</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ace the Interview- Successful Interviewing Tips &amp; Strategies</td>
<td>January 15</td>
<td>4:00-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>Connecting Your Interests to Majors and Careers</td>
<td>January 22</td>
<td>4:00-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>BYOL Resume and Cover Letter Lab</td>
<td>January 24</td>
<td>3:30-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>Handshake 101</td>
<td>January 29</td>
<td>4:00-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>BYOL Resume and Cover Letter Lab</td>
<td>February 7</td>
<td>3:30-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>BYOL LinkedIn Lab (Basic)</td>
<td>February 27</td>
<td>4:00-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>*Identify, Articulate, and Apply Your Strengths</td>
<td>March 6</td>
<td>3:30-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>BYOL LinkedIn Lab (Advanced)</td>
<td>March 19</td>
<td>4:00-5:00</td>
<td>239a/b Hanes Hall</td>
</tr>
<tr>
<td>BYOL Resume and Cover Letter Lab</td>
<td>April 17</td>
<td>3:30-5:00</td>
<td>239a/b Hanes Hall</td>
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</table>
*Note: This activity requires pre-work. RSVP in Handshake and you will receive a link to the Gallup Strengths Assessment. This session is limited to the first 30 students that register.

**Why**

Given the acceleration of recruiting timelines and the emphasis on career readiness for all students, the Pre-Business Passport provides a series of learning opportunities for 1st year and transfer students to enhance both personal and professional development. Early engagement and reflection will better prepare students for successful and fulfilling careers with positive impact.

**How**

**Tracking:**

Students participating in Pre-Business Passport activities are personally responsible for tracking their own progress; take your OneCard with you to all events. After each event, students should record the title and date, as well as a few reflection notes in their passports. They should have a staff member initial in the box while at the event to confirm attendance. Note: Upon application to the Undergraduate Business Program at UNC Kenan-Flagler, any Passport submissions will be cross-checked with electronic attendance records to confirm your self-reported attendance is accurate. Misrepresenting your participation in this program may result in a violation of the University Honor Code.

**University Honor Code:**

It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey and support the enforcement of the Honor Code. The Honor Code prohibits lying, cheating, or stealing when these actions involve academic processes or university, student, or academic personnel acting in an official capacity.

**Frequently Asked Questions**

**How many activities are required?**

The Pre-Business Passport is designed to be self-directed. You may participate in as many or as few activities as you would like. However, to be eligible to submit your Passport activities as part of your application to the UNC Kenan-Flagler Undergraduate Business Program, you must complete a minimum of two activities for each of the three categories (i.e., Explore, Prepare, Connect).

**How is attendance tracked?**

At each event, you will swipe in with your OneCard to capture your attendance via Handshake. However, you must also record your attendance in your own passport, including reflection notes about what you learned, and have a staff member initial at the time of the event to signify your attendance. If you apply to the Undergraduate
Business Program, your self-reported participation will be cross-checked through Handshake.

**What if I’m not interested in business?**

These activities are helpful and relevant to all students, no matter their major interest areas. Personal and professional development are critical components of your college experience, and there’s no better time to start than the present.

**Does participation guarantee admission to the Undergraduate Business Program?**

No. However, we believe that participation in this program will help you to better articulate your intentions to study business as well as your interests and goals through your essays and interview in the application process, which may increase your chances of admission. Evaluators will consider your participation as one piece of your overall application.

**I have a conflict with an event, is there a makeup time?**

Most events will happen once or twice in fall semester and once or twice in spring semester. Keep an eye on the Handshake calendar and the [UCS News and Events](https://careers.unc.edu/news-and-events) [4] site for other alternatives.

**I lost my printed Passport. What do I do?**

You may print a new passport from the PDF on this page. If you had previously logged activities, try to replicate them on your new passport. While you won’t be able to get new staff initials, you may add a note to your Undergraduate Business Program application explaining your situation, and we will cross-check your attendance on Handshake.

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**Source URL:** [https://careers.unc.edu/students/pre-business-resources/pre-business-passport](https://careers.unc.edu/students/pre-business-resources/pre-business-passport)

**Links**

[2] [https://careers.unc.edu/students/resources/handshake](https://careers.unc.edu/students/resources/handshake)