## 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 interrupt ed.
		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 profession ally 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?