

Mentor & Mentee Agreement

The purpose of this agreement is to set guidelines and goals for mutual effort and benefit. By setting your expectations of each other ahead of time, you can work to make the most out of this relationship with little to no conflict. This agreement is not mandatory but serves to aid you as you begin to lay down the foundations of your mentorship.

1. Outside of the predetermined meeting times, how often should we contact one another? What is the best way to contact one another?

2. If we receive contact from the mentor or another mentee, we agree to get back to that person within:

- 24 hours
- 1-2 days
- 2-5 days

3. What are some of the major topics we would like to discuss?

4. How will we proceed should one individual need to withdraw from the mentorship program?

5. If we cannot attend one of the preplanned meetings, how will we communicated that with the group? How much notice will we agree to give?

Setting SMART Goals: Setting clear goals ahead of time will help you direct conversations and pick topics to discuss in your monthly meetings. SMART goals are Specific, Measurable, Achievable, Relevant and Timely. For more information on SMART goals, click [here](#).

Goals for the Group

1. _____
2. _____
3. _____

Goals for the individual (mentor or mentee)

1. _____
2. _____
3. _____