



Classified Mentor/ Mentee Agreement

How often will we meet? _____
Day(s) of the week: _____
Where will we meet? _____

Mentor Roles and Responsibilities

A mentor facilitates learning through listening, consulting, collaborating and coaching. Responsibilities include modeling, guiding, observing, providing feedback, and recommending training and resources.

As a mentor I agree to:

- ✓ **Meet with my mentee and log 10 hours of meetings/skill block training time** (Beginning in August through May).
- ✓ Contact my mentee every other week.
- ✓ Maintain a record/log of meeting times and topics covered.
- ✓ Provide my mentee guidance about professional expectations for behavior and performance.
- ✓ Provide learning support that targets and aligns with identified goals.
- ✓ Anticipate and provide timely information about annual events, deadlines and requirements.
- ✓ Write a reflection at the end of the program about the mentoring experience.
- ✓ **Submit my mentor log and reflection to the Office of Professional Development by May 15.**

A \$250 stipend is awarded upon completion of all requirements. Payment is usually received in June.

Mentee Roles and Responsibilities

As a willing participant in the Mentor program, I commit to working with my mentor throughout the year and agree to:

- ✓ Attend all scheduled meetings with my mentor
- ✓ Participate in Skill Block trainings identified for my job assignment
- ✓ Communicate with my mentor a minimum of every other week
- ✓ Be open to mentoring support and feedback

Confidentiality

Conversations between the mentee and mentor will remain confidential.

Mentor Signature _____ Date: _____

Mentor Employee ID # _____

Mentee Signature _____ Date: _____

Please return the completed mentor/mentee agreement to Linda Lang in the Office of Professional Development within 2 weeks of receipt.

Thank you for mentoring!