

# NEW INSIGHTS MENTORING PROGRAM

*Creating Vision Through Mentoring*

## Mentor Interview

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

I need to ask a number of questions about you that will help me in matching you with a mentee. Some of the questions are personal and this interview is confidential. However, I am required to report anything that indicates you have done or may do harm to yourself or others. Some information, like personal qualities and what you would like to do with a mentee or things you are interested in may be shared with a prospective mentee and/or their parents. Do you understand?

1. Why do you want to become a mentor?
2. Why do you think you can help a youth by mentoring? (if not answered in question #1)
3. What do you think are your strengths?
4. How about your weaknesses?
5. What type of child would you like to be matched with?
6. Will you be able to fulfill the commitments of the program – eight hours per month with weekly contact for one year?
7. What was your own childhood like?
8. Have you ever abused or molested a youth?
9. Have you ever been arrested? If so, when and for what?
10. Do you currently use any alcohol, drugs, or tobacco?
11. Have you ever undergone treatment for alcohol or substance abuse?
12. Have you ever been treated or hospitalized for a mental condition?
13. Do you have any experience working with children? If so, how will it help you in working with your mentee?
14. What challenges do you think young people face today that they need help with the most?

15. Mentoring a young person is a big responsibility and can change the lives of both the mentor and the mentee. What do you hope to gain from the experience and what do you hope the mentee gains from the relationship?
16. What are some of the biggest problems in the world or in your community that concern you?
17. What types of activities would you do with a mentee?
18. Who else in your household might be present at any given time when you are with your mentee?
19. What hobbies or interests do you have?
20. At this point, clarify any questions of concern that arose from the written application.
21. Do you have any questions about the program I can answer for you?

**Interviewer Comments:**

# NEW INSIGHTS MENTORING PROGRAM

*Creating Vision Through Mentoring*

## Personal Reference Interview

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Personal Reference Name: \_\_\_\_\_

Personal Reference Phone Number: \_\_\_\_\_

Your name has been given to us as a reference for \_\_\_\_\_ (mentor), who has applied to be a mentor in our program. I would like to ask you some questions about him/her, which will be held in absolute confidence; it will not be shared or accessible to him/her. Would you be willing and is this a good time for you to answer a number of questions?

1. How long, and in what capacity, have you known the applicant?
2. How does the applicant relate to people in general?
3. How would you describe the applicant?
4. Do you feel that the applicant would be a good mentor and role model to a child?
5. Do you think that the applicant relates well to children and young people?
6. Does the applicant usually keep his/her commitments?
7. Is he/she on time for appointments and events?
8. To your knowledge, has the applicant ever been convicted of a crime?
9. Do you know of any problems or issues that would affect the applicant's ability to work with a child?
10. Would you feel comfortable allowing the applicant to spend time alone with your child?
11. Do you have any additional comments about the applicant?

**Interviewer Comments:**

## NEW INSIGHTS MENTORING PROGRAM

*Creating Vision Through Mentoring*

### Mentor Assessment Summary

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Screening Materials	Date Sent to Applicant	Date Rec'd From Applicant	Date Sent to Agency	Date Item Completed
Written Application				
Copy of Driver's License				
Proof of Auto Insurance				
Information Release				
Personal References				
Interest Survey				
DMV Release Form				
Criminal History Release Form				
Child Abuse & Neglect Release Form				
Sexual Offender Release Form				
Volunteer Interview				
Personal Reference Interview				
Personal Reference Interview				
Personal Reference Interview				
Acceptance/Rejection Letter				

#### Eligibility Criteria

Does the applicant meet each of the eligibility criteria? Please check the appropriate box.

Yes	No	Eligibility Criteria
		21 years of age or older
		Resides in Winwood Heights metro area
		Willing to adhere to program policies and procedures
		Agrees to a one-year commitment
		Commits to eight hours per month
		Agrees to weekly contact with mentee
		Completed screening procedure
		Agrees to attend required training sessions
		Willing to communicate regularly with program coordinator and submit monthly meeting and activity information
		Has reliable transportation
		Has current driver's license, insurance, and driving record

Yes	No	Eligibility Criteria
		Has clean criminal history
		Has never been accused, arrested, charged, or convicted of child sexual abuse
		Has not been convicted of a felony in past seven years
		Does not use illicit drugs
		Does not use alcohol or controlled substances inappropriately
		Is not in treatment for substance abuse. Has had a non-addictive period for at least the past five years
		Has not been hospitalized for a mental disorder in past three years
		Has not falsified information during screening process

Does the mentor applicant meet all eligibility criteria? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, are there any mitigating circumstances?

### General Assessment Areas

Did the applicant relate appropriately to the program staff during the following steps:

- Initial contact and inquiry
- Orientation
- Interview

Did the applicant complete the screening process with ease and appropriateness?

Are his/her reasons for wanting to be a mentor appropriate?

Is the applicant's personal and professional life appropriate and stable?

Does the applicant exhibit qualities of open-mindedness, flexibility, and emotional stability?

Does the applicant have experience working with youth?

Did the applicant's references speak well of him/her?

Does the individual have appropriate age-related interests and ability?

Overall comments:

**Recommendation**

Recommendation To Approve: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Reasons Why:

**Approval**

Approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

## NEW INSIGHTS MENTORING PROGRAM

*Creating Vision Through Mentoring*

### **Mentor Acceptance Letter**

January 27, 2003

Mr. Jim Biggs  
4321 North Webster St.  
Winwood Heights, IL 97217

Dear Mr. Biggs,

Congratulations!

On behalf of the New Insight Mentoring Program, we are happy to inform you of your acceptance as a mentor. Without the enthusiasm of volunteers like you, we would not be able to accomplish our mission.

We thank you for taking the time and effort to join our program and we look forward to continuing to support you and assist you as a mentor. At this time, we are working on finding you a suitable match and will contact you when we have found you a mentee.

Sincerely,

Gina Meanwell  
Program Coordinator  
New Insights Mentoring Program