



## ***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 ***school*** 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, have no prior Code of Conduct violations, must be endorsed by the Chapter Advisor, school principal (Dean for PS/C candidate), and parent/guardian, and must have and maintain a District and State Grade Point Average (GPA) of 3.0 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 providing further details about next steps in the candidacy process.
3. State Officer candidates must be registered to attend the State Leadership Conference by the published registration deadline. ***State Officer candidates must be in official HOSA uniform or the suit option throughout the entire candidacy/election process; please view the "Florida HOSA Dress Code Policy" on the Florida HOSA website for more information.*** At the SLC, members of the State Officer Interview Committee will administer the officer candidate written examination, with the top candidates moving on to interviews. After interviews are completed, the Interview Committee will then determine the final slate of candidates 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 where candidates will take turns answering questions individually in a group presentation format to the assembled Voting Delegates.
4. Officer candidates slated for each office are permitted to address the Voting Delegates during the Business Session; candidates must not inquire about, address, or talk to Voting Delegates except during the Meet & Greet and 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 during the Business Session with their speech, plus up to one (1) minute in an extemporaneous format in regard to an object the candidate has been given while on stage. 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 at the State Leadership Conference; all newly-elected State Officers must be present and following dress code. 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 the SLC agenda for more information.
7. Recommended study materials for the written examination include, but are not limited to: Robert's Rules of Order, Newly Revised; Global/National HOSA E-Magazines; HOSA Creed; HOSA Core Values; Global/National HOSA website ([www.hosa.org](http://www.hosa.org)); Florida HOSA website ([www.flhosa.org](http://www.flhosa.org)); & Sections A, B, and C of the HOSA Handbook

## **Interview Rating Sheet**

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

**Name of Candidate:** \_\_\_\_\_

**INSTRUCTIONS:** The State Officer Interview Committee will rate candidates on their responses to selected questions based on the following. Candidates are rated 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 style="text-align: center;"><b>Appearance and Poise</b></p> <p>-Applicant is not in official HOSA uniform or suit option</p> <p>-Applicant appears disheveled and unprepared</p>	<p style="text-align: center;"><b>Appearance and Poise</b></p> <p>-Applicant is dressed in official HOSA uniform or suit option</p> <p>-Applicant has poor posture and mannerisms</p>	<p style="text-align: center;"><b>Appearance and Poise</b></p> <p>-Applicant is dressed in official HOSA uniform or suit option</p> <p>-Applicant makes frequent eye contact and uses appropriate body language</p>	<p style="text-align: center;"><b>Appearance and Poise</b></p> <p>-Applicant is dressed in official HOSA uniform or suit option</p> <p>-Applicant is mature and poised</p> <p>-Applicant maintains eye contact and uses appropriate body language</p>	<p style="text-align: center;"><b>Appearance and Poise</b></p> <p>-Applicant is dressed in official HOSA uniform or suit option</p> <p>-Applicant has confident posture and mannerisms</p> <p>-Applicant has exceptional eye contact and use of body language</p>
	<p style="text-align: center;"><b>Oral Interview</b></p> <p>-Unwilling to serve in a recommended position</p> <p>-Lack of enthusiasm</p> <p>-Does not respond to questions</p>	<p style="text-align: center;"><b>Oral Interview</b></p> <p>-Demonstrates little or incorrect knowledge of position and HOSA</p> <p>-Responses are simplistic</p>	<p style="text-align: center;"><b>Oral Interview</b></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 style="text-align: center;"><b>Oral Interview</b></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 style="text-align: center;"><b>Oral Interview</b></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 style="text-align: center;"><b>Communication Techniques</b></p> <p>-Obscure or hard to hear responses</p> <p>-Distracting mannerisms hinder understanding</p>	<p style="text-align: center;"><b>Communication Techniques</b></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 style="text-align: center;"><b>Communication Techniques</b></p> <p>-Voice and pronunciation are 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 style="text-align: center;"><b>Communication Techniques</b></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 style="text-align: center;"><b>Communication Techniques</b></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>