

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?