

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