

## SELECTION GUIDELINES

## SELECTION OF D-LOT MENTEES

### 1. Provisional Timeline

**27.07.2015:** Call for application

**15.08.2015:** Application submission deadline

**20.08.2015:** Draft selection of candidates

**25.08.2015:** Final Selection and announcement of selected mentees

### 2. Collection of applications at national level

#### WHO

The call for applications for D-LoT mentees will be launched by the national project partners. If needed, the partners will send 2 reminders to their contacts before the application submission deadline. The national partners will collect and review the applications for mentees from their own country in coordination with the mentor.

#### WHAT: candidate's profile and requirements

- ✓ Front line-managers employed in service provider organisation in the country OR social entrepreneurs wishing to setup or already having established services for persons with disabilities in the country
- ✓ Professionals with experience and involvement in service provision for persons with disabilities
- ✓ Professionals with a good command of English as a working language
- ✓ The candidates should be from organisations different from the national D-LoT's partner organisations, unless solid justification for having such mentee is provided
- ✓ The candidates should be on a payroll in a service provider organisation. Candidatures from volunteers or trainees working in service provider organisation will be only exceptionally considered.
- ✓ Availability to participate in all project's activities and events

The candidates need to:

- Explain the actual needs and challenges in their organisation and how they can implement improvements in the service they are leading (or delivering). Without the need to define a full and detailed implementation plan, as this will be part of the knowledge gained throughout the project, the candidates need to prove their authority and readiness to implement changes in their organisation.
- Commit to passing on the knowledge and explain how they will do it. The mentees will have to develop a project proposal on how to transfer the gained knowledge; this proposal should contain a minimum set of activities:
  - To promote the online platform where all the training materials will be available
  - To develop an "at work mentoring scheme", where they can train their co-workers
  - To design other activities, as specific external trainings (for new mentees) and dissemination events at local level.

#### HOW:

- Filled in Application Form
- A short Curriculum Vitae (CV) demonstrating the required expertise and knowledge

### 3. Pre-selection at national level

The pre-selection is done by the national partner, with the support of the mentor. The national partners can decide on the best way to deal with this process (analysis of written applications and/or interviews) as long as they respect the selection criteria set in the project description and the selection guidelines.

By the determined deadline the national partner should provide a list of maximum 3 candidates for the 1 mentee position in the country.

#### **4. Final selection**

Final selection is done by the D-LoT Steering Committee. The project partners represented also in the Steering Committee, will present the 3 candidatures they have pre-selected but will not participate in the vote for the candidates from their own country.

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