

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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| GOAL 1 | |
| GOAL 2 | |
| GOAL 3 | |

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

| | |
|--------|--|
| GOAL 1 | |
| GOAL 2 | |
| GOAL 3 | |