Mentoring Agreement

Complete this together in your first or second meeting. The mentee drafts the goals; the mentor helps make them specific. Keep a copy each and send one to the program coordinator. Revisit it at the midpoint check-in.

MENTORING PAIR

Mentee name, role and department

Mentor name, role and department

Program or cohort (if part of a formal program)

Mentoring type

☐ Career development ☐ New leader or supervisor ☐ Skills-specific ☐ Reverse mentoring
☐ Peer mentoring ☐ Employee resource group program

Start date

Planned end date

GOALS (TWO OR THREE)

Goal 1: what the mentee wants to be able to do or understand by the end

How we will know Goal 1 is met

Goal 2

How we will know Goal 2 is met

Goal 3 (optional)

Link to the mentee's development plan, if one exists

HOW WE WILL WORK TOGETHER

Meeting frequency

☐ Weekly ☐ Every two weeks ☐ Monthly

Meeting length

☐ 30 minutes ☐ 45 minutes ☐ 60 minutes

Format

☐ In person ☐ Video ☐ Phone ☐ Mixed

Who schedules meetings and sets the agenda

Contact between meetings (channel and expected reply time)

Notice needed to reschedule

Other activities agreed (shadowing, reviewing work, introductions, attending a meeting together)

CONFIDENTIALITY AND BOUNDARIES

- ☐ What we discuss stays between us unless we both agree to share it.
- ☐ Exceptions: anything involving harassment, discrimination, safety risks, fraud or a legal violation will be referred to HR or the appropriate channel, as company policy requires.
- ☐ The mentor is not the mentee's manager and will not report on the mentee's performance to their manager.
- ☐ The mentor will not take part in hiring, promotion or pay decisions about the mentee during the relationship; if that comes up, the mentor declares it and steps out of the decision.
- ☐ The mentee owns their development; the mentor gives perspective, questions and access, not answers to every problem.
- ☐ Topics either of us prefers not to discuss:

MENTORING PLAN: FIRST THREE MONTHS

Month 1 focus and actions

Month 2 focus and actions

Month 3 focus and actions

MIDPOINT CHECK-IN

Check-in date

Progress on each goal

Is the meeting rhythm working

☐ Yes, keep it ☐ Meet more often ☐ Meet less often

Changes to goals or approach

ENDING THE RELATIONSHIP

☐ Either of us can end this agreement at any time, for any reason, with no blame, by telling the other person and the program coordinator.

☐ At the planned end date we will hold a closing conversation: what was achieved, what comes next, and whether to stay in informal contact.

☐ We will each complete the program feedback form within two weeks of ending.

SIGNATURES

Mentee signature Date

Mentor signature Date

Date