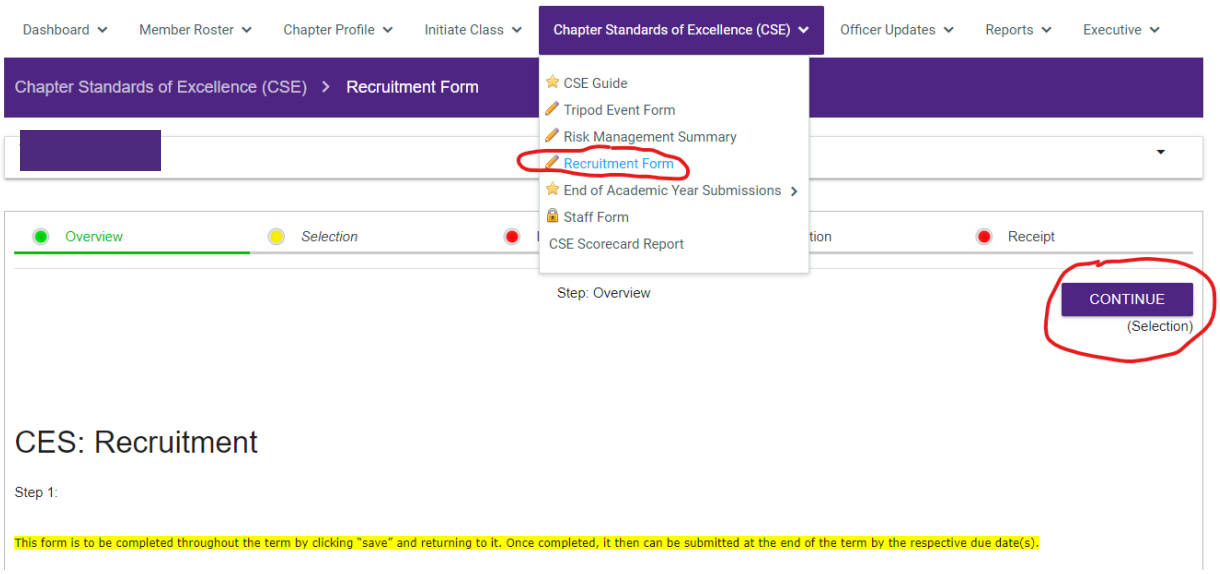
Recruitment Form Instructions
To view this form's due dates go to: phisigmapi.org/duedates

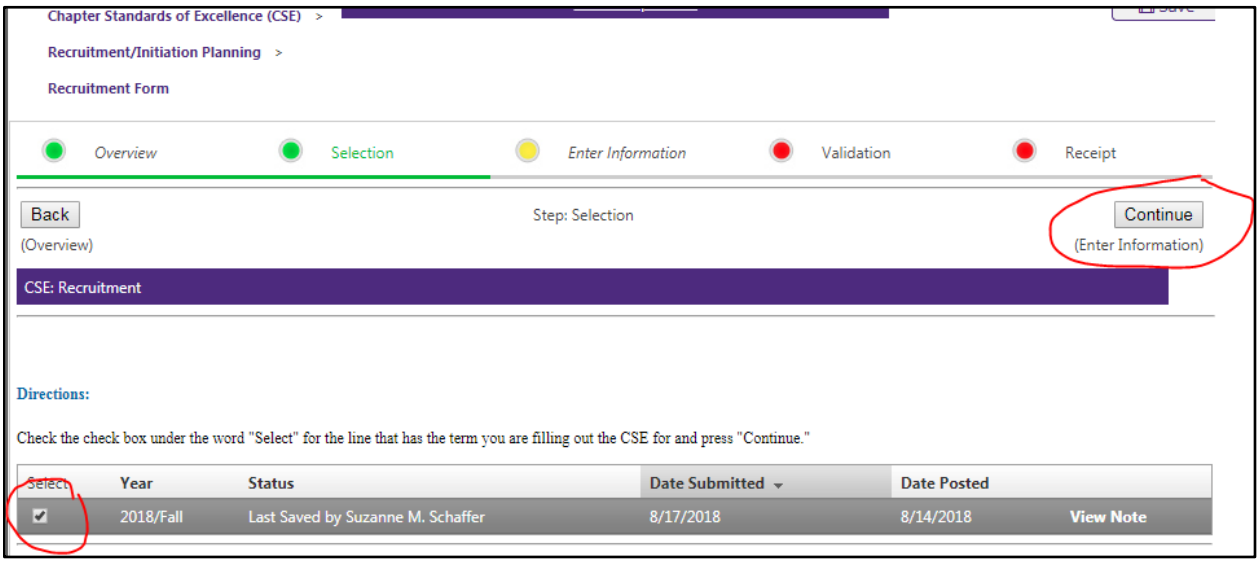
Log in to: chapteradmin.phisigmapi.org
Select "Chapter Standards of Excellence" > "Recruitment Form"

