The (Ideal) Selection Process for Employing a Coach

- Plan to recruit
- Create a job description and person specification for the coach you want to recruit
- Create the application pack (including the application form and any other key information about the post and your organisation)
- Vacancy advertised
- Short-listing (with a panel)
- Formal interview (including a practical coaching element)
- Identify successful candidate/s
- Feedback to unsuccessful candidate/s
- Carry out pre-employment checks
  - CRB
  - Qualification check
  - References
  - Asylum and immigration
  - Medical clearance
- Draw up appropriate contract: contract of employment (for an employed coach)
- Coach induction

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