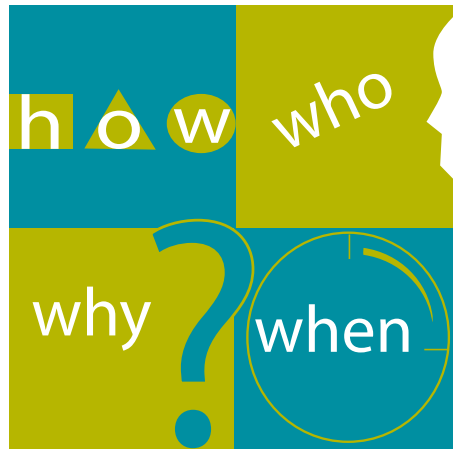


# biographical interview of new Coachee

Fill out and/or use as guide during a first phone call or face-to-face meeting.



For a new coachee or mentee

To “break the ice” and “set the stage”

In the beginning of the relationship



## Cautions:

- Allow the interview to flow comfortably
- Avoid judgment
- Allow enough time to understand the answers
- Value the purpose of the interview
- Ask related follow-on questions



“Last night, as I was sleeping I dreamt - marvelous error! - That I had a beehive here inside my heart. And the golden bees were making white combs and sweet honey from my old failures.”  
*David Whyte*



Buckingham, M. & Coffman, C. (1999). *First Break All Rules*. New York, NY: Simon & Schuster. pp.225 & 226.

## PERSONAL

1. Tell me about yourself and where you grew up?
2. About what are you most proud?
3. What have you learned from any setbacks as well as successes?
4. How do you manage stress and your work-life balance?
5. Do you have any personal goals or commitments you would like to tell me about?
6. Anything else?

## WORK-RELATED

1. Outline your career for me. (Option: “Walk me through your resume.”)

# biographical interview of <sup>new</sup> Coachee

2. Tell me about your responsibilities. (Option: “Draw me the organization as you see yourself in it.”)

What are your goals for your current role? (Measures, scores, timelines)

3. What do you enjoy most about your work experience?

Least?

4. What do you think your strengths are? (Skills, knowledge, abilities, talents)
5. What are your challenges/obstacles/weaknesses?
6. Have you had any really productive partnerships, coaches, or mentors? What made them helpful?
7. What are your future growth goals, your career goals?

## COACHING GOALS

1. What brings you to this coaching opportunity?
2. On what would you like to focus?

What will it look and feel like when you get there?

What will others say?

Why this, and why now?

3. Is there anything else that might help us work well together for the success of the coaching work we do?



- Keep the interview notes (with permission) for reference
- Suggest a homework assignment related to the goals discussed