

MENTORING AGREEMENT

Mentoring is both a "Get and Give" experience with the goal of providing a rich and rewarding experience for both partners. Both partners must be respectful of each other's time and commitments. We have created the following form to assist you in developing a schedule for your meetings. Please print information & sign below. Each partner is to keep a copy and one copy is to be turned in to: **Michelle Benin, Human Resource Management, Business Education Building, Room 120.**

Mentor: _____

Mentee: _____

Meeting Time: _____

Preferred Meeting day: _____

Frequency of meetings: (i.e., once a week, every other week) _____

We will generally meet for: _____ minutes _____

The best way to contact _____, the Mentor is by:
_____ or: _____

The best way to contact _____, the Mentee by:
_____ or: _____

If unforeseen events arise and meeting time/day must be changed we will give our mentoring partner at least a _____ hour notice if possible.

Mentor signature Date

Mentee signature Date