

Mentor/Mentee Contract

Relationship

We have voluntarily entered into a mentoring relationship. As a mentee I will openly discuss my career goals and experiences for the purpose of shared learning and career enhancement. As a mentor I agree to respect my mentee in regards to their independent goals. We agree to attempt to work thorough any communication challenges or relationship conflicts that may arise during the relationship by contacting Human Resources and but understand that we can obtain a different mentor/mentee assignment after attempting to resolve any differences.

Confidentiality

We understand that confidentiality is critical to developing a trusting positive mentoring relationship. Consequently, we agree to maintain the confidentiality of the person and any private information gained that we share with one another. We agree to keep confidential the specifics of discussions between mentor/mentee, unless given permission to share this information with others. Furthermore, we understand that we will both uphold the same standard of confidentiality.

Time Commitment

We commit to establishing a schedule to work together for approximately 30-40 hours throughout the year with at least one hour per month in a face-to-face format (via technology or in person). We will provide each other with our preferred modes of communication and commit to responding to one another in a timely fashion when needs outside of the scheduled appointments arise.

Expectations

We will hold ourselves to the responsibilities as outlined in the mentoring handbook. Together we will create long-term and short-term objectives to make our time together meaningful and productive.

We understand and agree to the terms on this page:

Mentor_____ Date:_____

Mentee_____ Date:_____