



## 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 April).
- ✓ 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.**

### Compensation:

\_\_\_ \$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
- ✓ Communicate with my mentor a minimum of every other week
- ✓ Be open to mentoring support and feedback

Please return the completed **Mentor/Mentee Agreement** to Linda Lang in the Office of Professional Development, Innovation Center, within 2 weeks of receipt.

### Confidentiality

Conversations between the mentee and mentor will remain confidential.

Mentor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Employee ID # \_\_\_\_\_

Mentee Signature \_\_\_\_\_ Date: \_\_\_\_\_