

Mentor interview sample.

General tips:

- Allocate approximately 45-60 minutes for the interview to allow enough time for a meaningful conversation, the exchange of information and the opportunity for questions to be answered.
- Consider involving more than one person on the interview panel, including at least one trained staff member or volunteer. Consider involving a young person, parent/guardian, former mentor, or local organisation/partner to invite different perspectives in the decision making process.
- Record the interview using this Interview Template. It is important that all interview panel members use the same template for consistent data collection and to capture relevant notes including a recommendation regarding the outcome of the application and the grounds on which it is made.
- After the interview debrief with panel members to reach consensus on the applicant's suitability for the mentoring program based on the interview.
- Ensure the interview record keeping aligns with the Privacy and Confidentiality Policy and Procedure.

Interview template.

Candidate name

Position title

Interviewer name/s and title/s

Date



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1. Preparation

- Review candidate application and note any areas for clarification.
- Familiarise yourself with the interview questions.

2. Introduction

- Review the purpose of the position, expectations and requirements.
- Provide an overview of the key responsibilities and 'day in the life' scenario for the role.
- Describe objectives of the interview - to assess their suitability for the role and to allow them to understand the Mentoring Program.
- Advise that the interview should take around xx minutes and any additional task requirements.
- If there are areas of their application needing clarification, ask the candidate to explain these now.

3. Behaviour observations

Disposition for this role is ideally positive, generous, compassionate and flexible.

- What has the applicant's behaviour been like when dealing with you and your colleagues?
- Have they been reliable and prompt with communications?

4. Questions

Suggestions only - select those most relevant to your program objectives.

Why do you want to become a mentor?

Do you have any previous volunteering experience? With young people?

What are your greatest strengths and attributes that will help you succeed as a mentor?

What do you believe you can offer a young person?

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Are you able to commit to meeting your mentee regularly for the agreed length of your mentor/mentee match?

Are you willing to commit to the program requirements including regular meetings with a mentee and ongoing training and feedback sessions?

Can they describe a time when they have worked with a young person to address a challenge? What did they do?

If a young person came to the meeting clearly affected by drugs/alcohol, what would they do?

What do they think when they see young people engaging in challenging behaviour?

5. Any questions from the interviewee?