



Applicant Interview Questions

The interview should be scheduled within 24 hours of receipt of application and completed at earliest opportunity. The Launch Director Consultant must keep the applicant informed of the progress of the interview process prior to the following meeting.

Applicant Name: _____ Company: _____

Interview Completed By: _____ Interview Date: _____

Section 1 - Getting to Know the Applicant

What is your business? _____

What is your professional classification? _____

What aspects of your business do you enjoy the most? _____

What are your favorite types of projects to work on? _____

What parts of your business are the most profitable or rewarding to you? _____

Section 2 - Business Experience

How long have you been in your current profession? _____

What lead you to start/get involved in your business? _____

Is a license required for your industry? Yes No What states are you licensed in? _____

What sets you apart from your competitors? _____

What was the most memorable day in your profession? _____

Section 3 - Networking Experience

Currently, where do you find most of your new clients? _____

Have you ever participated in BNI®? _____

Do you belong to any professional or trade organizations? _____

Do you belong to any business networking organizations? _____

Have you ever held a leadership role in an organization? Yes No What positions? _____



Section 4 - Reasons for Joining BNI®

How did you hear of BNI®? _____

Have you ever worked with or done business with anyone in the chapter before? _____

Why did you decide to apply to BNI®? _____

What would you say are the strengths you bring to the BNI® Chapter? _____

What do you expect to receive from BNI®? _____

Section 5 - Commitment

BNI® is a 52-week-per-year business activity which requires commitment in order to attain results. (Please explain the importance of each commitment while asking the questions below.)

Will the _____ start time on _____ each week pose any problems for your schedule? Yes No

Are you able to arrive on-time and stay through the entire meeting? Yes No

If you cannot attend the meeting, would you be willing to send a substitute? Yes No

During the Chapter Launch Process, all members must sponsor one new member. This is vital to the success of the chapter. What is your ability to invite visitors? _____

Are you willing to send invitations to the chapter kick-off event? Yes No

If asked, would you be willing to serve on the Leadership Team? Yes No

Are you willing to participate in Member Success Program and Leadership Team Training?
 Yes No

Review and confirm acceptance of expectations surrounding attendance, inviting, participation in trainings and One-to-Ones from the member expectations.

Next Steps for the Chapter Launch Director:

- Complete Reference Check and Background Research (can be delegated)
- Communicate application status with the applicant before the next meeting (can be delegated)
- Personally invite the applicant to attend the next meeting (can be delegated)
- If accepted, process application so applicant is on the core group roster

Next Steps for the Applicant - Up Acceptance into BNI®:

- Review and sign the Start-Up Member Expectations
- Submit membership fees to BNI®
- If payment is made via credit card or PayPal, forward receipt to the Chapter Launch Director