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**Policy and Procedure – Matching**

**GenYZ Mentoring**

**Purpose**

The intention of this policy is to ensure we achieve the best possible outcomes for young people and mentors by making appropriate mentoring matches.

**Policy**

GenYZ is committed to making appropriate mentoring matches to ensure the best outcomes possible for young people and mentors.

Mentors and young people will not be matched until an appropriate match is available.

In making matches, program staff will consider:

* whether a mentor’s skills, knowledge and experience align to the needs of a young person
* the preferences of the young person, mentor and their parent or guardian (if applicable)
* gender or ethnicity, if relevant
* similarity between the mentor’s work experience and the career interests of the young person
* other shared interests between the mentor and young person
* similarity or compatibility of their personalities and temperaments
* any special needs of the young person
* geographic closeness and compatibility of meeting times.

Program staff will have the information and training needed to make informed and responsible match decisions.

Staff will prepare mentors and young people for their first meeting and ensure that the meeting has a clear structure and goals.

**Procedure**

The matching procedure is as follows:

1. Program staff begin matching based on information obtained from:

* the young person’s and the mentor’s applications and interviews
* any relevant referral information about the young person from parents, guardians or other professionals.

1. Program staff use the above information, the matching criteria and a Match Worksheet to identify a suitable match.
2. Program staff contact the mentor and describe an unnamed young person to determine if the mentor is able to begin the matching process.
3. If the mentor is willing, program staff contact the young person and describe an unnamed mentor to determine if the young person is happy to proceed with the matching process.
4. If mutual interest is expressed, program staff organise a first meeting for the mentor and young person in a neutral place that is comfortable for the young person.
5. At the meeting, program staff:

* make introductions
* lead the mentor to talk about their interests and why they want to be a mentor
* lead the young person to talk about their interests and what they want to get from the mentoring relationship
* encourage informal discussion between the young person and mentor.

If the meeting appears to have been a success:

* program staff will ask each party if they would like to continue with the match, or
* program staff will suggest the young person and mentor take some time to think about whether they would like to meet again, and commit to calling them both within 24 hours to discuss.

1. If the mentor and young person agree to a match, program staff organise for them to meet at least two times before they both read and sign a match agreement.

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| **Match Worksheet** |
| ***Prospective participants*** |
| Mentor: Young person: |
| Parent or guardian: |
|  |
| ***Match criteria*** |
| *Staff comments on the match’s potential against each criterion* |
| The preferences of the mentor, the young person and their parent or guardian |
| Gender or ethnicity, if these are important to the young person |
| Similarity of the mentor’s work experience and career interests of the young person |
| Other shared interests between the mentor and young person |
| Similarity of their personalities and temperaments |
| Any special needs of the young person |
| Geographic closeness and compatibility of meeting times |
| Other reasons for compatibility |
| Concerns |
| Comments |