## **Mentoring Agreement**

**PURPOSE** This Mentoring Agreement aims to ensure that mentees and mentors establish clear expectations from the outset of their relationship. Additionally, it sets forth identifiable benchmarks and goals to guide and assess progress.

**This agreement will assist each mentee/mentor pair in:**

* Establishing communication expectations
* Defining goals for the mentoring relationship
* Outlining skill areas to be enhanced or developed through our partnership

**As a mentee, I agree to:**

1. Regularly meet with my mentor and maintain frequent communication.
2. Seek out multiple opportunities and experiences to enhance my learning.
3. Be open to feedback and respect the insights offered by my mentor.
4. Review my progress and adjust my activities as necessary to help me achieve my goals.
5. Maintain confidentiality of our relationship.

**As a mentor, I commit to the following:**

1. Act as a mentor for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, offering guidance, oversight, and encouragement.
2. Provide educational and career guidance, partnering with my mentee to identify their personal and professional goals.
3. Provide feedback on our mentorship contract, progress, and overall experience.
4. I will regularly meet in person or communicate with my mentees to review their progress and support them in achieving their goals.
5. Maintain confidentiality of our relationship unless required legally to speak out.

**Scheduled Meetings – Agreement**

1. We will meet (personally or virtually) at least once a week \_\_\_- / bi-weekly\_\_\_ / month at a place and time that is mutually agreed upon. These are planned meetings and will not be canceled unless necessary.
2. Our mentoring relationship will continue as long as both parties feel comfortable or until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**No-Fault Termination:**

We are committed to maintaining frequent, open, honest communication throughout our relationship. We will address and attempt to resolve any conflicts promptly. However, if either party decides to terminate the relationship for any reason, we agree to respect each other's decision.

This agreement delineates the goals and expectations mutually agreed upon by the mentor and mentee, as noted below. While completing this form is mandatory, both parties understand that adjustments will naturally occur to meet their evolving needs throughout the mentoring relationship. The current plan is to review and adjust this document every \_\_\_\_\_\_\_\_\_\_ (months) based on current accomplishments. If at any point during the mentoring contract, one member of the pair feels the other is unable or unwilling to fulfill the agreed-upon commitments above, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Mentor Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_