Helping to Make Good Programs Even Better!

Using The Elements of Effective Practice in Mentoring Programs Checklist

ILLINOIS MENTΩRING PARTNERSHIP

Mentor and Mentee Recruitment

STANDARD: A program should work to recruit appropriate mentees and mentors by <u>realistically</u> describing the program's aims and expected outcomes

- what are the benefits and challenges of this type of relationship
- what is the time commitment involved
- what are the mentor and mentee responsibilities
- what can mentors and mentees expect from the program

ENHANCEMENT: A program has a <u>written statement</u> outlining eligibility requirements for mentors and mentees

Mentor and Mentee Screening

STANDARD: A program should screen mentors and mentees to determine whether they have the time, level of commitment and interest to effectively participate in the program

- complete a written application and agree to the minimum time commitments of your program
- participate in a face-to-face interview with program staff
- criminal and other background and reference checks performed

ENHANCEMENT: A program utilizes national, fingerprint-based FBI background checks to screen mentors.

Mentor Training

STANDARD: A program should train prospective mentors in the basic knowledge and skills needed to build an effective mentoring relationship

- at least 2 hours and occur pre-match
- training topics should include: program rules, expectations, the role of a mentor, how to develop and sustain a mentoring relationship and how to handle challenges and crisis
- outline what an effective match closure looks like and how the mentor will be supported throughout the mentoring relationship

ENHANCEMENT: A program provides more than 2 hours of pre-match training and covers additional topics such as cultural competency and youth development.

Matching

STANDARD: A program should match mentors and mentees along dimensions likely to increase the odds that mentoring relationships will endure

- consider program mission and goals, as well as characteristics, interests, preferences, and personality of the mentors and mentees when making matches
- arrange and document the initial meeting between the mentor and mentee

ENHANCEMENT: Program staff should be present at the initial meeting of the mentor and mentee

Monitoring and Supporting the Match

STANDARD: A program should monitor the mentoring relationship milestones and support mentors with ongoing advise, problem-solving and training opportunities for the duration of the match

- contact the mentor and mentee at least twice a month in the first month of the match and then once a month thereafter
- document information gathered on the match relationship including: date and length of meetings, what occurred and how the mentor and mentee feel about the progress of the relationship
- provide additional post-match resources such as in person and web based trainings and websites that may prove beneficial

ENHANCEMENT: Program has quarterly contact with mentee's parent/guardian. Also, the program hosts one or more group match activities and there is a system in place to thank and recognize mentors for their service

Match Closure

STANDARD: A program should facilitate bring the match to closure in a way that affirms the contributions of both the mentor and the mentee and offers individuals the opportunity to assess the experience

- system in place to manage anticipated and unanticipated match closures and rematches
- conduct and document an exit interview with mentors and mentees

ENHANCEMENT: Program has a system in place that allows for a match to continue for a second or subsequent year. The program outlines the terms of the match closure and polices for mentor/mentee contact after the match ends.

Thank You!

Illinois Mentoring Partnership
www.ilmentoring.org