



## Things to consider before, while and after the follow-up visit and interview

### Organisation in advance

- Do I understand the process of the evaluation?
- How much time will it take? How much time must I schedule? Will the time be suitable for the coach?
- Where will I conduct the interview? Have I organised a quiet place?
- Do I have a plan B for the day in case something goes wrong (electronic recording device gets broken, etc)?

### Organisation a few days before the evaluation

- Have I reminded the coach about the day, time and space for the interview?
- Did I make enough copies of things I need?
- Have I read through the copies to get clarity on the instruments?
- Do I understand the process of the feedback phase?

### Organisation one day before and at the day of the evaluation

- Do I have all the necessary paperwork with me?
- Do I have a phone (or other electronic device) with enough battery with me to record the interview?
- Do I have enough space on my phone to save the audiofile?
- Do I have a USB cable to transfer the data from my phone to the computer?

### Organisation after the evaluation

- Have I transferred the data to my computer?
- Have I saved the data (excel, audio, scans) as [xxx]?
- Have I scanned all documents and saved them?
- Have I uploaded the data (excel, audio, scans) to [platform] and sent the download link to [email-address]?