



State Officer Election Guidelines

1. Candidates download the application from the state website and complete it, then mail it into the State Office postmarked by the published deadline. Each active chapter may endorse no more than three (3) active HOSA members as State Officer candidates. The positions for which a candidate may be slated are: President-Elect, Parliamentarian, or Vice-President (Northern/Southern, Secondary/Postsecondary). Candidates must be an active member of their local HOSA chapter in good standing, must be currently enrolled in a Health Science class (or major), and must have and maintain a District and State Grade Point Average (GPA) of 2.5 or higher.
2. The State Advisor will review all received candidate applications prior to the State Leadership Conference to verify that the application is complete. A letter will be sent to each candidate detailing any missing items, as well as providing further details about the process.
3. Members of the Interview Committee will administer the officer candidate written examination at the State Leadership Conference with the top candidates participating in interviews. After interviews are completed, the Interview Committee will then determine the final slate for each office. Candidates that are slated for one of the officer positions after interviews have been completed must be present at the State Officer Candidate Meet & Greet.
4. Officer candidates slated for each office are permitted to address the Voting Delegates during the Business Session. The Voting Delegates are appointed by the Regional Advisors. A candidate may only address the Voting Delegates for three (3) minutes or less. No props, pictures, or other visuals will be allowed during the candidate's speech. Verbal campaigning is allowed - no campaign materials are permitted.
5. The introduction and installation of the newly-elected State Officers will be conducted during the Recognition Session on Friday evening at the State Leadership Conference; all newly-elected State Officers must be present. Failure to be present at the Recognition Session if announced as a new State Officer may result in being removed from office.
6. A brief orientation meeting for the newly-elected State Officers will be scheduled for the morning of the last day of the State Leadership Conference and will last about one (1) hour. Please refer to SLC Agenda.

Recommended Study Material for the Written Examination

Robert's Rules of Order, Newly Revised	HOSA E-Magazines
HOSA Creed	HOSA Core Values
National HOSA website (www.hosa.org)	Florida HOSA website (www.flhosa.org)
Sections A, B, and C of the National HOSA Handbook	

Interview Rating Sheet

This form is NOT to be completed and sent with the Officer Application. This is a sample form that will be used by the Interview Committee during interviews at the SLC.

NAME OF CANDIDATE _____

INSTRUCTIONS: The Interview Committee will rate candidates on their responses to selected questions based on the following. Candidates are graded on a 0-9 scale where 0=unacceptable, 5=adequate and 9=exceptional.

Interview Criteria

Please see the interview rubric on next page.

Appearance	0	1	2	3	4	5	6	7	8	9
Oral Interview	0	1	2	3	4	5	6	7	8	9
Communication Techniques	0	1	2	3	4	5	6	7	8	9

TOTAL SCORE _____

COMMENTS

Signature of Interviewer _____ **Date** _____

Interview Rubric

0	1-2	3-4	5	6-7	8-9
<p>-Does not attend interview</p> <p>-No effort in answering questions</p> <p>-Barely makes reference to office seeking</p>	<p>Appearance and Poise</p> <p>-Applicant is not in HOSA Uniform or partial HOSA uniform</p> <p>-Applicant appears disheveled and unprepared</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant has poor posture and mannerisms</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant makes frequent eye contact and uses appropriate body language</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant is mature and poised</p> <p>-Applicant maintains eye contact and uses appropriate body language</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant has confident posture and mannerisms</p> <p>-Applicant has exceptional eye contact and use of body language</p>
	<p>Oral Interview</p> <p>-Unwilling to serve in a recommended position</p> <p>-Lack of enthusiasm</p> <p>-Does not respond to questions</p>	<p>Oral Interview</p> <p>-Demonstrates little or incorrect knowledge of position and HOSA</p> <p>-Responses are simplistic</p>	<p>Oral Interview</p> <p>-Simplified understanding of the office and willingness to serve</p> <p>-Not a significant knowledge of HOSA and the position</p> <p>-Simplistic responses without providing any details</p>	<p>Oral Interview</p> <p>-Strong understanding of the office and willingness to serve</p> <p>-Significant knowledge of HOSA and the position</p> <p>-Responses include thoughtful commentary</p> <p>-Shows enthusiasm</p>	<p>Oral Interview</p> <p>-Impressive understanding of the office and willingness to serve</p> <p>-Exceptional knowledge of HOSA and the position</p> <p>-Ideas expressed are fully developed and insightful</p> <p>-Shows great enthusiasm</p>
	<p>Communication Techniques</p> <p>-Obscure or hard to hear responses</p> <p>-Distracting mannerisms hinder understanding</p>	<p>Communication Techniques</p> <p>-Voice is clear and at an understandable pace</p> <p>-Appropriate use of vocabulary and grammar</p> <p>-Heavy use of filler words (um, like, etc.)</p> <p>-Applicant communicated at least 25% of the time</p>	<p>Communication Techniques</p> <p>-Voice and pronunciation is clear and precise</p> <p>-Appropriate use of vocabulary and grammar</p> <p>-Applicant makes frequent eye contact and uses appropriate body language</p> <p>-Applicant communicated at least 50% of the time</p>	<p>Communication Techniques</p> <p>-Voice and pronunciation are excellent</p> <p>-Excellent use of vocabulary and grammar</p> <p>-Applicant communicated at least 75% of the time</p>	<p>Communication Techniques</p> <p>-Voice and pronunciation are exceptional</p> <p>-Exceptional vocabulary and grammar</p> <p>-Applicant communicated at least 80% of the time and asked thoughtful follow-up questions</p>