

Mentoring Program Contract

If desired, this form can be utilized in the first meeting to clearly establish the needs, desires, and expectations of the mentor-mentee relationship. Please fill this out mentoring program contract during the initial meeting.

MENTOR

MENTEE

GOALS

The three items that I would like to get from this relationship are:

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•
•

The three goals that I would like to set for myself with this relationship are:

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•
•

KNOWLEDGE

In order for me to assist you with your professional growth during the program year, I need to know:

•
•
•

In order for me to achieve the goals set above, I believe that I need to know more about:

•
•
•

TECHNOLOGY

Skills or a technology that I am particularly good at:

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•
•

Insights or a technology that would be very helpful to me are:

•
•
•



Matson and Hammond Mentoring Program

CONDUCT

The likes, dislike, preferences and/or ways of doing things that you should be aware of about me are:

•
•
•

The likes, dislike, preferences and/or ways of doing things that you should be aware of about me are:

•
•
•

LOGISTICS

We agree to meet approximately ____ times(s) over this year for approximately ____ hour(s) each. We will try to meet face-to-face ____ times over the next year at _____ (locations/meeting type).

We prefer to have meetings _____ (when – mornings, lunch, after work, etc.) We agree to conduct meetings via _____ (e.g. phone, email, in-person, web meeting). We can best reach each other via _____.

We agree to be open, objective, and honest with each other. We agree that we will try our hardest not to cancel a meeting at the last minute. We understand that in order for this program to be effective, it is important for us not to let more than six weeks go by without contacting the other person. We agree that _____ will be responsible for setting up meetings.

MENTOR

MENTEE

DATE

DATE