

The following agreement is intended to provide a starting framework for the mentoring relationship. It should help to guide the terms of your mentoring relationship.

Date _____

Mentee's Name _____
First MI Last
Phone _____ E-mail _____

Mentor's Name _____
First MI Last
Phone _____ E-mail _____

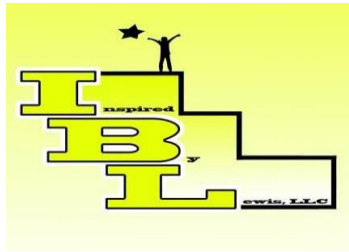
Mentee Goals

The mentee should establish with the mentor at least three professional or personal growth goals.

Goal #1 _____ Deadline _____
Strategies _____
Mentor Can Best Assist _____ How _____

Goal #2 _____ Deadline _____
Strategies _____
Mentor Can Best Assist _____ How _____

Goal #3 _____ Deadline _____
Strategies _____
Mentor Can Best Assist _____ How _____



Communication Plan

Communication will occur on _____ of each week at _____ am/pm.

Suitable forms of additional communication (check all that apply):

Phone (Home/Cell)

Text Messaging

Emails

Social Media Messaging

Facetime

Primary Form of Communication will be: _____

Are there specific days/times that you will not be available?

Mentee _____ Mentor _____

What time is too late to call?

Mentee _____ Mentor _____

Agreement

The duration of the mentoring program is 6 weeks. Mentors are encouraged to continue the relationship on a voluntary basis. Mentee/mentor should allow enough time during a contact for discussion of goals, as well as questions from the mentee concerning their professional and/or personal development.

Mentee and Mentor agree to meet face-to-face at least once a week for six (6) weeks. Mentors agree to provide the Mentor Program Manager with written feedback after each weekly contact, and mentees agree to provide a final evaluation of the relationship at the end of the formal program.

Mentee Signature and Date

Mentor Signature and Date