Mentor recruitment planning worksheet

The below worksheet will help you to determine staff roles and tasks for the recruitment, training, and screening of new mentors. It should serve as a guide in helping you allocate staff members to the mentor recruitment process and figuring out the staff-to-volunteer ratio.

Planning Worksheet

Determine Mentor Recruitment Goals

Total number of mentors in program (including waitlist)	
Total number of pairs needed for program year?	
How many additional mentors are needed (waitlist)? Recommended: 15% above total pair goal.	

Breakdown of recruitment and training stage	
How many complete applications will you aim for in order to meet mentor goal (includes waitlist)? Recommended: 30% above total pair goal.	
How many mentors will you aim to train? Recommended: 20% above total pair goal.	
How many mentors will you aim to interview? Recommended: 20% above total pair goal.	

Determine Recruitment Timeline

When does your program year begin (defined by when you plan to begin matching pairs)?	

When will you begin the following mentor recruitment stages? (Keep in mind program start date)	
Finalize recruitment, training and screening materials	
Outreach	
Info sessions	
Trainings	
Screening	

Review Staffing Structure and Roles

Who is responsible for creating, approving, and distributing recruitment, screening, and training materials?	
What areas of recruitment will require additional staff capacity and collaboration?	
What possible sources of extra staff support can you draw on (e.g. volunteer, Americorps, seasonal, hourly, development staff)? When and how can they assist?	

Mentor Profile

Who are you targeting to be mentors? Who is	

your "ideal" mentor? Examples: Employer, Career field, Affiliation, Age, Experience, Etc.

Recruitment Pipelines and Strategies

	Who? What are some potential pipelines to consider?	**How?** What are some potential recruitment strategies?Examples: Social media, email blasts, information sessions, events, word of mouth, print media
Networks (friends, family, staff, staff networks, board networks, organization/program alumni)		
Corporate partners		
Community partners (local businesses and business organizations, Rotary Clubs Chamber of Commerce, Graduate schools, Community associations, Other non-profits)		
Affinity groups (based on shared activity, interest, background or profession, such as Society of Black Engineers or Women's Executive Network)		
Other		

Other		
Other		