

# Coaching Interview Checklist

By Kimberly French

- Selecting a Coach
  - Analyze what you need in a new coach.
  - Read the resumes of the candidates beforehand.
  - Set up a time and control the environment so that you are not interrupted.
  - Allow ample time for the interview.
  - Ask the same questions to all candidates to ensure a sound basis for comparison and ranking.
  - Develop a rating system.
  - Be observant during the testing.
  - Take note of whether the candidates were on time and were professionally and appropriately attired.
  - See if the candidates come prepared with copies of their coaching philosophy and any other material.
  - Jot down the candidate's answers as soon as possible after the interview.
  - Use a tape recorder to preserve all the answers.
  - Check a few of the references.
- Interview Questions
  - What type of coaching do you offer?
  - Do you coach in specialized areas?
  - Do you work with groups or individuals?
  - Do you have a "minimum" number of sessions?
  - What is a standard length session?
  - What is your coaching philosophy?
  - What is expected during sessions?
  - Do you assign extra work between coaching sessions?
  - Do you charge by the hour, the session, or the project?
  - Do you guarantee your work?
  - Do you have a cancellation policy?
  - Do you offer a trial coaching session?