

How do I best evaluate my program without creating large amounts of additional work?

- Try conducting an end of year 'vox pop' evaluation with your mentors and young people (in addition to other forms of evaluation).
- Gather a random sample of mentors and mentees and conduct separate focus groups for each group.
- Make sure your evaluation questions are directly linked to the program goals.
- Conduct follow up evaluation phone calls at 6 – 12 months after the young people have 'graduated' from the program.
- Develop a monthly activity log form to answer some of your evaluation questions. Ensure this form is simple enough for mentors to complete and send/e-mail back to you.
- During regular supervision meetings and phone calls take note of responses to use as quotes in reports (with permission).
- Construct an evaluation timeline to track progress on a 3 or 6 monthly basis.
- Utilise biannual match meetings as an evaluation time where you can assess and plan future goals.
- Undertake a short mentee satisfaction survey at the end of the match trial period (approximately 3 months in).
- Carefully develop and pre-test your evaluation questions on colleagues/past mentors and young people to see if they are easily understandable and will give you the information you are looking for. This will help avoid misunderstandings from mentors and mentees answering the questions.
- If possible set aside a budget for contracting a consultant to conduct an independent evaluation.
- Use a video diary or hard copy journal/diary for young people and mentors to track how the match is going. This could provide an invaluable insight into the impact of mentoring match on both mentors and young people.