



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 Virtual 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 conduct a virtual interview with each State Officer candidate (tentatively scheduled for March 6, 2021; interview times to be set). After the interviews are completed, the Interview Committee will then determine the final slate for each office. Candidates will be notified of the office for which they have been slated.
4. Candidates will then record themselves visually (not just audio) giving their speech which should be no longer than 3 minutes, unless there are more than 30 candidates. If there are more than 30 candidates running, the recorded speech time will be reduced to 2 minutes. The candidates will send a link for their recorded speech to LDeVault@flhosa.org before March 20th so that it can be downloaded and played during the Business Session on Saturday, March 27th. Again, the deadline for candidates to complete their recordings and send the link is before Saturday, March 20th. Candidates should not use special effects, voice effects, special editing, etc., in their videos. Each video should be comprised of the candidate presenting his/her speech straight forward.
5. After the Business Session concludes, each region's official Voting Delegates, appointed by the Regional Advisor(s), will complete the ballot and submit it electronically to the Teller's Committee for tallying. The new State Officers will be announced during each of the Awards Sessions (Middle School, Postsecondary, and Secondary) on Saturday, March 27th.
6. The State Advisor will contact the newly elected State Officers after the VSLC to arrange a date and time for a brief virtual orientation meeting.

Recommended Study Material for Interview

Robert's Rules of Order, Newly Revised
HOSA Creed
Global/National HOSA website (www.hosa.org)
Sections A, B, and C of the HOSA Handbook

Global/National HOSA E-Magazines
HOSA Core Values
Florida HOSA website (www.flhosa.org)

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.

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>