

## Quality Practice Checklists

### 10. The Matching Process

*This list comes from a full set that was originally printed in 'A Guide to Effective Practice for Mentoring Young People', 2007, Office for Youth, Department of Planning & Community Development'*

#### Key Points

- The needs and interests of the young person are paramount in the matching process.
- Having appropriate matches is crucial for the individuals and the success of the program.
- Confidentiality around disclosure of the contact details of mentors and mentees needs to be carefully considered, many programs restrict contact access to mobile phone numbers.
- Depending on your program focus and target group, initial meetings may be one on one or in a group setting.
- Matches can fail, despite best efforts – where possible provide opportunities for re-matching.

#### Checklist

- A matching procedure linked with the program's statement of purpose
- Appropriate criteria for matches, including some or all of the following: gender; age; language requirements; availability; needs; interests; preferences of program participants; life experience; temperament
- A signed statement of understanding that both parties (and where appropriate the parent/carer) agree to the conditions of the match and the mentoring relationship
- Pre-match social activities between potential mentors and mentees
- Team building activities to reduce the anxiety of the first meeting
- A process for facilitating the first meeting
- A process for mediation when matches are experiencing difficulties
- A process for re-matching when a miss-match takes place
- A process for the termination of the match