

## Quality Practice Checklists

### 6. Recruitment of Mentees

*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 Planning phase of the mentor program should have identified that there is a real need for mentoring in your area – this may be through consultations with school, community organisations, faith based organisations and community members.

When recruiting mentees:

- the selection process should be seen by the young person as a positive opportunity, not a punishment or a 'branding'
- self selection by young people is likely to produce better outcomes than young people being invited to participate or young people referred to programs by other organisations
- young people who may not have experienced mentoring before, and therefore are unaware of the potential benefits they may gain, are likely to need a lot of encouragement to become involved
- engaging previous mentees to advocate for and promote your program of potential mentees will be a useful strategy
- no background check is necessary

#### Checklist

- Pre-established guidelines and criteria for selection process that may include:
  - An interview.
  - A written application.
  - Written parental permission where possible.
  - References – from teachers, family friends, community leaders.
  - An outline of interests, hobbies, sports etc.
- A defined interview procedure that focuses on the interests and attitude of the mentee. Questions could include:
  - Why do think you would like a mentor?
  - What type of activities would you like to do with your mentor?
  - What are your three most worthy and three least worthy attributes?
  - Tell me about your friends.
  - How are you going at school? What are your best subject areas?

- Are you able to commit to meeting your mentor regularly for the agreed length of you mentor/mentee match?
  - Are you willing to commit to the program guidelines including initial and ongoing training, reporting and feedback sessions?
  - Do you have any questions to ask me?
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- Clear documentation to record decisions once appropriateness is determined
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- Disclaimers/waiver – as per your organisation’s insurance policies and your own policies and procedures on Duty of Care and Risk Management