

GOALS FOR A SUCCESSFUL MENTOR RECRUITMENT SESSION

(For workplace-based mentoring)

Goals:

- To provide prospective mentors with the information they need to decide if they have the personality, commitment and time to mentor a young person;
- To provide a clear definition of mentoring and mentoring expectations;
- To give information about where and when employees can mentor;
- To explain the application process and criminal background check policies;
- To explain the company's mentoring policies, including release-time policies and risk management policies; and
- To explain the support that will be provided to employees by the school or mentoring program.

Keys to a Successful Recruitment Event:

- If possible, make sure the school or mentoring program is ready to place mentors within six to eight weeks of the recruitment session;
- Make sure someone from management (the higher, the better) opens the recruitment session and explains the support employees will receive;
- Invite the mentor coordinators from the school or mentoring program to attend the event and meet the employees;
- Give employees plenty of notice so they can put it on their calendars;
- Keep it to one hour;
- Have food (coffee, soda and light snacks are fine);
- Invite an experienced mentor to be on the agenda. They are often the best salespeople for the program; and
- Keep extra handouts for those who could not attend but still may be interested.