Mentor Contract

*Read through and discuss each item and check off those you agree to incorporate into your mentoring partnership.*

**I, as the mentor, agree to:**

* Be respectful and supportive of the mentee by being punctual and, when possible, providing guidance as requested.
* Be honest in my area of expertise.
* Set reasonable time expectations
* Remember, we come from diverse backgrounds and that are multiple ways of achieving the same goal
* Provide support by:

Sharing resources

Providing models of effective job practices

Offering knowledge in my area of expertise

Providing supportive and constructive feedback

* Understand that I won’t have all the answers and will direct my mentee to a Coach or Site Supervisor when then needed

**I, as the Mentee, I agree to:**

* Actively engage in mentoring
* Reflect, listen, and identify my needs
* Be open to receiving feedback.
* Be open to changing and learning.
* Be respectful of my mentee’s time
* Remember, we come from diverse backgrounds and that are multiple ways of achieving the same goal
* Understand that my Mentor will not have all the answers and I will rely on my Coach or Site Supervisor when then needed

Mentoring will take place through:

* Phone Calls
* In-person meetings
* Zoom meetings
* Site Visits
* Peer Shadowing
* Video Sharing
* Explain how often the mentoring will take place ie. daily, weekly, monthly as needed.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a mentor I can be reached- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone, email, in person). I am available- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Days and time)

As a mentee I can be reached- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone, email, in person). I am available- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Days and time)

Mentor- My specific area of expertise is-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee- My specific need for support is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Contact info)