Coaching Interview Checklist

Created: 12/29/2011

# Tasks:

☐ **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?**