

Recruitment of mentors and mentees

(Refer to pages 36 - 38 of the *Guide*)

| Recruitment is about attracting and engaging mentors, mentees and their parents/caregivers who are going to be a good fit with your programme's aims and expected outcomes | Check |
|---|-------|
| Mentor recruitment plan | |
| Confirm the number of mentors to recruit and decide on a timeline for recruitment – e.g., will you recruit once annually or on an ongoing basis? | |
| Define eligibility criteria for mentors, keeping in mind the needs of the young people to be involved in the programme. List the characteristics you are looking for - skills, attributes, motivations, and backgrounds that best match the goals of your programme. | |
| Create a mentor role description that defines the qualifications, skills and attributes mentors will need to create successful relationships. | |
| Identify recruitment methods you will use to attract and source suitable mentors. Use known networks and encourage word-of-mouth promotion, e.g. current mentors, staff, board members and volunteering associations. Identify and approach organisations and businesses that can connect your programme to potential mentors. | |
| Design and create recruitment materials to attract and engage suitable mentors. | |
| Create an information pack to give to prospective mentors. | |
| Ensure all mentor enquiries are followed up in a timely fashion. | |
| Document the intake process so the mentor knows what to expect. | |
| Mentee recruitment plan | |
| Confirm the number of mentees your programme aims to support annually (or other timeframe depending on your programme model). | |
| Describe the characteristics and eligibility criteria for the young person your programme is aiming to support. | |
| Create a mentee role description to include in the mentee and parent/caregiver information pack. | |
| Confirm the referral process and establish a list the organisations/agencies that may refer young people to your programme. Decide if your organisation will accept self-referrals or parent/caregiver referrals. | |
| Create an information pack for prospective mentees and their parents/caregivers. | |
| Document the intake process so the mentees and their families know what to expect. | |

For each task listed in the Checklist on the previous page, identify your programmes strengths and areas for improvement and the plan for achieving these.

| Strengths | Improvements | Action Steps | Timeline | Input/Support Required |
|-----------|--------------|--------------|----------|------------------------|
| | | | | |