

Mentor/Mentee Agreement*

This agreement will cover the period from: _____ to _____

Mentee: Telephone: E-mail:

Mentor: Telephone: E-mail:

1. We plan to meet face to face...

How often: _____ When: _____ Where: _____

2. In addition to face-to-face meetings, other ways we'll communicate with each other (check all that apply):

Telephone E-mail Online chat

3. How often we'll communicate with each other non-face to face:

4. Any anticipated limits or constraints that will affect our interaction include (time constraints, travel, etc.):

How we'll handle these constraints:

5. Expectations we have of each other:

6. How the mentee prefers to receive positive and corrective feedback from the mentor (ex. direct and to the point, "sandwich approach," privately, etc.):

7. Items to keep confidential (ex. everything discussed between us or only things that are specified during our discussions):

8. If applicable, the role of the mentee's immediate supervisor in our mentoring relationship:

9. Anticipated challenges we may face and what we can do to prevent or manage these:

10. Additional Agreements:

We agree to work together in good faith and to commit ourselves to the mentoring initiative for the specified period.

Mentee Signature:

Mentee Title/Position:

Date:

Mentor Signature:

Mentor Title/Position:

Date: