



## Potential Mentor Intake Form

### Career Internship Network Publications

The Career Internship Network (CIN), a program of the Youth Development Institute, comprises more than thirty New York City institutions with established internship programs for adolescents that provide exposure to, understanding of, and experiences in potential careers. As part of its services, CIN provides professional development workshops for members who run the career development programs. Resource guides and worksheets accompany each workshop to assist program coordinators in their work with interns. This downloadable publication is part of a series adapted from these workshop materials that we want to share with the field. We encourage you to use any of the materials, but please include copyright information on related pages.

### Potential Mentor Intake Form

Good mentors are a key component to a successful internship program. A good mentor has the potential to impact a student's future, and thus you want to make sure to get a strong sense of prospective mentors to see if you want to entrust your youth with them. You can use the following questions as part of a mentor application, mentor interview, or mentor pre-program training workshop. The text in *italics* are examples of possible answers you might be looking for.

1. Who was your best mentor and why?
2. What do you think are the key qualities of a good mentor?

*Answers should include:*

- *Responsiveness*
  - *Gives clear directions*
  - *Gives well-communicated feedback to students on how to find solutions to challenges and couches criticism in a positive manner*
  - *Understands limitations and expectations of youth at this age and keeps in mind that they've never worked in a workplace before*
  - *Understands youth come with their own strengths and pulls on them during the internship*
  - *Gives meaningful and substantive work beyond clerical duties*
3. One of the qualities the program is looking for is responsiveness both to the internship staff and the students themselves. Could you describe examples of ways you would be responsive to both if you worked with the program?
  4. Could you describe the steps you would take to explain a task/assignment to your student?

5. Say there was a scenario in which you gave a student an assignment to gather information you need for a project. The student did a good job but did not compile the information into a useable form. Please describe the specific feedback you would give the student. How exactly would you phrase it?
6. In what ways do you think you have to treat interns differently because they are teenagers and this is their first time working in a work environment? What limitations do you think they might have? How could you, with our support, overcome them? What strengths of theirs might you pull on?
7. What kind of meaningful project and/or series of work tasks do you propose to cultivate new skills and a quality experience for your potential intern?
8. How can our internship staff best help you before and during the internship?
9. What type of project, beyond clerical work, might you develop for your intern that is meaningful to your work/organization and provides interns with a sense of ownership and pride in contribution?