

## Mentoring Agreement

### **PURPOSE**

This Mentoring Agreement is created to ensure mentors and mentees have a mutual understanding of expectations from the start of the mentorship program. The mentor and mentee will together create a list of attainable goals to work towards throughout this program.

### **As a mentee, I agree to do the following:**

1. Meet regularly with my mentor and maintain frequent communication
2. Assume responsibility for finding opportunities and experiences to enhance my learning and share those experiences with my mentor
3. Commit to self-development, review my progress, and work towards my identified goals
4. Be open and honest about my goals, expectations, challenges, and concerns
5. Actively listen, ask questions, and be open to constructive feedback and criticism from my mentor
6. Maintain confidentiality of our relationship

### **As a mentor, I agree to do the following:**

1. Serve as a mentor, provide guidance, oversight, and encouragement for my mentee
2. Explain the structure of the medical field and my specific specialty/institution
3. Provide feedback regarding the mentee's progress and experiences to get them closer to their set goals
4. Remain accessible and meet (via the agreed-upon platform) regularly with my mentee to review their progress
5. Maintain confidentiality of our relationship

This agreement outlines the expectations agreed upon by the mentor and mentee listed below. The pair will also create a document of ascertainable goals, which can be adjusted and modified as the program progresses. If at any time during the duration of the mentorship contract, one member of the mentoring pair does not feel like the other is able or willing to fulfill the items agreed to above, please contact Rebecca Fabian, Mentorship & Networking Chair.

Name of Mentor: \_\_\_\_\_

Mentor's Signature (electronic ok): \_\_\_\_\_

Date: \_\_\_\_\_

Name of Mentee: \_\_\_\_\_

Mentee's Signature (electronic ok): \_\_\_\_\_

Date: \_\_\_\_\_