

# Membership Committee Applicant Interview and Reference Check Questions

## Reference Check Questions

To assure the quality of new Members to our organization, the Membership Committee must check two business references that can vouch for the individual's business excellence.

1. How long have you known the applicant in a business capacity?
2. What is your business relationship with the applicant?
3. Overall, describe HOW the applicant conducts business in regard to his/her products or services offered?
4. Are you aware of any grievances by anyone regarding the products/services offered by the applicant?
5. Does the applicant keep and follow-up on commitments?
6. Would hire/work with the applicant again? Why?
7. Do you have anything to add on behalf of the applicant?

## The Interview

Let's help to set the expectations of membership when interviewing an applicant. Keep in mind that this is just a place to start the conversation. You can add any questions you feel are pertinent or applicable to your Chapter's needs.

1. Why did you decide to apply to BNI®, specifically our Chapter?
2. What would you say are the strengths you bring to BNI® and our Chapter?
3. What do you expect to receive from BNI® and from our Chapter?
4. Have you ever been convicted of a Felony?
5. Have you ever been a member of any other BNI Chapter? If so when and where?
6. Will the start time pose any problems with your schedule? Are you able to stay for the full meeting duration each week?
7. BNI® has a clearly defined attendance policy. I'd like to review it with you now, so you have a clear understanding of the policy. You are allowed up to three absences within a rolling six-month period. If you have four absences during that time, you may be asked to leave the Chapter or have your membership put on probation. If you have a substitute, you are not considered absent. A substitute does not have to be from your office/business. They can be anyone who is willing to attend the meeting and speak on your behalf at the meeting.
8. Do you have questions about this attendance policy? Are you willing and able to commit to this?
9. If you cannot attend a meeting, will you be able to have a substitute present?

10. Quarterly, our Chapter holds special events that focuses on increasing referrals for our Members. Are you willing to send invitations to people you believe would benefit from an increase in referrals?
11. In reviewing your application, we want to make sure we understand what niche you will be representing in our Chapter. What specific products and services do you offer in your industry? Is there an area in which you specialize?
12. Is a license required to practice your profession in this state (or any neighboring states)? If so, what is your license number?
13. Are you also bonded and insured, if required for your profession?
14. What do you like most about what you do regarding your profession?
15. Have you ever applied to another BNI Chapter? What was your experience?
16. Do you belong to other networking organizations? What was your experience? Do you understand BNI's Policy of not belonging to other hard contact networks that limit one per profession and pass referrals?
  
17. All new Members are required to complete a Member Success Program within the first 60 days of Membership, this is an online program are you willing to complete the program?
18. All Members participate in our Passport to Success Mentor Program. Are you willing to dedicate time outside the weekly meeting to conduct One-to-Ones with your fellow Members as part of this business building activity?
19. In the next six to 12 months you will be asked to be in a leadership role. Are you willing to consider which role may be appropriate for you and step into a leadership role when the time comes?
20. Are you aware that this Chapter has additional dues to cover chapter expenses? The amount is \$\_\_\_ per week/month/quarter and it is payable to the Secretary/Treasurer upon acceptance of your Membership Application.
21. You may have noticed on your application that upon your acceptance to BNI®, fees are nonrefundable without exception. Your application has not yet been accepted.
22. Is there any part of the application review process that has made you become aware that this organization may not be a good fit for you or your business?
23. What reservations do you have about membership in BNI®?
24. Do you have any questions for me about BNI® or our Chapter?
25. "Please let your references know that we will be calling them. This helps to expedite the application process.

**Thank you for your time today.**

**The Membership Committee will let you know the status of your application before the next meeting.**