Start the 5 Step Process

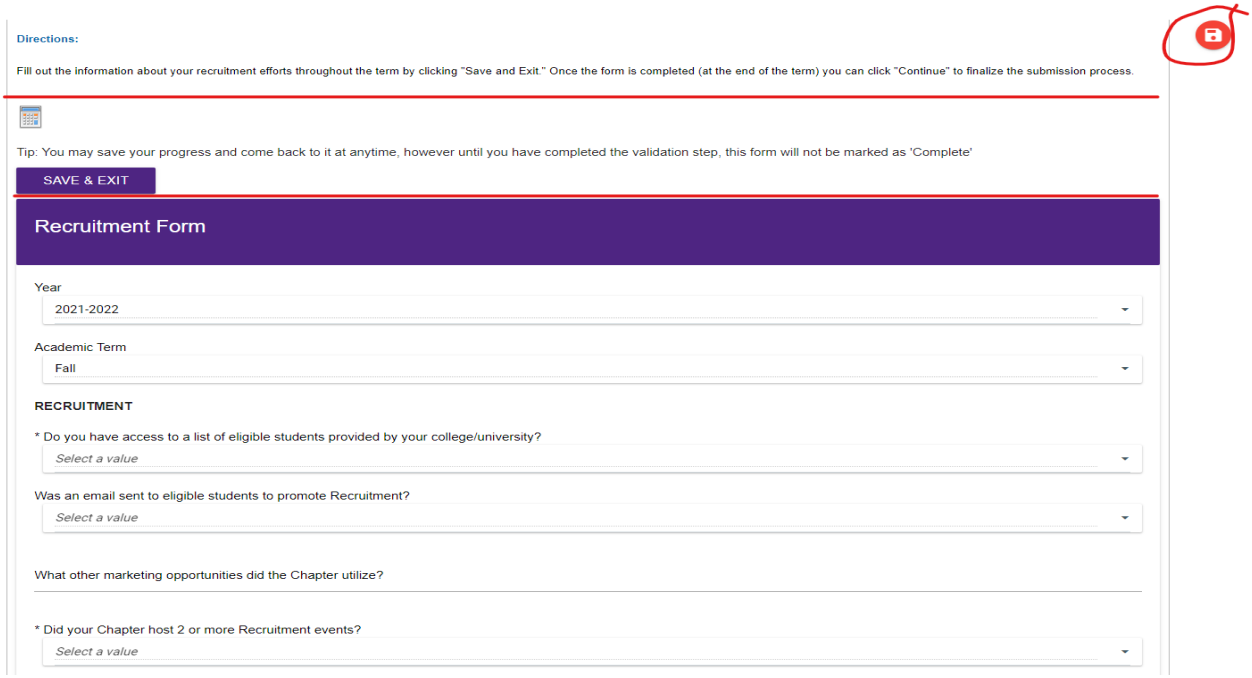
Step 1: Read through the Directions and then click "Continue."



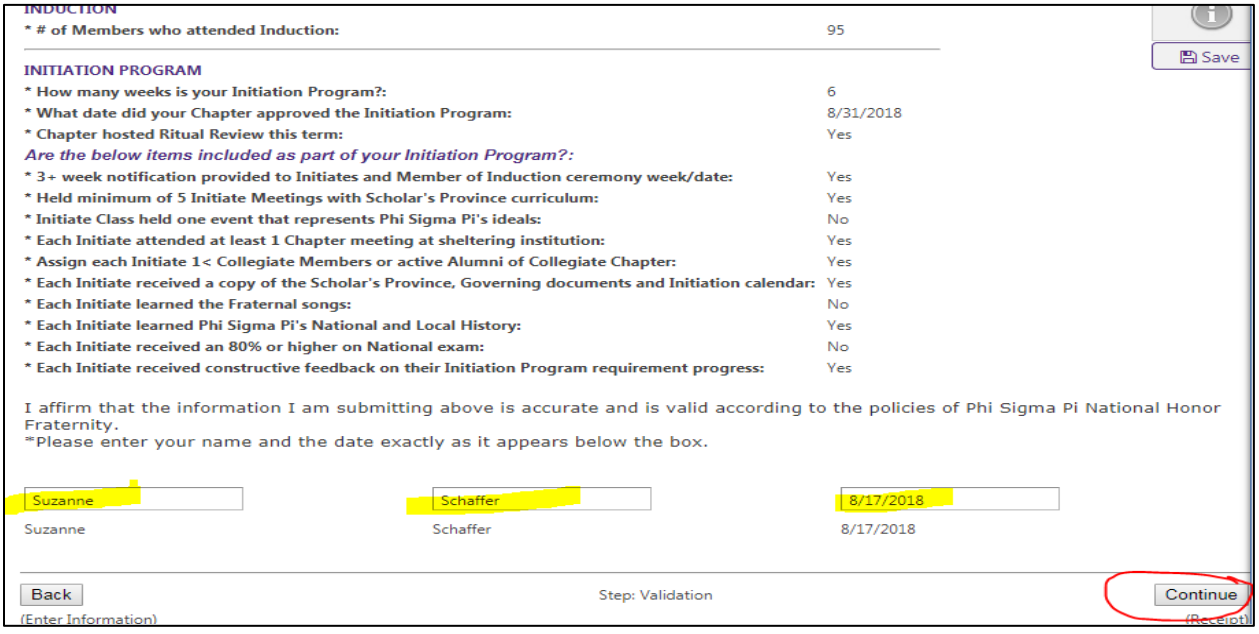
Step 2: Check the academic year and then click "Continue." Please note that this form is to be completed throughout the term by clicking "save" and returning to it. Once completed, it can then be submitted at the end of the term by the respective due date(s).



