

# MENTORSHIP AGREEMENT WORKSHEET



Let's begin to brainstorm ideas for your own mentorship agreement. Use these ideas to begin discussions with potential employers to come up with an agreement as part of your contract, or to get the conversation started with potential employers. Your agreement can be formal or informal, but I strongly encourage you to make sure it is in writing

## **Purpose: What is your mentoring WHY?**

**Expectations: What are the roles and responsibilities?** (ie. who initiates meetings, sets learning goals, evaluates outcomes, etc)

**Mentee:**

**Mentor:**



**Goals and learning outcomes: What specific goals do you want to achieve?**  
**Think SMARTER**

**Communication: How, when, where will you communicate?**

**Accountability and feedback: How will you give and receive feedback? Be clear on how you need feedback! Remember generational differences.**

**Closure and/or updating the agreement: How long will the agreement last, how will it be updated?**

**Other things you'd like to include in the agreement:**

**Feel free to contact me any time to help you on your mentorship journey or if you'd like me to review your mentorship agreement**

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