

MENTORING PROGRAM: STATEMENT OF EXPECTATIONS

Instructions: In order for participants to have a successful and effective mentoring relationship, it is important for both individuals to understand the expectations and parameters of their partnership. Please review this document with your mentor or mentee and document the expectations and parameters of your partnership.

The mentor commits to supporting the agreed upon learning goals; to working to create a useful, honest, and confidential mentoring partnership; and to helping the mentee meet career objectives by accessing appropriate learning resources and providing personal support.

The mentee commits to making a genuine effort toward reaching agreed upon learning goals and to working to create a useful, honest, and confidential mentoring partnership.

The partnership should adhere to the following guidelines:

1. Confidentiality is of the utmost importance. The content of mentoring conversations should remain between the mentor and the mentee to the maximum extent appropriate.
2. Establish the time and location for mentoring sessions through mutual agreement in advance. Both parties are accountable for ensuring that meetings occur regularly and refrain from excessive demands on each other's time.
3. A reasonable amount of work time may be devoted to mentoring activities so long as the activities promote your professional development and have management approval.
4. The initial meetings shall focus on the following topics (no more than three):
 - 1.
 - 2.
 - 3.
5. The mentor and mentee are responsible for regularly assessing progress toward the stated goals, evaluating their process, and offering constructive feedback to each other.
6. Neither party shall use the others' position for personal gain.
7. Either party may terminate the relationship. Before terminating the relationship; however, the parties shall constructively discuss any differences with each other. If the partnership is terminated, the mentor and mentee are each responsible for notifying Governmentwide Mentoring by sending an email to gwmentoring@opm.gov or call 202-606-0913.

MENTOR: _____

MENTEE: _____

PRINT NAME: _____

PRINT NAME: _____

DATE: _____

DATE: _____