

Mentoring Agreement

Mentee Name:

Division:

Job Title:

Series/Grade:

Phone:

Email:

Mentor Name:

Division:

Job Title:

Series/Grade:

Phone:

Email:

- 1) **Mentoring partnership objectives: As a result of working with a mentor I would like to accomplish the following:**
- 2) **Role of the mentoree: I will take ownership of the mentoring partnership by (i.e., staying engaged throughout the mentoring process, sending my mentor meeting notifications and reminders, coming prepared to meetings with topics and issues to discuss, asking for help, giving my mentor feedback):**
- 3) **Role of the mentor: I will support my mentoree's developmental process by (i.e., helping to develop and monitor his/her mentoring action plan, sharing organizational insights, providing suggestions and/or contacts for expanding his/her network, acting as a sounding board, providing developmental experiences and feedback, sending out an email "nudge" if our regular contact begins to slip):**
- 4) **Meetings will be held (When):**
- 5) **Meetings will be held (Where):**
- 6) **Meetings will be held for (How long?):**
 - 30 Minutes*
 - 45 Minutes*
 - 60 Minutes Other*
- 7) **if other, please elaborate:**
- 8) **Who is responsible for initiating:**
 - Mentoree*
 - Mentor*
 - Both*
- 9) **We plan to deal with geographical differences by (i.e., keeping in touch using a variety of communication vehicles; coordinating travel to leverage time for direct meetings; looking into Situational Mentoring opportunities to complement our partnership):**
- 10) **We plan to use the following communication tools to stay in contact:**
 - Face-to-face meetings*
 - Connect at various business events (Conferences, Classes, Toastmasters, etc.)*
 - Telephone conversations*
 - Video-conferencing*
 - Instant messaging*
 - Email*

Social networking tools (LinkedIn, Facebook, other)

- 11) We plan to gain commitment and support of the supervisor by (i.e., consulting with the supervisor before/during/after development of the Mentoring Action Plan, setting up a meeting with mentoree, mentor, and supervisor, periodic updates):

- 12) We will honor the following confidentiality agreement (i.e., everything we discuss during our meetings and activities will stay between us, no disclosure will be made to the mentoree's supervisor without his/her consent):

- 13) We understand this is a volunteer partnership. We agree that either partner can withdraw from the partnership if the needs of either party are not being met or there is a lack of compatibility of goals. We will conclude the partnership by:

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