

MENTOR MENTEE AGREEMENT

This form of agreement serves as a reminder that the mentor and student voluntarily entering into this partnership.

The following agreement is made between _____(mentor) and _____(mentee). We are voluntarily entering into this mentoring relationship within NU Alumni Mentorship Program which we both expect to benefit.

To minimize the possibility of confusion, we have agreed to the following:

Confidentiality. All information, content, any sensitive issues that we discuss will be held in confidence. Issues that are off-limits in this relationship include: _____

Expectations. It is expected that the Mentor will provide advice and guidance regarding **Continuing education, Job search, Career conversations, Networking issues**, and both parties will work together to identify the Mentee's personal and professional goals, as well as developing a plan for achieving those goals. It is also expected that Mentors and Mentees will follow all expectations that are established between the mentor and mentee.

Objectives:

We hope to achieve:

To accomplish this we will:

Meetings. The Mentee and Mentor will meet and talk at least _____ at a time and at a place that is mutually agreed upon. We will attempt to meet at least _____ time(s) each month. If we cannot attend a scheduled meeting, we agree to notify one another in advance.

Duration of meeting. Each meeting will last a minimum of _____ minutes and a maximum of _____ minutes.

Length of Relationship. Mentoring relationship is around a 6-months commitment. After the formal commitment has ended, pairs are able to continue mentorship, if desired. However, either party has the option to terminate the relationship for any reason provided the terminating party notifies the other and NU CAC.

The Mentor agrees to be honest and provide constructive feedback while sharing insight on their own experiences as well.

The Mentee agrees to be open to feedback that the Mentor shares and will respect the insight and experiences shared by the Mentor.

Mentor's Signature:

Mentee's Signature:

Date:

Date:

Important! The mentoring agreement form should be signed during the first offline kick-off meeting and sent to NU CAC. In case of online meeting, a mentee should add names and send it to mentor with a statement "I confirm". Mentor should check the form and send it back with CCing NU CAC with a statement "I confirm".