

# Executive Coach Interview Worksheet

Use this worksheet for recommended questions and observations when interviewing each potential coach. The worksheet is organized around the three areas of consideration critical to assessing a coach: 1) alignment with your developmental objectives; 2) your chemistry together; and 3) the logistics of working together or “engagement.”

	“Fit” Element	Rating (Low–High)					Observations & Questions
		1	2	3	4	5	
<b>Alignment</b> The Coach’s experience matches my developmental objectives.	<ul style="list-style-type: none"> <li>Experience with my position/industry</li> <li>Experience with leadership competencies I want to develop (e.g. executive presence, leadership style, conflict management, etc.)</li> <li>Certifications, training, programs and materials that address my specific needs</li> <li>Outcomes of the process are clear and match my expectations/needs</li> </ul>						<ul style="list-style-type: none"> <li>Review bio and highlight industry/ competency experience.</li> <li>What’s your experience in this field?</li> <li>How have you helped others in my situation? (Explore specific examples.)</li> <li>What prepares you to address my challenges?</li> <li>What process/tools/assessments would you recommend?</li> <li>What outcomes should I expect? What benefits /value will I receive? Why should I invest in coaching?</li> </ul>
<b>Enlightenment</b> This Coach will be effective in challenging, energizing and developing me.	<ul style="list-style-type: none"> <li>Synergy between the Coach and I</li> <li>Compatible communication styles</li> <li>Ability to challenge me – “gets” my learning style... but doesn’t let me get by with anything</li> <li>Values match; relate-ability; likeability</li> <li>Inspires me to higher level of performance</li> <li>Enjoy spending time with this coach/feel more empowered after interactions</li> </ul>						<ul style="list-style-type: none"> <li>Time flew when with this coach.</li> <li>Coach uses business language and phrases that resonate with me. Pace and structure of communication is in sync with mine.</li> <li>I experienced challenge. I was motivated and inspired by the Coach’s style during this interview.</li> <li>What is your coaching approach?</li> <li>How would you describe your style? Direct? Soft? In-between?</li> <li>Why are you the right coach for me? How do you assess our fit?</li> <li>What opportunities do you see for me? Why is coaching right for me?</li> </ul>
<b>Engagement</b> Process and logistics fit my needs /schedule.	<ul style="list-style-type: none"> <li>I understand and am excited about the process I would follow with this coach</li> <li>The frequency, duration and location of meetings works for me or is negotiable</li> <li>I know the actions to take to get started</li> </ul>						<ul style="list-style-type: none"> <li>What’s the coaching process?</li> <li>How frequently and for what duration do we meet? Can you accommodate my schedule/ location/preferences?</li> <li>What are next steps? How do we get started?</li> </ul>
<b>TOTAL:</b> Calculate overall “fit” by totaling your scores across all columns							<b>COACH NAME:</b> _____ <b>OVERALL SCORE FOR THIS COACH:</b> _____