



## New Member Interview Procedure

Procedures for interviewing need to be different today than those used in years gone by due to the nature of modern personal and business life. It is important for the Lodge to develop and use contemporary interview procedures for new members. Introducing standardised modern procedures will ensure members will know:

- What is required including the time lines
- The various and correct questions to be asked
- The correct people to be involved
- The correct documents to be used
- The standard and qualifications that are expected.
- Grand Lodge's involvement.

How To:

1. Study what is required from the Book of Constitution
2. Compile the Lodge's own interview form.
3. Provide some material on interviewing techniques to panel members
4. Learn from other successful lodges on the manner they conduct their interviews.

Tips:

- Establish an interview form which covers many aspects of the Candidates life, including family etc.
- Select those who attend the first interview dependent on age etc.
- Document the minimum number of referees the candidate will require and make sure he is aware of this requirement. You may consider allowing an interview to take place prior to the full list of references being received
- Involve the wife/partner early on. (Without her support he will not retain his membership for long).

