



LEVEL 3: UNIT RESOURCES

Attract > Interview Prospective Members > *Screening and Interview Process*
Techniques for Screening Prospective Candidates [support material]

The following list includes several ideas and good practices that sponsors have used successfully when screening prospective candidates and preparing them for interview.

1. Be familiar with the following:
 - a. The Rules in the Book of Constitutions relating to candidates and membership.
 - b. The [Summary of Ancient Charges & Regulations](#), particularly paragraph 14.
 - c. The [Aims & Relationships of the Craft](#).
 - d. The declaration an applicant is required to make on the Grand Lodge Registration Form.
2. Be satisfied that you know the prospective candidate well enough to propose them with confidence, such that they “will reflect honour on your choice”.
3. Tell them about Freemasonry and what we are. Be confident and enthusiastic about your own membership and be open with them, willing to discuss your experience of the Craft and what it means to you.
4. Refer them to the UGLE and Provincial websites as well as the increasing number of videos that are becoming available, such as the Sky TV documentary, “Inside the Freemasons”.
5. Over a period of time, and without conducting any form of interview, gather from the prospective candidate the information you will require to determine whether they [meet the qualifications for membership](#).
6. Invite them and their wife or partner to social events organised by your Lodge, and others. This will enable them to meet, and be introduced to, other members of your Lodge and their wives / partners, to allow them all to consider whether they are likely to become friends.
7. Accompany them to White Table evenings, or their equivalent, where they may hear others talking about Freemasonry, and have the opportunity to hear answers to their questions and those asked by others.
8. Invite them to meet Lodge members in the bar following a Lodge meeting, or to attend an open Festive Board.
9. Encourage Lodge members to meet prospective candidates at such events as above, to help them satisfy themselves that they will find the prospective candidate acceptable.
10. Introduce the prospective candidate to the websites published by UGLE, your Metropolitan / Provincial / District Grand Lodge and your Lodge.
11. Encourage them to look at other websites, being careful to avoid those that are misleading or inaccurate.
12. Provide them with other [resources and sources of information](#), such as booklets, DVDs, etc.
13. Discuss with them their findings from their research into Freemasonry, and their response to what they have learned.
14. Check the prospective candidate’s availability for Lodge nights, rehearsals and Lodge of Instruction. If they are not available, they may be better suited to another Lodge.
15. Discuss with them the costs of membership, including charitable donations. Be open, accurate and as complete as possible. Give them a copy of the [time and cost commitments expected by the Lodge](#) obtained from the Lodge Membership Officer, and explain their relevance.
16. Do not hide any costs or apologise for them. Explain that they may rise if he increases his involvement in Freemasonry over time.



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17. Be alert for any concern about costs, and whether they might create any issues for him. Confirm that he feels able to afford the costs and is free to do so, and that his wife or partner will be comfortable with his spending that amount of money on what they will consider to be a hobby. That is, that his other commitments or financial obligations do not prevent him from taking on added expenditure.
18. If the cost of joining your Lodge is prohibitive another may be more appropriate for him. In such a case you might refer him to another Lodge, either directly or via Metropolitan / Provincial / District Grand Lodge.
19. Invite him to ask any questions he may have about Freemasonry and the Lodge. Be prepared to answer his questions confidently and openly. If you are unable to do so yourself, then either research the topic or find another member who can help.
20. Explain that (1) there are several stages in a Freemason's journey, starting with the three Craft degrees and culminating in the Royal Arch; (2) there is also a sequence of offices that usually lead to a member serving as Master of the Lodge; (3) the extent to which any member progresses is entirely at his own discretion; (4) taking office brings responsibilities that require learning, attendance and commitment.
21. Explain to the prospective candidate the Craft's expectation that its members maintain the highest standards of behaviour.
22. Help him to complete the Grand Lodge Registration Form. Discuss with him the questions and declarations on the form. Explain the relevance of each item and how the information he provides will be treated.
23. Discuss with him the circumstances behind any question to which he can give only a qualified answer. Obtain from him evidence of, and any background information relating to, any such qualifications. Encourage the applicant to be completely honest and open.
24. If the applicant is asked to complete any survey or questionnaire by your Metropolitan / Provincial / District Grand Lodge, then encourage him to complete it.
25. To prepare him for the interview, explain that it is an important and formal part of the joining process but will be conducted in a friendly manner. Explain who will be present, the dress code and the issues he will be asked about.
26. Avoid giving him the specific questions or coaching him as to the answers he should give. Instead emphasise the importance of honesty, that some questions will have no right or wrong answers and that the interview is concerned with determining whether the man is right for the Lodge and the Lodge right for the man.
27. Attend the interview to introduce the applicant, sit with him and be ready to answer any questions the Interview Panel may have of you.
28. Be ready to explain to the Interview Panel why you consider the applicant to be a suitable candidate for Freemasonry and your Lodge in particular.