# Sponsorship guidance toolkit: Suggested timeline and process for EOIs, assessment and matching

## This timeline is designed to support you with scheduling key milestones in preparation for launching the sponsorship program.

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| Milestone | Tasks | Process notes and additional information |
| 1 month prior to EOI release | * Select and confirm matching panel staff * Schedule the briefing session * Schedule the panel session for matching | * See (insert link) for advice on how to put together a suitable matching panel |
| EOIs open | * Program administrators initially process submissions * Program administrators contact and advise any ineligible applicants * Program administrators share de-identified EOIs with assessors | * Assign an EOI number to each submission * Filter out incomplete submissions * Filter out ineligible submissions, e.g., sponsees who do not identify as CALD or who are unavailable for key program dates |
| EOI assessments | * EOI assessors assess each submission * EOI assessors develop a shortlist of suitable sponsors and sponsees | * Ensure assessors have consistent criteria for assessing * For 30 program sponsees, it is suggested that there be at least 40 sponsees on the shortlist. Shortlisting also ensures a pool to draw on in case of impacts to program participation or poor matches |
| Preliminary matching | * Lead assessor and program administrators complete provisional matching * Compile preliminary matches for approval and any matches which require further panel discussion | * Preliminary matches should be selected from the shortlist * Cultural safety needs are paramount in matching, but also consider aspects of identity alongside work areas and career goals |
| Matching panel brief | * Provide the shortlist to the matching panel, including any provisional matches | * This should be at least one week prior to the matching panel session |
| Matching panel session | * Program administrators present each proposed match to the panel for approval * Senior expert facilitates the session, including bias correction of other panellists * Matching panel discusses any concerns, insights, or comments of each match * By the end of the session all program matches must be approved | * The matching panel can be hosted online or in person * The main objective for the match is whether the sponsor can drive career mobility or tangible career support for the sponsor during the duration of the program, in a culturally and psychologically safe manner |
| Program champion and/or agency head approval of matches | * Program administrators re-identify sponsor and sponsee matches * Program administrators provide these matches to the program champion and/or agency head for final approval | * Once the final matches are approved, refer to the communications plan for sharing this information * Contact successful sponsees and sponsors first, providing sponsees a right of refusal in case of unknown conflicts or other issues |