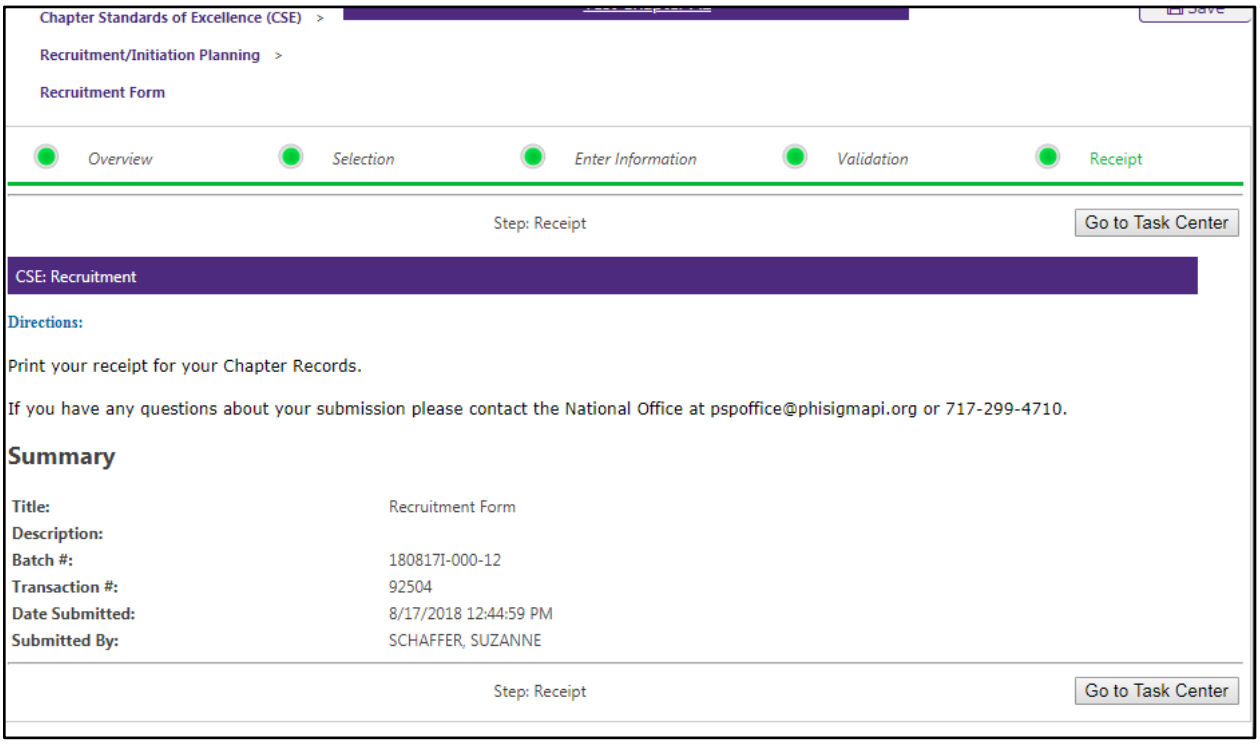
Step 3: Complete the sections that are relevant for the current term's time then click "Save & Exit." For example, the top portion of the form can be completed while the Chapter is working through the recruitment. Then save and come back afterwards to the saved form by selecting it and completing the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



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.



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



You are finished.