

Job Description: Report & Evaluation Room Facilitator

Who Are We Looking For?

A responsible adult from the sponsoring state with excellent organization skills.

Why Do We Need You?

Report Room Facilitator: Events that have appointment times for presentations, skills, etc., are given a designated “report room” where competitors arrive before the event. Competitors are not given the locations of the exact judging rooms – they only know where to report (where to arrive). As the Report Room Facilitator, you are vital to providing the first impression for competitors and helping ease their nerves. You organize the competitors upon arrival and instruct them where to go for judging. An unorganized report room will lead to an unorganized event!

Evaluation Room Facilitator: Continual quality improvement is vital to the success of HOSA’s future. We need evaluations from all competitors after they have completed their event so we know how to improve.

* The Report and Evaluation Room Facilitator roles may be combined, depending on the conference setup and room availability.

Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless if you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix G at <http://hosa.org/appendices> .

Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

Report Room Facilitator:

- Gather supplies: event competitor lists, appointment times/labels.

Evaluation Room Facilitator:

- Ensure you have enough post-event evaluations for all competitors.
- Gather Supplies: pencils, clipboards (if evaluations are completed outside the event room doors).
- Ensure the room used for evaluations is set with tables – if not, add clipboards to your list of supplies.

During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

Report Room Facilitator:

- You are in charge of the report room and must ensure the check-in runs smoothly. Greet competitors and provide a welcoming environment.
- Notify competitors when their appointment time is approaching – letting them know who is up next, who should be “on deck” waiting, if the event is running on time, etc.
- Supervise competitors while they wait to compete.

Evaluation Room Facilitator:

- Distribute post-event evaluations to all competitors.
- Thank competitors for their participation and wish them luck in their future health careers!

After the Event

- Return any paperwork to Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.