



Charity Mentors – Oxfordshire

Interview and Induction Process for New Mentors

The following steps describe the induction process for a new mentor:

- Review of CV by coordinator and chair.
- Exchange of information by telephone between coordinator and potential mentor.
- Potential mentor sent the “Mentor Role Description”.
- Meeting with coordinator and chair, and/or another mentor. This is an interview and further exchange of information, as well as an opportunity to go through the “Role Description” to ensure that the potential mentor is able to fulfill its requirements.
- Offer email sent by coordinator and if accepted, welcome email** sent with Role Description, “What do Charity Mentors do?”, Confidentiality Policy [*which needs to be signed and returned*] and FAQs attached. Also, information about the buddy system, dates and location of upcoming mentor meetings.
- Mentor is allocated a “buddy” – an existing mentor – who they need to contact after their first mentee meeting for a “how it went” discussion, and, again, on completion of this first project.
- New mentors will be asked to bring their first case to a mentors’ meeting for discussion.
- From here on, the mentor is asked to attend at least two out of the four mentor meetings that are held each year.

**Example of welcome email below:

Last reviewed: 12 April 2018
Reviewed by: Roz Warren, Coordinator

Dear [new mentor]

Subject: Getting started with Charity Mentors

Dear xxxxx

I am so glad that you are joining us. I have a project in the pipeline and will let you know details as soon as I have pinned them down.

There is quite a lot in this email. I hope it doesn't put you off! But I think it's easier to have everything in one place.

- I attach our code of conduct which covers our policy regarding confidentiality. Could you please read it through and, if you feel that you can abide by the terms, could you complete the paragraph at the end of the document and return it, by email, to me.
- I've attached a list of "FAQs". There is a lot here for a bedtime read, but begin with the 4 key questions, and browse from there. I'd be grateful if you could let me know if, after you've spent some time with us, you notice something that would have been useful that we haven't covered/provided.
- I've also attached our "What do Charity Mentors do?" which describes our view of mentoring (in our early days there were endless debates).
- The dates of our next mentors' meetings are
 - 10.7.xx
 - 15.10.xx

They are an opportunity for the mentors to meet, catch up on what's been happening with Charity Mentors as an organization but most importantly, to discuss ongoing cases (in a confidential setting). Sometimes someone will lead on a particular topic, other times I might ask a couple of mentors to highlight a particular aspect of a project that they've been working on. It's an opportunity to get some help with a sticky issue, or to get some input on how someone might tackle a certain situation i.e. self-help. We ask mentors who have completed their first project to tell us how it went. The role description asks that you attend at least 2 meetings a year as a minimum, but if you can attend all 4 I think it is very useful. The meetings take place atand the mentors' meetings usually run from 15.30 – 17.30.

- We need to find you a "buddy" i.e. another mentor who you can contact to talk things over with whenever you feel the need. In fact, any of our mentors would be happy to talk, but we think it's useful to have a named partner. The best thing would probably be to come to a meeting so you can meet everyone and have some input into the decision. We ask that you meet with your buddy before and after your first project, and again for your second.
- In addition to your buddy, I am here if you ever need any assistance with a project, want to check something out or need information. However small or large, don't hesitate to ask – I am happy to get involved!
- Short bio: Could you please send a short bio and picture for our website (see website for guidance)

Yours etc