



Officer Candidate Information

You have registered to take the HOSA State Officer exam and are running for a 2024-2025 State Officer position. I wanted to reach out with some information regarding the process. Please let me know if you have any questions.

- 1) You will take the online HOSA State Officer Exam during the testing window. The test will be timed and consist of multiple-choice questions on HOSA-Future Health Professions current facts and information, the history of HOSA, leadership qualities and parliamentary procedure. To prepare for this test, go to hosa.org and familiarize yourself with HOSA and reference Robert's Rules of Order and online resources for parliamentary procedures! There is more information about the test on the next page.
- 2) Complete the attached packet and return to tgoosz@kumc.edu by midnight March 8th. Failure to meet this deadline will result in penalty points on your application.
- 3) At SLC, invited candidates will be given a two-minute (strictly timed) window to give a brief speech to the membership. Use this to showcase who you are, your HOSA story, and why you want to be a State Officer.
- 4) Selected candidates will have a zoom interview with the State Advisor and AHEC staff prior to SLC. This will be a scored interview and part of your overall application process.

For SLC, you will be expected to be in business casual dress. If you have official dress, that would be great! If not, business casual is fine. If elected, you will be expected to have official dress. If you have any questions or concerns, please reach out.

Points for Successful HOSA State Officer Applications

- Students that have been officers before are graded and go through the process exactly like new applicants.
- DO ask your advisor for help with the application in proof-reading and professionalism.
- DO practice interviewing skills with advisor, trusted mentors, and/or peers to prepare for your interview.
- Previous state officers: please do not think you are a “shoe-in” for the office. Put as much work into the application a second time as you did the first.
 - Also, the staff scoring your interviews, etc. cannot rely on any prior knowledge of you – we can only score what you type, show, or tell us. This is a national HOSA expectation; we have to score each candidate as if we have never met you before.

Candidate Questionnaire Section:

- It is -strongly- suggested that this be typed in word or Adobe to be returned. Please reach out to the state advisor for help if needed.



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- Be thorough! In the application – this is a list of questions that you are welcome to expand on with an additional page or up to two pages total for responses. The depth of your responses is on the scoring rubric, please be detailed.
- Include descriptions of organizations – don't assume that the application committee will know what a club acronym stands for. We might not realize what great skills you have if we don't know what the organization is.

Exam Preparation

The examination is prepared by HOSA Inc and will be in an online format. A study guide is not available for this exam, however it is encouraged that students familiarize themselves with the HOSA handbook and the items listed below.

HOSA Handbook-Section A

HOSA Core Values
HOSA Creed
HOSA Uniform
HOSA Emblem
History of HOSA
National HOSA geographic regions
HOSA Headquarters

HOSA Handbook-Section B

Competitive Events

Kansas State HOSA Association-By-Laws

Membership categories
Voting Delegates
Transaction of business
Election of Officers

Robert's Rules of Order-Part I

Obtaining the floor at a business meeting
Processing a motion
Voting procedure for a motion

Robert's Rules of Order-Part II

Business Meeting Agenda