



Online Interview Checklist

Purpose: Use this checklist to run a structured 30-minute online interview and decide whether the candidate should be invited to a practical interview.

Time	Stage	Checklist
0–3 mins	Welcome and set expectations	Welcome the candidate, confirm they can hear and see you clearly, thank them for attending, explain the interview will last around 30 minutes, outline the structure, and confirm the aim is to learn more about them and explain the next stage.
3–6 mins	Outline the interview process	Explain the current interview stage, what you're looking for, how the practical interview works, when decisions will be made, and what communication they can expect afterwards.
6–12 mins	Find out about them	Ask them to talk through their background, relevant experience, current role or studies, why they applied, what they know about the company, and what interests them about the opportunity. LISTEN!! Let them talk.
12–18 mins	Experience and suitability	Ask about coaching, teaching, communication, working with children or young people, handling different ability levels, reliability, organisation, and examples of when they have taken responsibility.
18–22 mins	Scenario questions	Ask how they would manage a disengaged player, support a nervous child, deal with a parent question, keep a session safe and organised, and adapt if a session plan was not working.
22–25 mins	Availability and practical details	Check location, travel, availability, notice period, preferred working hours, right to work if relevant, qualifications, safeguarding experience, DBS status if relevant, and any training needs.
25–27 mins	Candidate questions	Invite the candidate to ask questions about the role, sessions, expectations, training, pay, progression, or practical interview stage.
27–30 mins	Close and next steps	Thank them for their time, explain when they will hear back, and, if suitable, arrange or provisionally discuss a practical interview date, location, arrival time, what to prepare, who they will meet, and what they will be assessed on.



Suggested Questions

- Can you tell me a bit about yourself and your background?
- What interested you in this role?
- What experience do you have working with children or young people?
- How would you describe your coaching or communication style?
- Tell me about a time you had to manage a difficult situation.
- How would you keep a player engaged during a session?
- What does a safe and well-run session look like to you?
- What are your strengths, and where would you still like to improve?
- What availability do you have each week?
- If successful, when would you be able to attend a practical interview?

Practical Interview Arrangements

- Confirm whether the candidate is being progressed to a practical interview.
- Agree the date, time, location, and expected duration.
- Explain what the candidate should wear and bring.
- Explain they will receive a Practical Interview Handbook.
- Explain what will be assessed, including communication, organisation, safety, confidence, adaptability, and rapport with participants.
- Confirm when they will receive feedback after the practical interview.