

Please review and sign this form at your first meeting.

## Sample Mentoring Agreement

### Setting boundaries

You may find that a variety of personal and professional issues arise from your conversations. In order to be prepared to manage these types of conversations, it may be valuable to outline some topics or issues that are 'out of bounds' in your relationship.

<b>Mentor Name: John Doe</b>
<b>Mentee Name: Jane Smith</b>
<b>Purpose and desired outcomes of the mentoring relationship:</b>  Purpose: Gain insights on career development  Desired outcomes: Develop a set of clear career goals for the career path that'd lead to my ultimate career goal (e.g., Director of Administration)
<b>Activities to be conducted:</b>  Review Individual Development Plan on a monthly basis – discuss progress and specific items to work through.  Check in every three months to see how the mentoring relationship is going – what's been helpful, what hasn't, things to do differently moving forward
<b>Expectations:</b>  Build a casual, friendly relationship with mentor to learn from their experiences and any insights/tips they may have that'd be useful for my own career development/goals.
<b>Communication methods and frequency:</b>  Meeting once a month – virtual or in-person (depending on schedule). Email communication ad hoc as issues or questions arise; response time ~ 48hrs
<b>Topics or issues that are 'out of bounds':</b>  Issues of a personal nature such as healthcare concerns or relationship problems.

**Actions to take if problems arise:**

Address immediately so topic does not get discussed further

## Confidentiality Agreement

1. Mentors and mentees are bound by a duty of confidentiality. This is a duty not to reveal any information disclosed during the relationship to any third party.
2. This duty is applicable irrespective of the position in the organization of the mentor or mentee.
3. Respect for the mentor's or mentee's right to confidentiality is expected, except when this right conflicts with your responsibility to the law or when the maintenance of confidentiality would result in a significant risk of substantial harm to themselves or others; in such cases, you must take all reasonable steps to inform the mentor or mentee that confidentiality will be breached.
4. The commitment to confidentiality continues after your relationship ends.

I have spoken to my mentor/mentee and agreed upon the terms of our relationship as outlined above.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NB:** A copy of this document should be held by both parties.