



Mentor/Mentee Agreement (2021-22)

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. Please fill out both the Expectations and Goal Setting portions during your first meeting.

Mentor Name: _____

Mentee Name: _____

Expectations

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. Modality (if applicable to group based on location of mentor/mentee):

- ☐ In-Person
- ☐ In-Person Socially Distanced
- ☐ In-Person Socially Distanced and Masked
- ☐ Only Virtual

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 communicate that with the group? How much notice will we agree to give?

6. Review and agree to the Wildcat Mentor Society Community Standards, agreement is mandatory for participants in the program in order to provide a safe, inclusive, and positive experience for all:

- ☐ I confirm I have read and agree to the [Wildcat Mentor Society Community Standards](#)



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Goal Setting

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. _____

Topics for Monthly Meetings to help in achieving goals (individual, mentor will select topics from these suggestions)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____