

Quality Practice Checklists

5. Recruitment of Mentors

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

When recruiting mentors:

- Develop a list of characteristics, skills and experience etc that will be valued by your potential mentees and target your recruitment efforts accordingly
- Remember that the 'best qualified/skilled' people are not necessarily the best mentors, people with rich life experiences (positive and negative) who have developed coping and problem solving skills can bring a lot to a mentoring relationship
- Save time and money and enhance the effectiveness of advertising and marketing by promoting the program through partnerships with local and allied organisations
- Use your Reference Group/Board's networks to get the message out there
- Make use of experienced mentors to help recruit new mentors
- Use personal invitations to potential mentors wherever possible

Checklist

- A mentor position description, including:
 - An explanation of the need and focus of the program
 - Desired applicant attributes and qualifications
 - Outline of training required
 - Description of the mentor's roles and responsibilities
 - Clearly defined time-line and duration of commitment.
 - A description of the requirements of a mentor. Check that you have covered: Where / When / Why / What / How?
 - A form for the applicant to fill in when a commitment is made.
- Contact lists of allied local organisations with established volunteer networks, including:
 - Schools, TAFE and University
 - Churches
 - Local community and business groups
 - Civic organisations: Rotary, Lions, Kiwanis etc

- The corporate sector

- Further information and insight for prospective new mentors, including:
 - Names of experienced mentors and mentees who are prepared to chat
 - Testimonials
 - Example of the benefits of mentoring and program statistics
 - Accomplishments, awards, photos etc

- Year-round marketing and public relations
- Volunteer opportunities beyond mentoring (for applicants unable to commit to time required or without desired skills)