

## Procedures to Interview Candidates - 2 or more:

### General Notes:

- The Interview Team consists of 2 members of the Board.
- The Board members chosen should not personally know the candidates.
- Interviews take place at a convenient location for the Team. This can be after a meeting, or at their place of business, or a public location.
- Interviews are 15 min in length.
- Ideally interviews are conducted face-to-face. If it is impossible, a conference call can be completed.

### Interview Procedure:

1. The candidates are given a time and date for their interview. The candidate must make time to be there as the interview team has limited availability.
2. Interviews are conducted in a location convenient to the interview team. This is arranged ahead of time with the Interview team.
3. There can be flexibility as to the order (i.e. first interview at 1:00, next one at 1:15 and so on) so if 1:00 was better for one candidate whereas the other was better at 2:15, the last time slot, that was accommodated where possible. The time allotted for each interview was the 15 minutes.
4. The face to face interview is also a good opportunity to get to know "the person" behind the businessperson that we meet at the meeting,
5. Once the interviews are completed the Interview Team summarizes their answers and will suggest a candidate to the Board.

### Here is a list of possible questions:

1. How long have you been in this business and what volume of business do you do?
2. What are your personal goals for your business?
3. What do you hope to get out of BNG?
4. How do you think BNG will be beneficial for you?" (helps to find out whether they plan to just get business for themselves or also be able to obtain good sources to refer their clients to)
5. Do you belong to any other networking groups?
6. What community organizations do you belong to (if any)
7. Do you have existing relationships with other Mortgage Broker, Lawyer, Insurance people, etc. that would prevent you from being able to refer that type of business to the members of the group?
8. Are you able to attend meetings bi-weekly? Are there family commitments that conflict with coming in the morning?