

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?