The following recommendations support the planning, design, and implementation of high-quality workplace mentoring programs for young adults ages 16-24 with hands-on, skill-building support to engage young people in career pathways.

**RECRUITMENT**
Recruit appropriate mentors and mentees by realistically describing the program’s goals and expected outcomes.

**SCREENING**
Screen prospective mentors, mentees, and mentees’ parents or guardians (if under 18 years old) to determine whether they have the time, commitment, and personal qualities to be a safe and effective participants.

**TRAINING**
Train prospective mentors, mentees, and mentees’ parents or guardians (if under 18 years old) in the basic knowledge, attitudes, and skills needed to build an effective and safe mentoring relationship using culturally appropriate language and tools.

**MATCHING & INITIATION**
Match mentors and mentees, and initiate the mentoring relationship using strategies likely to increase the odds that mentoring relationships will endure and be effective.

**MONITORING & SUPPORT**
Monitor mentoring relationship milestones and child safety and support matches through ongoing advice, problem-solving, training, and access to resources for the duration of each relationship.

**CLOSURE**
Bring the match to a close in a way that affirms the contributions of the mentor and mentee, and offers them the opportunity to prepare for the closure and assess the experience.

Visit our website for the full checklist and the Workplace Mentoring Supplement to the Elements of Effective Practice for Mentoring™.