

## Screening Mentors

- Provide specific job descriptions and other information to applicants at appropriate intervals throughout the process. This can assist inappropriate candidates to self select out of the selection process.
- Include your child protection policy in the application documentation to let potential mentors know that you take the safety and wellbeing of young people in your program very seriously. This will communicate a child safe approach to anyone with unethical motivations for joining the program.
- Outline the whole screening procedure to applicants at the outset and how long the process can take so that their expectations are clear and realistic.
- Endeavour to have at least one extra person present at applicant interviews – it is always useful to have a panel of people interviewing of being responsible for the final accreditation of applications for the following reasons:
  - You have someone to record, verify and discuss responses.
  - To ensure your own values and biases don't play a part in your decision to accept or reject someone for a mentoring role.
  - To ensure impartiality when you know an applicant well already. You may also choose to have someone else conduct the interview in this case.