



Tools for Hiring Peer Coaches and Supervisors

This section of the toolkit contains a hiring “packet” that your program director/school leader can use and adapt to recruit and hire **peer coaches**, including a peer coach job description, application, interview questions & rubric, and contract. This section also features a job description you can use and adapt for **peer coach supervisors**.

Tools for Hiring Peer Coaching Program Staff

Use and adapt the following hiring process tools as needed to meet your peer coaching program’s goals and needs:

1. [Peer Coach Job Description](#) – Use this job description when posting a peer coach job opening in your organization/school and as a guide for the key responsibilities of a peer coach in your program.
2. [Peer Coach Job Application](#) – This job application for peer coaches includes a checklist for documentation required during the application process, and sections for general contact and deadline information, relevant experience, a brief essay, and a recommendation form for a reference to fill out.
3. [Questions & Rubric for Peer Coach Interview](#) – This tool contains nine interview questions for peer coach applicants and a rubric to help the interviewer score the applicant’s answers, demonstrated skills and qualities, and experience.
4. [Peer Coach Job Contract](#) – This job contract outlines the duties, policies, and working conditions that hired peer coaches agree to upon hiring.
5. [Tips for Supervising Peer Coaches](#) – Tips for how to supervise peer coaches, such as how often to meet with them, what to discuss during check-ins, and how to provide them with constructive criticism and professional development opportunities.

Tool for Hiring a Peer Coach Supervisor

1. [Peer Coach Supervisor Job Description](#) – Use this job description when posting a peer coach supervisor job opening in your organization/school and as a guide for the key responsibilities of this supervisor in your program. You can also use this description to update a current staff person’s role if they are taking on a peer coach supervisor position.