

✚ Step #1: Identify the Top 5 Essential Elements

What do your chapter's future officers need to have? Rank them 1-5.

_____ Adaptability / Flexibility

_____ Professionalism

_____ Communication

_____ Responsibility

_____ Integrity

_____ Self-Motivation

_____ Leadership

_____ Teamwork

_____ Planning, Organization, & Management

_____ Work Ethic

✚ Step #2: Identify the Election Type and Election Method

Pick the type and method that will best fit your chapter. Use the notes section to provide yourself the why or any other information.

Election Type

Specific Position Election

- students run for a specific position
(example: Chapter President).

General Position Election

- students run for a general position
and are appointed after election.

Notes

Election Method

Selection Method

- evaluations used to narrow field to
avoid choice overload for electorate.

Percentage Method

- evaluations count a percentage of a
total score ending in the
appointment of the top candidates.

Combined Method

- first evaluations used to narrow field,
remaining evaluations count a
percentage of a total score ending in
appointment of the top candidates.

✚ Step 3: Choose your evaluations!

Use this portion to choose the evaluations you think are best for your chapter election process. There is a Needs and Dates section on the side should you want to begin tracking things you will need to do or people you may need to contact, and if you want to start planning some dates to accomplish these needs or evaluations.

Interview

Speech

Application

Resume

Letters of Recommendation

Essay

Knowledge Test

Candidate Bios

Campaigning

GPA & Transcript

Q & A (Live)

Q & A (Pre-recorded or Written)

Notes & Needs

Dates & Deadlines

Essential Elements to Evaluations Reference

Adaptability / Flexibility

Interview
Speech
Letters of Recommendation
Campaigning
Q & A (Live)
Q & A (Pre-recorded or Written)

Communication

Interview
Speech
Campaigning
Q & A (Live)

Integrity

Interview
Letters of Recommendation

Leadership

Interview
Speech
Letters of Recommendation
Essay
Q & A (Live)
Q & A (Pre-recorded or Written)

Planning, Organization, & Management

Interview
Speech
Application
Resume
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Candidate Bios
Campaigning
Q & A (Pre-recorded or Written)

Professionalism

Interview
Speech
Campaigning
Q & A (Live)
Q & A (Pre-recorded or Written)

Responsibility

Interview
Application
Resume
Letters of Recommendation
Essay
Candidate Bios
GPA & Transcripts
Q & A (Pre-recorded or Written)

Self-Motivation

Interview
Speech
Resume
Letters of Recommendation
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Candidate Bios
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Q & A (Live)
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Teamwork

Interview
Letters of Recommendation
Campaigning

Work Ethic

Interview
Resume
Letters of Recommendation
Knowledge Test
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