

## MENTORING AGREEMENT

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### **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: \_\_\_\_\_

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**SECTION 1: BASIC INFORMATION**

**MENTEE INFORMATION**

First, Last MI  
Preferred Email  
Preferred Phone

**MENTOR INFORMATION**

First, Last MI  
Preferred Email  
Preferred Phone

**MENTORING REVISION PLAN:**

PLANNED UPDATE	ACTUAL UPDATE	MENTEE SIGNATURE	MENTOR SIGNATURE

**MENTORING PLAN MEETING AND CONTACT SCHEDULE**

Mentor-mentee meeting frequency:

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

## SECTION 2: CAREER GOALS

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### **I. LONG TERM CAREER STATEMENT (1 - 2 Paragraphs):**

### **II. SHORT TERM CAREER GOALS (3 - 4 Sentences):**

One Year Goal

Three Year Goal

Five Year Goal

### **III. CURRENT CAREER TRAJECTORY (Significance, Innovation, Approach, Broader Impacts):**

### **IV. FUTURE CAREER TRAJECTORY (Significance, Innovation, Approach, Broader Impacts):**

### SECTION 3: LONG-TERM SKILL / CAREER DEVELOPMENT PLAN

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The Development Plan includes all needs – including increasing social connections, skills development in the area of leadership, building collaborations, trainings, or any other items that could help prepare to reach their career goals. Additional items can be added throughout the mentoring process.

NEED	ACQUISITION PLAN (date)

Last update: \_\_\_\_\_

**SECTION 4: CAREER DEVELOPMENT PLAN YEAR \_\_\_\_\_**

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**I. Goal Setting**

<b>Professional Skills Goals</b>		
	Proposed Date	Completed Date
<b>Career Goals</b>		
	Proposed Date	Completed Date
<b>Interpersonal Skill Goals</b>		
	Proposed Date	Completed Date
<b>Community Service Goals</b>		
	Proposed Date	Completed Date

<b>Leadership Goals</b>		
	Proposed Date	Completed Date
<b>Collaboration Opportunities</b>		
	Proposed Date	Completed Date

## SECTION 5: EVALUATION

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### I. Bi-annual Mentors evaluation of Mentee Progress

Review of mentee's progress towards each of the above outlined milestones will occur bi-annually; written evaluation will be prepared by mentor and shared with mentee and with program director.

Evaluation Date: \_\_\_\_\_ Evaluation Year: \_\_\_\_\_

	Meeting goals (Y/N; comments)
1. Professional Skills Goals	
2. Career Goals	
3. Interpersonal Skill Goals	
4. Community Service Goals	
5. Leadership Goals	
6. Collaboration Goals	

## Mentee Self-Assessment

	All of the Time	A great deal of the time	A moderate amount of the time	Not very often	Never
I treated my mentor respectfully					
I undertook scheduling meetings as my responsibility					
I met my mentor when scheduled					
If I had to cancel a meeting I gave advance notice					
If I had to cancel a meeting I rescheduled promptly					
I was open in sharing personal experiences and information					
I made clear my expectations concerning confidentiality					
I respected differences in our values and perspectives					
I sought critical feedback					
I collaborated in establishing developmental priorities for partnership					
I was satisfied with the level of trust we achieved					
I did not resist considering alternatives that were out of my comfort zone					
I reflected on lessons learned even from efforts that were not successful					
I devoted an optimum amount of time to our partnership					
I maintained continuity of discussions of our priorities					
I reflected on suggested solutions rather than suggesting solutions					
I enabled learning more than I taught					
I offered alternatives to achieve desired professional development					
I was committed to our partnership's success					

## II. Evaluation of Mentor

Each mentee will fill out an anonymous evaluation of their mentors on an annual basis; data from multiple mentees will be reviewed and the general principles will be shared with all mentors at regular intervals in order to provide constructive feedback while protecting trainee anonymity.

	All of the Time	A great deal of the time	A moderate amount of the time	Not very often	Never
Did your mentor make him/herself available to you?					
Did your mentor respond to you in a timely fashion?					
Did your mentor address your concerns?					
Was your mentor flexible?					
Did your mentor treat you in collegial fashion?					
Did your mentor treat you respectfully?					
Was your mentor well organized?					
Was your mentor well prepared?					
Did your mentor realistically conceptualize the mentoring experience?					
Did your mentor direct you to appropriate reading material?					
Did your mentor direct you to appropriate professionals?					
Did your mentor direct you to appropriate workshops?					
Do you believe your mentor provided a positive learning experience?					

**Comments:**

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**Suggestions:**

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