

Recruitment Form Instructions

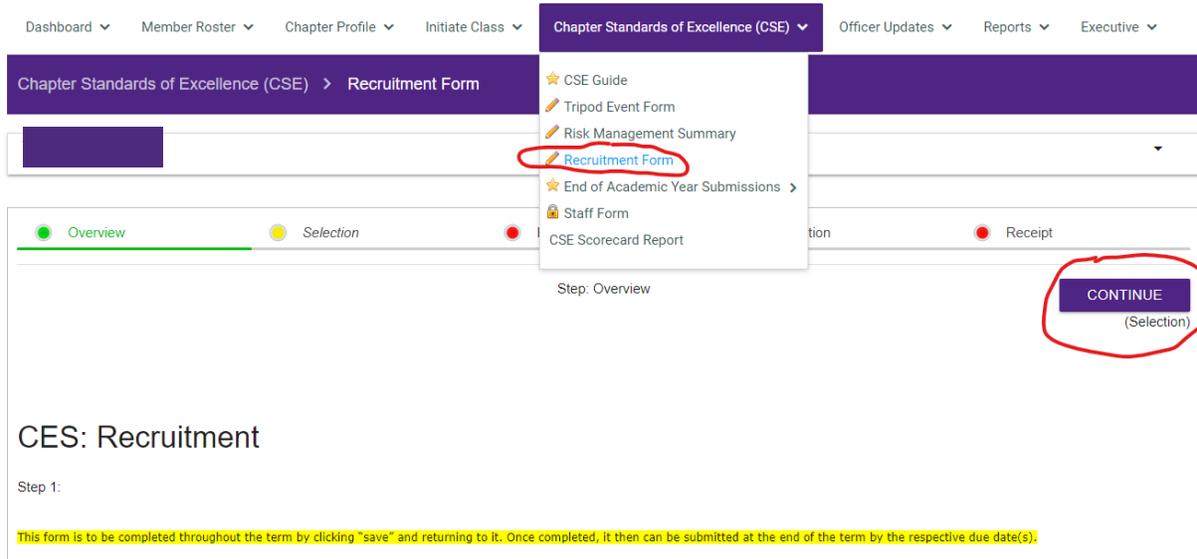
To view this form's due dates go to: phisigmap.org/duedates

Log in to: chapteradmin.phisigmap.org

Select "Chapter Standards of Excellence" > "Recruitment Form"

Start the 5 Step Process

Step 1: Read through the Directions and then click "Continue."



Dashboard ▾ Member Roster ▾ Chapter Profile ▾ Initiate Class ▾ Chapter Standards of Excellence (CSE) ▾ Officer Updates ▾ Reports ▾ Executive ▾

Chapter Standards of Excellence (CSE) > Recruitment Form

- CSE Guide
- Tripod Event Form
- Risk Management Summary
- Recruitment Form**
- End of Academic Year Submissions >
- Staff Form
- CSE Scorecard Report

Overview Selection Validation Receipt

Step: Overview

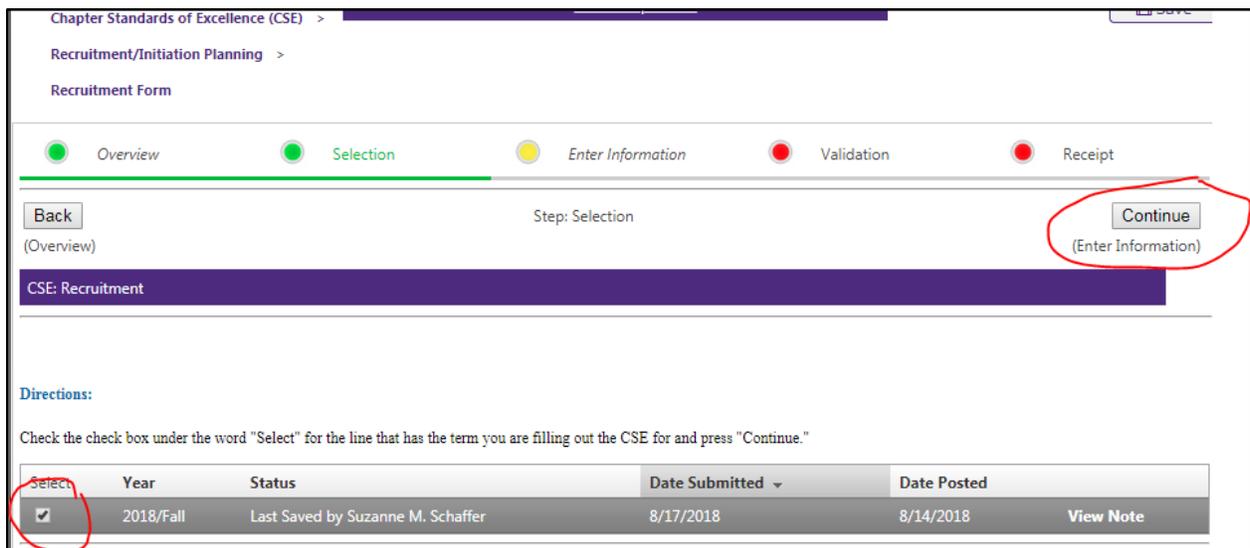
CONTINUE
(Selection)

