

Committee Members,

First and foremost thank you for your willingness to serve on the Niwot Girls Swimming Head Coach Interviews. It is greatly appreciated that you have taken the time to help us find the best possible candidate for our program at NHS. Attached you will find several documents pertaining to the interview process, a brief outline of the attached materials is listed below. It is imperative that these documents and their contents remain confidential no part of the interview materials should be shared or discussed outside of the actual interview, thank you for your understanding. The interview will be conducted at Niwot High School on Monday, October 3rd starting at 4:30 pm and I would anticipate the interview to last around an hour. I would ask that committee members arrive at least 10 minutes prior to our first scheduled interview, please check in at the front office when you arrive.

The interviews will begin with a brief presentation by the candidate on selected topics and then there will be a traditional question-and-answer session. The presentation topics and questions are attached to this email and are titled Candidate Presentation and Interview Questions. The presentation topics are set, but if you have suggestions on additional questions that should be added please let me know and we can add those to the list of questions that will be asked. Candidates will also be asked to bring in artifacts that relate to coaching and program structure, those artifacts will be available for us to review during the interview process. All of the listed documents will be provided to you in hard copy form at the actual interviews, so there is no need to print off copies and bring them with you to the interviews. If you have any questions prior to the interviews please do not hesitate to contact me. Again thank you for your willingness to serve on this committee and I look forward to working with all of you. Have a great day

- Interview Documents

- [Interview Schedule](#)

- Candidate interview times were determined based on reverse alphabetical order by last name.

- [Candidate Presentation and Artifacts](#)

- Presentation topics that will be covered by the applicant (applicants have already been given the topics so they have time to prepare).
 - Required artifacts (applicants have already been given the requested artifacts so they have time to prepare).

- [Interview Questions](#)

- Interview Questions for the Applicants (these questions can be added to or changed any time prior to the interviews, so please send me any question changes or updates. Candidates will not be given a copy of the questions until the actual interview begins).

- [Coaching Applicant Qualities from Players](#)

- Recently we had a discussion with our returning players about the qualities that are would want to see in the next Head Coach. This is a

great way to get some insight into what the players feel is important and allows them a direct opportunity to be involved in the process. Please consider these qualities during the interview process.

- Applicants

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