

CANDIDATE	INTERVIEWER	DATE	STAGE
INTERVIEW QUESTIONS · LIFE COACH			
1	What experience do you have as a Life Coach?	1 2 3 4 5	
2	How would you describe your approach to working with clients?	1 2 3 4 5	
3	What methods, techniques, and strategies do you use in personal development coaching?	1 2 3 4 5	
4	How would you handle a situation when a client is not responsive to the work being done together?	1 2 3 4 5	
5	What type of goals have been successful for past clients and why did they work well?	1 2 3 4 5	
6	Are there any particular areas that are your specialty when it comes to life coaching or personal development coaching?	1 2 3 4 5	
7	What strategies do you have in place to help clients stay focused and motivated?	1 2 3 4 5	
8	How regularly do you communicate with clients?	1 2 3 4 5	
9	Are there any resources or materials that you provide to your clients for their continued growth?	1 2 3 4 5	
10	Do you work independently or do you involve a team when providing coaching services?	1 2 3 4 5	
OVERALL ASSESSMENT			
CRITERIA	SCORE (1-5)	NOTES	
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5		
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5		
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5		
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5		
Communication Team building and communication skills.	1 2 3 4 5		
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5		

CRITERIA

SCORE (1-5) NOTES

Directional Fit

A step forward, or backward, in their career?

1 2 3 4 5

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.