CES: Recruitment

Step 1:

This form is to be completed throughout the term by clicking "save" and returning to it. Once completed, it then can be submitted at the end of the term by the respective due date(s).

Step 2: Check the academic year and then click "Continue." Please note that this form is to be completed throughout the term by clicking "save" and returning to it. Once completed, it can then be submitted at the end of the term by the respective due date(s).



Chapter Standards of Excellence (CSE) > Recruitment/Initiation Planning > Recruitment Form

Overview Selection Enter Information Validation Receipt

Back Step: Selection Continue
(Overview) (Enter Information)

CSE: Recruitment

Directions:

Check the check box under the word "Select" for the line that has the term you are filling out the CSE for and press "Continue."

Select	Year	Status	Date Submitted	Date Posted	
<input checked="" type="checkbox"/>	2018/Fall	Last Saved by Suzanne M. Schaffer	8/17/2018	8/14/2018	View Note

Step 3: Complete the sections that are relevant for the current term's time then click "Save & Exit."
 For example, the top portion of the form can be completed while the Chapter is working through the recruitment. Then save and come back afterwards to the saved form by selecting it and completing the "Induction" until the form is completed by the end of each term.

Directions: 

Fill out the information about your recruitment efforts throughout the term by clicking "Save and Exit." Once the form is completed (at the end of the term) you can click "Continue" to finalize the submission process.

Tip: You may save your progress and come back to it at anytime, however until you have completed the validation step, this form will not be marked as 'Complete'

SAVE & EXIT

Recruitment Form

Year
 2021-2022

Academic Term
 Fall

RECRUITMENT

* Do you have access to a list of eligible students provided by your college/university?
 Select a value

Was an email sent to eligible students to promote Recruitment?
 Select a value

What other marketing opportunities did the Chapter utilize?

* Did your Chapter host 2 or more Recruitment events?
 Select a value

Step 4: Before submitting, review and type in your name and date as it appears on the bottom. Then click "Continue." Please note this form is to be saved throughout the term and then submitted at the end of the term.

INDUCTION

* # of Members who attended Induction: 95

INITIATION PROGRAM

* How many weeks is your Initiation Program?: 6

* What date did your Chapter approved the Initiation Program: 8/31/2018

* Chapter hosted Ritual Review this term: Yes

Are the below items included as part of your Initiation Program?:

* 3+ week notification provided to Initiates and Member of Induction ceremony week/date: Yes

* Held minimum of 5 Initiate Meetings with Scholar's Province curriculum: Yes

* Initiate Class held one event that represents Phi Sigma Pi's ideals: No

* Each Initiate attended at least 1 Chapter meeting at sheltering institution: Yes

* Assign each Initiate 1 < Collegiate Members or active Alumni of Collegiate Chapter: Yes

* Each Initiate received a copy of the Scholar's Province, Governing documents and Initiation calendar: Yes

* Each Initiate learned the Fraternal songs: No

* Each Initiate learned Phi Sigma Pi's National and Local History: Yes

* Each Initiate received an 80% or higher on National exam: No

* Each Initiate received constructive feedback on their Initiation Program requirement progress: Yes

I affirm that the information I am submitting above is accurate and is valid according to the policies of Phi Sigma Pi National Honor Fraternity.
 *Please enter your name and the date exactly as it appears below the box.

Suzanne Schaffer 8/17/2018

Suzanne Schaffer 8/17/2018

Back Step: Validation **Continue** (Receipt)

Step 5: Print the receipt and confirmation page for your records.

Chapter Standards of Excellence (CSE) > Save

Recruitment/Initiation Planning >

Recruitment Form

● Overview ● Selection ● Enter Information ● Validation ● Receipt

Step: Receipt Go to Task Center

CSE: Recruitment

Directions:

Print your receipt for your Chapter Records.

If you have any questions about your submission please contact the National Office at psoffice@phisigmap.org or 717-299-4710.

Summary

Title:	Recruitment Form
Description:	
Batch #:	180817I-000-12
Transaction #:	92504
Date Submitted:	8/17/2018 12:44:59 PM
Submitted By:	SCHAFFER, SUZANNE

Step: Receipt Go to Task Center

You are finished.