

# Mentoring Agreement

To be completed by mentor and mentee:

We are both voluntarily entering into this mentoring agreement. We wish this mentoring partnership to be a rich, rewarding experience for both of us. We will spend most of our time focussed on career development. We have a shared understanding of the commitment we are making and a joint responsibility to make this a rewarding experience for each other.

We have mutually agreed upon the following terms and conditions of our mentoring partnership:

## 1. Duration of Mentoring Partnership Agreement

This mentoring agreement will last for six months. We both commit to spending at least 24 hours on this mentoring partnership.

## 2. Communication between Mentor and Mentee

We will meet at least once every month. We will not cancel agreed upon meeting times unless this is unavoidable. At the end of each meeting, we will agree to a date for the next meeting.

## 3. Confidentiality of Communications

We agree to respect the confidential nature of all information discussed during mentoring meetings. Everything discussed will remain confidential unless otherwise specified at the time of the discussion.

## 4. Roles of the Mentor and Mentee

**Mentor:** The mentor's primary role is to provide guidance and support to the mentee based on his/her unique career development needs. This may be achieved by engaging with the mentee as: coach/advisor, resource person, devil's advocate, source of support and encouragement, champion/advocate and sounding board.

**Mentee:** The mentee's role is to identify the skills, knowledge, and/or goals to achieve and to communicate them to the mentor. Mentee agrees to take honest and constructive feedback from mentor.

Mentee: \_\_\_\_\_

Mentor: \_\_\_\_\_