

Career Directions

Mentoring Relationship Agreement Form

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As mentoring partners, it is important that we have a shared understanding of the commitment we are making to our mentoring relationship and that we share responsibility for ensuring that it works for both of us.

1. Purpose and outcomes of our mentoring relationship (mentee and mentor).

**2. Interaction Styles and Expectations:
How we will work together to achieve the goals of the mentoring
action plan.**

| 3. Mentoring Encounters | |
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| Expected length of the relationship (Open ended or defined time frame) | |
| How often we will meet | |
| Best time of day and preferred length of meetings | |
| How we will meet (e.g. phone, e-mail, face to face, WebEx) and venue | |
| Responsibility for initiating contact | |
| Contact outside of planned mentoring encounters for urgent concerns (yes/no) | |
| Expectations if a mentoring encounter must be cancelled or rescheduled | |
| How often we will evaluate our mentoring agreement | |

| 4. Warning signs that there may be trouble with our mentoring relationship. |
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5. Actions we will take and time frame if we are not satisfied in our mentoring relationship.

6. If we cannot resolve differences or discover that we are not a good match to achieve our mutual goals, we commit to the following:

We agree to enter this mentoring relationship as defined above and will maintain confidentiality.

Mentee:

Mentor:

Date:

Date: