
**GENERAL PROCEDURES ON SELECTING AND TRAINING
STUDENTS FOR EXTERNAL COMPETITIONS**

1. The External Affairs department representative announces to faculty members that there is recruitment for the members of the pool of accounting students who will be representing the university in external competitions.
2. Based on business case presentations in their courses, faculty members recommend students who have the potential to be members of this pool. Criteria include excellent oral communication skills, excellent accounting skills, excellent Powerpoint presentation skills and pleasant personality.
3. The External Affairs department representative contacts the recommended students and invites them to audition. The External Affairs department representative groups the student-applicants into groups of three.
4. The External Affairs department representative distributes a business case to the groups for their analysis and discussion.
5. The groups prepare Powerpoint presentation of the business case.
6. The External Affairs department representative invites 3 to 4 faculty members who will act as panel members during the business case presentation.
7. On a specified date, the groups present their business case analysis using Powerpoint in front of a panel of faculty members.
8. After all the presentations, the panel ranks the student-applicants and deliberates who among the students will be recommended to the pool.
9. The External Affairs representative prepares a report to the Chair recommending the students to the pool.
10. The Chair approves the report and forwards the report to the External Affairs Director.
11. The External Affairs Director trains the selected students for the different external competitions. The External Affairs Director taps faculty to assist in the training of the students.