

# Mentoring Agreement Form (Template)

(To be completed by the Mentor and Mentee together)

**Name** \_\_\_\_\_ (Mentee) \_\_\_\_\_ (Telephone)

(Email) \_\_\_\_\_ (Agency) \_\_\_\_\_

**Name** \_\_\_\_\_ (Mentor) \_\_\_\_\_ (Telephone)

(Email) \_\_\_\_\_ (Agency) \_\_\_\_\_

**This mentoring partnership will last for** \_\_\_\_\_ (This period will be evaluated at regular intervals. A one-year commitment is encouraged.)

**We agree on the following goals, objectives and focus of this mentoring partnership:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**We agree that accountability will be determined by:**

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**We agree that progress will be measured by:**

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**We agree to the following schedule** (ex., 1:1 meeting; phone, email, WebEx/Teams, etc.):

Meeting Type	Date/Time/Duration	Frequency

*\*At the conclusion of each meeting we will agree upon a date and time for the next meeting.*

**We have established the following ground rules for this partnership:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**We are both voluntarily entering this mentoring partnership and agree to honor the ground rules we have mutually developed, including agreeing to maintain confidentiality regarding our meeting discussions.**

**We have discussed the ways in which we will work together, communicate, and collaborate on the development of a work plan. We agree to regularly evaluate progress throughout the duration of this partnership to ensure that it is a mutually rewarding and satisfying experience for both of us. We agree to providing and being receptive to honest, constructive feedback.**

**If either of us finds the mentorship unproductive and requests that it be terminated, we agree to address and honor that decision. This mentoring partnership will continue for at least \_\_\_ month(s) / year(s) if both parties feel comfortable with its productivity.**

\_\_\_\_\_  
**Mentee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mentor Signature**

\_\_\_\_\_  
**Date**