

Safe Recruitment – Employing a Coach



1

Be ahead of the game and plan – allow yourself time to recruit well

2

Create a job description and person specification for the coach you want to recruit

3

Create an application pack (including a detailed application form and some general information on your organisation and the role)

4

Vacancy advertised

5

Short-listing (ideally with a panel of colleagues to ensure a fair process)

6

Formal interview (including a practical coaching element)

7

Identify your successful applicant. Prepare and give quality feedback to any unsuccessful applicants

8

Check references:

- Check if someone has the legal right to work in the UK
- DBS
- Qualification check
- References
- Medical clearance

9

Draw up appropriate contract: contract of employment (for an employed coach)

10

Induction and training