

GYM TRAINER/INSTRUCTOR HIRING CHECKLIST



Candidate's Name:

For the Position of:

Phone Number:

E-mail:

1. Qualifications and Certifications

- Valid personal trainer certification (ACE, NASM, ISSA, etc.)
- CPR and First Aid certification
- Relevant educational background (e.g., kinesiology, exercise science)
- Specialized certifications (strength, yoga, HIIT, etc.)

2. Experience

- Previous experience in a fitness environment (personal training, group classes)
- Experience working with diverse clientele (beginners, seniors, athletes, etc.)

3. Technical Knowledge

- Understanding of anatomy and exercise physiology
- Ability to design effective fitness programs for various goals
- Knowledge of injury prevention and proper form
- Competence in conducting fitness assessments (strength, flexibility, cardio)

4. Communication & Coaching Skills

- Clear, concise instructions when demonstrating exercises
- Strong motivational skills to engage and inspire clients
- Ability to empathize and adjust coaching style to different client needs
- Time management and session structure skills

5. Practical Skills & Live Demonstration

- Successful completion of a mock training session (one-on-one or group)
- Ability to demonstrate correct form and give constructive feedback

6. Client Interaction & Rapport

- Friendly, approachable, and professional demeanor
- Ability to build strong, trusting relationships with clients
- Client-centered approach to training and fitness goals

7. Passion & Professionalism

- Genuine passion for fitness and helping others
- High level of professionalism (punctuality, attire, communication)

8. Background & References

- Positive references from previous employers or clients
- Background check completed (to ensure safety and integrity)

9. Cultural Fit

- Alignment with gym's values and culture
- Willingness to collaborate with other team members
- Client-first mentality and team-oriented attitude

10. Trial Period or Internship

- Consider offering a trial period or internship to assess real-time performance

11. Financial Expectations

- Discuss and align on salary, compensation, and potential bonus structures
- Clarify commission structure (if applicable) or hourly rate
- Ensure alignment on payment frequency and benefits (if offered)

Hiring manager:

Date: