Tips for Matching Coaches and Coachees

* Ask Coachees to fill out the Coaching Questionnaire found in the Resource Suite of Tools, which includes questions like:
	+ What characteristics do I want in a Coach (gender preference, language needs or area of focus)?
	+ What is my experience with coaching?
	+ What are my expectations for coaching?
* Create short introductory Coach profiles that can be shared with Coachees. The profiles can include resumes or a short bio that is submitted when they apply to be a part of your initiative. If you are tech savvy, have coaches submit a short one to two-minute video bio. These bios will provide the area of expertise the coach focuses on.
* Consider hosting a “meet and greet” event for the Coaches and Coachees participating. You will be able to observe in real time the chemistry between Coaches and Coachees.
* Look for areas of commonality and compatibility. It is also helpful to gain insight from your partner organization’s point of contact.
* It is important to be vary transparent with Coachees. Establishing a mindful process and sharing that with all parties will lead to successful coach pairings. There may be times that the chemistry is not working for the Coach or the Coachee. Keeping the communication open is important to the success of the overall program.