SELECTION PROCEDURE OF MENTORS AND MENTEES
Application process

• Selection of the mentees:
  – application forms, personal interviews made by the manager/coordinator
Application process

• Selection and recruiting the mentors according to the needs and wishes of the mentees
  – to find the potential mentors the networks of the coordinator or the background organisation can be used
  – registration form/questionnaire of the mentors should include information on special expertise
Application process

• Interviews of the potential mentors made by the manager/coordinator
• Final selection
• Matching
Searching for the mentees

- For searching of the mentees such methods could be used:
  - Advertisements in media (newspapers, radio, Internet etc.);
  - Dissemination of information leaflets;
  - The working experience of the organisation.
Application form of the mentees

- The application form should contain of such questions:
  - Personal information;
  - What kind of group she would like to be in;
  - What mentor would be suitable for her (age, profession, experience, qualification, has family or not, hobbies etc.).
Application form of the mentees

✓ What personal experience would she like to share with others.
✓ What are her strong and weak characteristics.
✓ What personal positive experience she could share with a group.
✓ Will she be able to work in the group.
Mentee’s expectations for the mentor

• When trying to find out mentee’s expectations for the mentor, such aspects should be analyzed:
  ✓ What kind of person would be ideal mentor for her;
  ✓ What degree of education and what skills the mentor should have;
  ✓ What kind of support she expects to receive from the mentor;
Mentees’ expectations for the mentor

- Is the gender of the mentor important to her – man or woman;
- Would it better for her to work with older or younger mentor or there is no difference.
Searching for the mentors

• Searching for the mentors starts after the needs and wishes of the mentees are cleared up.

• It is possible to contact women – past clients of the organisation – who had similar problems like current mentees but successfully overcome them.

• Also it is possible to use standard tools for searching like media.
Registration form/questionnaire of the mentors

- The questionnaire should contain of such questions:

  ✓ Personal information;
  ✓ His/her understanding about the mentoring;
  ✓ Why he/she wants to participate in mentoring activities and to be a mentor;
Registration form/questionnaire of the mentors

- What specific knowledge and skills, personal features he/she possess and which can help perform mentoring in good quality;
- How much time he/she could give to the mentoring;
- How he/she analyses and solves problems;
- What are his/her interests, hobbies.
Important for the selection process

• The mentors should be selected and recruited according to the mentees expectations;
• The experience of the mentors in team work and in communicating with people should be evaluated;
• The questionnaires for mentor and mentee should be filled in during the personal interview.