Mentoring Agreement

Instructions for the program manager

The purpose of this form is for a mentee and mentor to discuss how their mentoring relationship will work: their goals, each person's role, and the ways in which they will interact. It is helpful when starting off to have clarity around the purpose, goals, and logistics of the relationship. The sample form below contains some of the key questions that will help to give that clarity and set expectations.

In addition to the information in this document, it is possible that your participants may benefit from answering additional questions or providing additional information. Depending on your program or organizational culture, here are some options (we don't suggest implementing all of them! Keep in mind that the more complex you make this task, the less participation you will get):

- Trainings to attend
- Articles to read
- Who will make an agenda for each meeting and take notes
- Sharing the mentees' future goals and how the mentor can assist them in those goals
- Mutual expectations
- Deliverables, such as surveys, reports, or resumes

Please note that the template below can also be implemented on the Xinspire platform as a form, if so desired. Feel free to reach out to the Xinspire Support Team at support@xinspire.com if you have any questions.

Happy Mentoring!
# Mentoring Agreement Form

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<table>
<thead>
<tr>
<th>Mentor Information</th>
<th>Mentee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________________</td>
<td>Name: ___________________</td>
</tr>
<tr>
<td>Email: ___________________</td>
<td>Email: ___________________</td>
</tr>
<tr>
<td>Phone: ___________________</td>
<td>Phone: ___________________</td>
</tr>
</tbody>
</table>

As a **Mentor**, my role is:

- __________________________________________
- __________________________________________
- __________________________________________

As a **Mentee**, my role is:

- __________________________________________
- __________________________________________
- __________________________________________

Our goals in our mentoring relationship are

1. __________________________________________
2. __________________________________________
3. __________________________________________
Expectations

**Length:** Our mentoring relationship will last for ____________________________________________

*E.g., 6 months or 1 year*

**Frequency:** We will meet ________________________________________________________________

*E.g., weekly or twice a month*

**Meetings:** Our meetings will last __________________________________________________________

*E.g., at least 30 minutes, 30-60 minutes, less than an hour, etc.*

The partner responsible for setting the meetings will be the mentee / mentor

*circle one*

We will meet...

*check all the options you are likely to use*

- ☐ In person
- ☐ Over video using ________________________________________________________________
  *Enter a video service like Hangouts or Zoom*
- ☐ Over the phone
- ☐ Other ________________________________________________________________

We commit to the following guidelines for our communication and interaction

Examples:

- Responding to communication within 24 hours
- Confidentiality
- Boundaries
- Offering and receiving feedback
- Assuming best intentions

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________