

# Screening for Commitment & Suitability

## An Exercise to Identify Key Components of Your Screening Process

1. What does suitability mean for your workplace mentoring program? What traits, characteristics, experiences, or other criteria describe suitability for your program?
2. What types of strategies will you incorporate to garner commitment from participants in your workplace mentoring program?
3. What processes will you have in place for participants to opt-in or opt-out as they gauge whether they are a good fit for your workplace program model and goals?
4. What are your program's eligibility requirements? How are they communicated throughout your screening process?

# Workplace Mentoring Program

## SCREENING PROCESS

Screening Standard	Best Practice	Highly Recommended
<p><b>1. Orientation Session</b></p> <p>Spell out time commitment, qualifications, talk about screening process, allow participants to self-select in/out early in the process</p>		
<p><b>2. Mentor Application Packet</b></p> <p>Provide an overview of program, position/job description, short application, record check form (where applicable)</p>		
<p><b>3. Interview and Reference Checks</b></p> <p>Develop a standard set of questions, contact references if applicable, follow up with additional questions as needed</p>		
<p><b>4. Criminal History Record Checks</b></p> <p>Learn about the record check process in your city and state as they vary greatly. Start with your state records repository, sex offender lists, child abuse registries, and FBI records. Gain your employee's written agreement to participate prior to conducting record checks.</p>		
<p><b>5. Interpreting the Results of Record Checks</b> (Especially if working with minor youth)</p> <ul style="list-style-type: none"> <li>•Prior history of abuse of children, sexual or otherwise, conviction of any other crime in which children were involved,</li> <li>•History of extreme violence or exploitative behavior, termination from a paid or volunteer position caused by misconduct</li> <li>•Termination from a paid or volunteer position caused by misconduct</li> </ul>		

<p><b>Additional Screening Mechanisms</b></p> <p>Where relevant and applicable:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Driving record</li> <li><input type="checkbox"/> Credit check</li> <li><input type="checkbox"/> Drug testing</li> <li><input type="checkbox"/> Confirmation of credentials</li> </ul>		
<p><b>7. Pre-Match Training and Moving Toward the Match</b></p> <p>Training events provide an additional screening point because workplace mentors can be observed when responding to training activities and interacting with peers and sponsors</p>		
<p><b>8. Workplace Mentoring Support and Supervision</b></p> <p>Sponsors providing ongoing supervision and check-ins is another form of due diligence to ensure success for your workplace mentoring matches</p>		