KOI Student Society Recruitment Process & Selection Criteria

Student Society members are integral to the organization, serving as vital representatives for KOI students and their interests. Moreover, these students are expected to embody the values and qualities of true leaders. Therefore, admission into the KOISS requires a thorough screening process and specific criteria, ensuring that members possess the necessary attributes to fulfill their roles effectively.

I. Selection Criteria

The selection criteria will comprise two components: General Criteria and Specific Criteria. General Criteria encompass eligibility requirements for all positions except Volunteers, while Specific Criteria defines the skills, values, and qualities sought in applicants for particular KOISS positions.

a. General Criteria

Student(s) must have all of the following criteria to be eligible for KOI Student Society:

- Full-time commencing or current students of King's Own Institute for Trimester 1, 2024;
- Attendance record of 75% to 100% to all subjects;
- Minimum GPA of 3.5;
- Clean Disciplinary Record; and
- Previous leadership experience or membership in extracurricular activities.

b. Specific Criteria for Social Media Officer

Student applicant(s) for Social Media Officer must show the following skills and qualities to be considered for this KOISS position:

- Proficiency in using social media platforms: Facebook, X, Instagram, Pinterest, TikTok;
- Ability to create engaging content using Canva or Adobe;
- Good writing skills for composing captions, tweets, and posts;
- Effective time management for scheduling posts, content creation, and managing multiple social media accounts; and
- Collaboration and teamwork with other members of KOISS.

c. Specific Criteria for Event Management Officer

Student applicant(s) for Event Management Officer must show the following skills and qualities to be considered for this KOISS position:

- Ability to organise and plan events from start to finish;
- Clear and effective communication skills;
- Strong problem-solving skills and ability to work under pressure;
- Flexible to last-minute changes and unforeseen circumstances; and
- Ability to work collaboratively with other KOISS members and volunteers.

d. Specific Criteria for Core Volunteers

Unlike other core positions of KOISS, applicant(s) for volunteer positions does not need to meet the General Criteria. But to be eligible for this position; it is still expected for students to have the following:

- Willingness to help and organise to one or more events of KOISS;
- Ability to collaborate with KOISS members and shows positive attitude in volunteering and overcoming challenges; and
- Reliable to fulfill duties and responsibilities assigned.

II. Recruitment Process

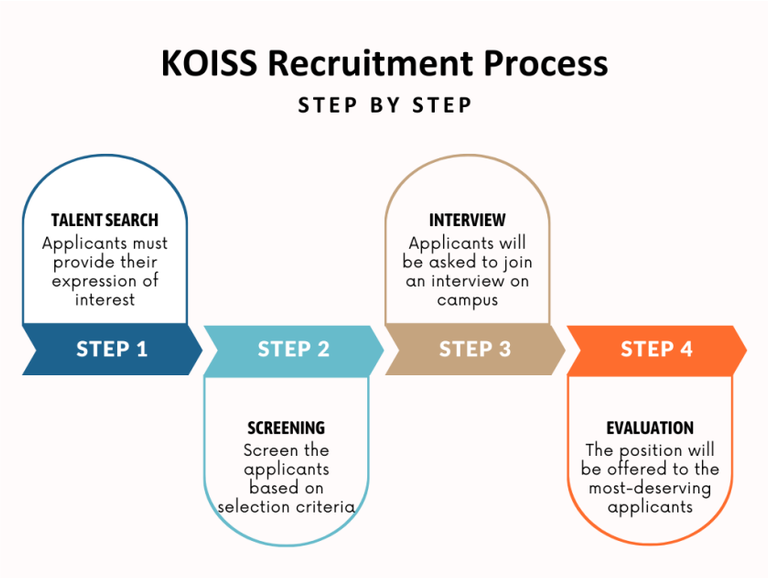

Figure 1. Step-by-step recruitment process

Step 1: Talent Search

All applicants must provide their expression of interest by answering the Google Form survey. They need to fill out the form which consists of the following questions: one position they are interested in joining, their previous experiences as a leader or member; and how much time they are willing to devote for the student society.

Step 2: Screening

The applicants will be screened based on the selection criteria: general and specific outlined above. The Student Engagement Coordinator will verify the information of the applicants to identify whether they are eligible to be a KOISS member based on general criteria. The KOISS President on the other hand, will look for applicants who match the specific criteria and their skills on the position they are applying for.

Step 3: Interview

Screened applicants will receive an email to join a face-to-face interview with the panel (KOISS President and Student Engagement Coordinator). Failure to attend the interview means forfeiture of the application.

Step 4: Evaluation

After all the applicants had their interview, the panel will evaluate the students based on their responses from the previous steps (expression of interest, selection criteria, interview). Successful applicants will receive a congratulatory email and detailed instructions for joining the KOI Student Society.