

**MENTORING AGREEMENT
BETWEEN
(MENTOR)
AND
? (MENTOREE)**

I commit myself to being an active participant in this mentoring relationship and will:

- Do the appropriate “homework” for meeting with the mentor.
- Work to achieve skills, knowledge, and abilities.
- Listen to the mentor and consider new options that may be proposed.
- Seek the mentor’s advice when needed.
- “Focus on the set Goals” - I will not get lost in the process. I will ask my mentor how the process leads to the goals and will do my best to stay on track.

I will revisit this agreement at least twice a year with _____ and will make adjustments to this agreement as necessary. Mentoring sessions will be scheduled as required.

Mentoree

Date

I agree to support _____ and will make every effort to ensure that I remain totally committed to overseeing the career and development of _____ by performing the following duties and responsibilities:

- Coach him/her on enhancing skills and professional, educational, and intellectual development;
- Pass along organizational information (structure, politics, personalities);
- Provide candid feedback about perceived strengths and developmental needs;
- Points out opportunities for him/her to develop and demonstrate capabilities (as well as pointing out pitfalls to avoid);
- Advise him/her on how to deal with real or perceived road blocks;
- Serve as a sounding board;
- Encourage and motivate him/her;
- Build him/her sense of self and level of self-confidence; and
- Link him/her with others (networking/personal contacts) who can enhance her learning/development.

Mentor

Date

This Agreement will continue in effect for a one year period from its effective date but may be terminated by either participant 30 days after written notification is given by one participant to the other (and an agreement to do so has been reached).

Any disagreements regarding the interpretation or application of this Agreement will be addressed by discussions between the participants. All information shared will be treated as confidential unless otherwise noted and agreed to by both participants. This Agreement will come into effect on the date of the last signature.