

# SELECTION PROCEDURE OF MENTORS AND MENTEES



Education and Culture DG

Lifelong Learning Programme

Project No. 503575-LLP-1-2009-1-LT-GRUNDTVIG-GMP  
[www.socialmobility.eu](http://www.socialmobility.eu)



INNOVATIVE METHODS AND PRACTICES TO FACILITATE SOCIAL INCLUSION

# Application process

- Selection of the mentees:
  - application forms, personal interviews made by the manager/coordinator



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# 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.).



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# 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.



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# 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;



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# 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.



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# 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.



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# 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.



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