

Reference check for mentor candidates.

Reference checks can help to verify claims made by applicants in their interview so that you can make more informed recruitment decisions.

Follow the below steps to check applicant's references when recruiting mentors.

Reference checking must align with the Privacy and Confidentiality Policy and Procedure.

Step 1: Obtain referee details from applicants

At the application stage, applicants are asked to nominate three personal referees (including contact details) and to provide their permission for the referees to be contacted. Referees are people who are able to provide details about the person's character or suitability for the mentor role. Referees must have known the applicant for at least one year and not be members of the same family or related to the applicant.

Step 2: Decide what you want to ask the referees

Before you contact the referee, consider what factors need to be checked. Are there any aspects of the application or interview that you want to verify? Do you have any concerns about the applicant's suitability that the referee may be able to provide clarification on?

Use the Sample Reference Check template to guide the conversation and record your notes.

Step 3: Contact the referees

At least two character references need to be checked. Reference checks should be conducted over the telephone or video call and by a trained staff member or volunteer.

Think about the best time to contact the referees. For some referees you may need to consider arranging a specific time to talk where they won't be busy and will have time to think about their answers.

Step 4: Choose the successful applicants

Use the information collected during the reference check and the other parts of the screening and selection process to choose the most suitable mentors for the program.



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Reference Check template

Candidate

Interviewer

Name of referee

Position applying for

Relationship

Date:

Introduction

My name is

<insert interviewer name here>

and I'm calling from

<LDAT name>

to conduct a reference check for

<insert candidate name here>

who is being considered for a position as a mentor to a young person for the <insert organisation/program name here>

Your details have been provided to me by

<insert candidate name here>

and I would first like to check if you are prepared to provide a reference?

Yes No

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The reference check will take approximately 10 minutes to complete. Is this a good time for you? Yes No

If not, when is a convenient time for us to continue this conversation?

Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are selected for the role of mentor.

The information you provide may be given to the candidate if requested. Do I have your permission to proceed?

Yes No

<Briefly explain the responsibilities of the mentor role and the factors you will be assessing through the reference check>

General questions

All of the below questions are suggestions – select those most appropriate for your program objectives.

What is the nature of your relationship with the applicant?

• IF AN EMPLOYMENT RELATIONSHIP

In what capacity is/was the applicant employed by your business/organisation?

What were the dates of their employment?

From To

What duties and responsibilities does/did the applicant have?

What was the applicant's reason for leaving?

• IF A PERSONAL RELATIONSHIP:

How long have you known the applicant?

In what kinds of environments/scenarios do you often engage with this person?

Have you ever seen them engage with young people? Can you describe how they interact with young people?

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How would you describe the applicant's manner or demeanour?

What would you say are the applicant's strengths?

What are their interests?

Can you comment on the applicants:

- reliability?
- communication skills?
- ability to act as a role model?

<insert other factors where relevant>

In closing

Do you know of any reason why they wouldn't be suitable for a role as a mentor, working with young people?

Do you have any final comments?

Thank you for taking the time to provide feedback.

If you wish to provide any further information, you can contact me on