

## **Top Ten Characteristics for a Recruitment Executive Workplace Mentor**

**17<sup>th</sup> June 2020**

Following today's CSG meeting, below is a list of characteristics that are perceived to be most influential in success for a Workplace Mentor, mentoring an apprentice on the Recruitment Executive programme. This list is not intended to be definitive and can be reviewed and updated by the CSG in future meetings. There is no hierarchy in the listing order.

1. Minimum of 3 years' experience (specified in QQI Validation)
2. Holds Supervisory / Management level position (specified in QQI Validation)
3. Wishes to be a Mentor voluntarily
4. Works well with others – needs to work with internally with apprentice, and externally with Academic Supervisor
5. Flexible to requests for support – from the apprentice, and from NCI
6. Able to discuss issues in confidence
7. Willing to seek new opportunities and experiences for the apprentice
8. Willing to facilitate learning and assessment activities
9. Willing to engage in Mentor training and meetings at NCI
10. Willing to use the apprenticeship ePortfolio and provide written feedback in a timely manner
11. Able to encourage, inspire and lead by example
12. Able to deliver positive feedback / communication (verbal & written), particularly when providing feedback to the apprentice face-to-face, and also on the ePortfolio
13. Responds to communication from NCI in a timely manner
14. Is an advocate for the apprentice, and the apprenticeship programme
15. Wants to engage in their own self-development
16. Willing to meet the apprentice weekly for approximately 30 minutes during the academic year.