



Are We Ready to Mentor? - Self-Assessment Tool for Projects

This assessment tool will help you identify the extent to which you are ready to meet the requirements of a satisfactory quality standard and what further action is required to achieve this standard. The tool should be completed by the mentoring project co-ordinator for your organisation (with input from other staff, mentors and mentees as required).

Be honest. It is better to say 'Not Started' if you are doing very little in that area and then decision makers can decide to invest resources or shift priorities to that area.

All the requirements which are ticked will need to be addressed. Priority must be given to those that are not started or started with insufficient resources allocated. You should note the further action required in the action plan at the end.

Decision making tool:	Not Started	Started	Nearly There	Fully Meeting
The Mentoring project has a clear rationale and purpose				
The purpose, rationale and expected users of the service have been clearly defined.				
The project has a clear set of aims and objectives that are capable of being measured to assess the overall changes and benefits for both mentees and volunteer mentors.				
There is an effective organisational and management structure in place to support the project.				
There are adequate financial and staff resources available to run the project taking into account its nature and size. (At least one part-time staff member with the dedicated 'Mentoring Co-ordinator role).				
Staff involved in running the project have the necessary experience and skills to carry out their roles.				
Supervision is provided for co-ordinating staff.				
There is a clear process for referral of service users that is consistent with the aims of the project.				
Promotional materials are clear and accessible to potential mentees and referral organisations.				
Mentees are briefed and/or prepared for their involvement in the project.				
The needs and expectations of potential mentees are established.				
People are referred to other relevant services where appropriate (counselling/training)				
There is a role description and clear criteria regarding the qualities, experience and characteristics required from mentors consistent with the aims of the project.				
There is a documented and standardised selection process in place to assess the suitability of potential volunteers for the role and screening procedures if necessary (i.e. references)				
Feedback and or other volunteering opportunities are offered to unsuitable candidates.				
There is induction/and or information and training (bearing in mind the needs of the service users) to				

equip mentors to carry out their roles effectively.				
Training is constantly evaluated to assess its effectiveness.				
There is a clear process in place for matching making best use of the attributes and experience of the mentor.				
There is a procedure in place to re-match.				
Mentors receive regular supervision and support.				
There is a structure in place for monitoring.				
Information about the progress and or results in individual relationships is gathered and recorded for evaluation purposes.				
There is an evaluation process in place that enables the project to assess the overall effectiveness of the service and to enable an assessment of outcomes for mentors and mentees.				
Evidence is provided to stakeholders of the projects progress and achievements in relation to its overall aims and objectives.				
Appropriate action is taken to improve the delivery of the service and contribute to continuous development and improvement.				

Action Plan:

Requirement	Action	By whom	By when	Resource implications

