

MENTORING AGREEMENT

PURPOSE

This Mentoring Agreement was created to ensure mentees and mentors develop a mutual understanding of expectations from the beginning of their relationship. Additionally, it creates a series of identifiable benchmarks and goals to work towards and evaluate progress.

This contract will help each mentee/mentor pair:

- Establish communication expectations
- Identify goals for this mentoring relationship
- Outline skill areas to be enhanced or developed through this partnership

As a mentee, I agree to do the following:

1. Meet regularly with my mentor and maintain frequent communication.
2. Look for multiple opportunities and experiences to enhance my learning.
3. Review my progress and adjust my contract as I work towards my identified goals.
4. Maintain confidentiality of our relationship.

As a mentor, I agree to do the following:

1. Serve as a mentor for _____ and provide guidance, oversight, and encouragement.
2. Provide feedback regarding their mentorship contract, progress, and experience
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship.

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every _____(months) to adjust goals and dates given current accomplishments. If at any time during the duration of the mentoring contract one member of the mentoring pair does not feel like the other is able or willing to fulfill the items agreed to above, please contact _____.

Name of Mentor: _____

Mentor's Signature (may be electronic): _____ Date: _____

Name of Mentor: _____

Mentor's Signature (may be electronic): _____ Date: _____

SECTION 1: BASIC INFORMATION

MENTEE INFORMATION

First, Last MI
Rank
Department
College
Preferred Email
Preferred Phone

MENTOR INFORMATION

First, Last MI
Rank
Department
College
Preferred Email
Preferred Phone

MENTORING REVISION PLAN:

PLANNED UPDATE	ACTUAL UPDATE	MENTEE SIGNATURE	MENTOR SIGNATURE
MM/DD/YYYY	MM/DD/YYYY		

MENTORING PLAN MEETING AND CONTACT SCHEDULE

Mentor-mentee meeting frequency:
[Paste]

Plan for scheduling these meetings (In person? Tele-conference?):
[Paste]