

Sample Mentee/Mentor Matching Process Template

General Information

- As part of the [NAME] program allwill have the opportunity to be matched with a more experiencedto support them in their role.
- Mentors are matched as carefully as possible to meet the objectives set by the new academic head. Representatives of the.....will be the mentor matching group and they will carry out the matching process.
- A training and information session will be provided on mentoring for the new mentees and their mentors.
- If the mentoring relationship is not working for either person, for any reason, a new mentor can be arranged. Please contactto discuss the situation if this occurs.

Mentor Matching Process

Stage One: Decide on your goals for the mentoring program.

Stage Two:

1. Finalise your goals and make sure they are as specific as possible.
2. If appropriate, nominate/suggest any mentors who you think could assist you to meet your goals.

IMPORTANT: Please do not contact proposed mentors yourself at this stage. The mentor matching group will do this once the matching process for the whole group has been completed.

Mentors will not be direct supervisors of the mentoree.

Don't worry if you don't come up with any suggestions for mentors. The mentor matching group has a good network of contacts to use.

3. Complete the attached Expression of Interest form and return to [NAME] by date TBC.

Stage Three:

1. The mentor matching group will meet to match mentors against the goals and criteria that each mentee has submitted. Please note, you may not be offered your first choice as another person may have requested the same mentor and/or the mentor requested may not be available in a particular year.
2. If the mentor matching group nominates a mentor who is not one that you have suggested, a representative from this group will contact you to discuss this alternative and check if the person is acceptable to you.
3. A representative from the mentor matching group will approach agreed prospective mentors. If the person approached is willing to consider being a mentor, information about the program and your objectives for mentoring will be forwarded to them.
4. The mentor will be confirmed with you.
5. If the suggested mentor is unable to act as a mentor we will go to the next agreed choice.