Mentorship Agreement

This agreement does not need to be signed by both parties, but rather is a list of talking points. This document is meant to be an exercise to ensure that both the mentor and mentee have clearly defined expectations and goals.

Define Expectations: How will interactions be executed?

1) Meetings – we will meet:
   - In person
   - Skype or another web-cam platform (If other, list here: ____________)
   - Phone
   - Email

2) How often would we like to meet/interact (e.g. once a week/every other week/once a month)?

3) How long will a typical meeting or phone call last (e.g. half an hour, one hour)?

4) If an email or voicemail is received, we agree to get back to the other person within:
   - 24 Hours
   - 1-2 days
   - 3-4 days
   - Other: ____________

5) What is the agreed upon duration of this relationship? The NAA suggests that relationships remain active for at least 3 months, a typical duration is 3-6 months.

6) If we need to cancel a meeting or phone call, how will that be communicated?

7) When will we meet next?

Define Goals: Setting clear SMART goals (1-3) is critical to the success of a mentorship relationship. Be sure to spend time reflecting and discussing these goals together. Refer to What Is a SMART Goal?, the Goal-Setting Worksheet, and the Essential Questions to Ask worksheet to facilitate the goal-setting process (all can be found in the Resources section of the platform).

1) What are the mentee’s goals for this mentorship relationship?

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2) What are the mentor’s goals for this mentorship relationship?

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