

**International Mentoring Association
Endorsed Consultant Rubric**

Name of Applicant _____

Date _____

Reviewer _____

A. Mentoring Consulting Competencies

1. Knowledge of Mentoring Consultant Program Design (50 points)

a./b/ Name & Description of Program/ Business Introduction

Description of the mentoring consultant service/business	Provided a clear description of a history of the consultancy/ service and overall goals and purpose.	Provided a description of a history of the consultancy/service and overall goals and purpose, but poorly written or difficult to understand.	Did not provide a description of a history of the consultancy and overall goals and purpose of the program.
	5 pts.	3 pts.	0 pts.

c. Program/ Business Alignment to IMA Standards for Mentoring

Description of alignment to IMA standards	Provided description of alignment for all of the standards.	Provided description of alignment for most of the standards.	Did not provide description of alignment or there is misalignment to the standards.
	10 pts.	7 pts.	0 pts.

d. Describe your curriculum and training methods as you deliver mentoring consultation

Curriculum and Training	Provided description of curriculum and training methods in clear and detailed narrative; evidence of best practices	Provided description of curriculum and training, but not in detail, or difficult to understand or inadequate best practices	No description provided for curriculum and training or poor practices detected.
	15 pts.	12 pts.	0 pts.

e. Outcomes of Your Involvement

Evidence of outcomes of your professional consulting in mentoring	Provided substantial relevant evidence that consultation resulted in meeting protégés' needs and/or program goals. 10 pts.	Provided some relevant evidence that consultation resulted in meeting protégés' needs and/or program goals. 7 pts	Provided little evidence that consultation resulted in meeting protégés' needs and/or program goals. 5 points	Did not provide evidence that consultation resulted in meeting protégés' needs or program goals. 0 pts.
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2. Knowledge and Experience in Consulting Facilitation, Skills, and Process

a. Facilitation Skills

Evidence of possessing good facilitation skills when conducting training	Strategies and examples described were clear. 5 pts	Strategies and examples described were not clear. 3 pts.	Did not provide concrete examples. 0 pts.
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b. Program Development and Improvement

Setting goals and establishing objectives for developing and improving your consultancy	Provided clear descriptions of strategies with a “real case” example of an objective/ action plan implemented in past or present 5 pts.	Provided weak descriptions of strategies, and/or did not provide a “real case” of an objective ; or only has an action plan for the future. 3 pts.	Did not provide descriptions of strategies or concrete examples. 0 pts.
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B. Consulting Business Competencies and Requirements (20 points)

1. Evidence of Business Practices

Evidence of Business Legal Status (copy of LLC, business license, etc.)	Provided Evidence 5 pts.	Did not provide evidence 0 pts.
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2. Evidence of Professional Mentoring Services Delivery

Evidence of at least 3 years of documented professional practice in mentoring leadership.	Provided 3 or more documents that illustrate more than 3 years of professional practice in mentoring leadership. 5 pts.	Provided 2 documents that illustrate at least 3 years of professional practice in mentoring leadership. 3 pts.	Provided one document that illustrates at least 3 years of professional practice in mentoring leadership. 1 pt.	No evidence was provided. 0 pts.
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3. Online Presence and Promotional Materials

Evidence of online presence and other promotional materials	Provided documentation of website or copies of promotional materials. 4 pts.	No promotional materials were provided 0 pts.
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4. Fiscal Management

Formalized fiscal processes	Processes for formalized fiscal procedures and fee structure for services were described. 4 pts.	Processes for formalized fiscal procedures and fee structures were unclear 2 pts.	Descriptions were not provided for fiscal processes 0 pts.
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5. Applicant Qualifications

i. Resume

	Yes	No
Resume/Vita provided	1 pt.	0 pts.
Current IMA membership	0 pts.	0 pts.

C. Client Testimonials (15 points)

Required number of testimonial letters (3 minimum)

Evidence of client testimonials	3 or more testimonial documents provided 15 pts.	Less than 3 or no documents were provided. 0 pts.
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D. Optional Application Components – 1 point for each component – Max. 5 points

- Other endorsements
- Consultant or Training licenses
- Conference or Professional presentations/ speeches
- Mentoring publications
- Business Plan

Total Optional Components _____

E. Interview with IMA Credentialing Team Member (10 points)

Date of Interview: _____

Notes on Interview:

Points Assigned for Interview (1 – 10): _____

F. Business and Organizational Applicants:

Names of additional applicants and resumes submitted:

Total Rubric Score: _____

Recommendation: Accept as Endorsed Consultant _____

Do Not Accept as Endorsed Consultant _____

Signed: _____ **Date:** _____

Date of Endorsed Consultant Expiration (6 years): _____

G. Optional Application Components (max. 5 points)

1. Other Certifications

Other certifications (with names of certifications and dates issues).

1 point

2. Consulting and Training Licenses

Consulting and Training Licenses

Max 1 point

3. Conference Presentations

Conference Presentations (in bibliographic form)

Max 1 point

4. Mentoring Publications

Mentoring Publications (in bibliographic form)

Max 1 point

5. Business Plan

Business plan

Max 1 point