**ADD LOGO HERE**

**IBS MENTORING CONTRACT**

This contract serves to articulate goals and expectations of mentor/mentee pair who are participating in the IBS Mentoring Program. The contract does not need to be submitted to IBS in any official way, but rather it is meant to serve as a guideline to facilitate communications. It may be useful for the mentee and mentor to review and complete the document individually before jointly reviewing, discussing and coming to an agreement. The contract can then be signed and dated by the mentor and mentee, then kept as record. It may be useful to periodically review and update.

1. What career goals does the mentee have for themselves over the next five years? During the period of this mentoring relationship (usually 1 year), What kind of advice and assistance can the mentor provide to help the mentee work towards achieving those goals?

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1. What expectations does the mentor have of the mentee?

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1. What expectations does mentee have of the mentor?

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1. How often will you meet?

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1. When and through what means will you meet?

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1. For how long?

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1. Who will be responsible for scheduling the meetings?

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1. What will meeting topics include?

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1. What will be the ground rules for discussions? (E.g., confidentiality, openness, candor, truthfulness, etc.)

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1. If problems arise, how will they be resolved?

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1. Any concerns about the mentoring relationship that the mentee wants discussed and resolved?

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1. Any concerns about the mentoring relationship that the mentor want discussed and resolved?

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1. How will we know when the mentoring relationship has served its purpose and needs to be terminated?

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1. We have agreed that our initial meetings will focus on these three topics:
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   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Any additional issues to discuss and agree to?

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Mentee Signature Date

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Mentor Signature Date