Mentoring Partnership Agreement

_____ and _____ are voluntarily entering into a mentoring relationship.
Mentor *Mentee*

Mentoring Partnerships consist of a minimum 4 to a maximum of 16 weekly meetings of 1-1.5 hours (thus the partnership will be 1 to 4 months long).

As part of the mentoring relationship:

As a Mentor, you agree to:

- Be committed to the mentoring partnership and make time for your mentee
- Respect and always maintain confidentiality
- Be objective, supportive and open to providing and receiving honest feedback
- Help your mentee identify specific and realistic goals
- Be honest by raising problems and difficulties, however small they may seem
- Help your mentee seek direction and offer him or her encouragement
- Finish each meeting by setting a time for the next one, and give adequate notice if the meeting is to be postponed

If the opportunity doesn't knock, build a door.

- Milton Berle

As a Mentee, you agree to:

- Accept full responsibility for your own development and actions
- Be committed to the mentoring partnership and respect your mentor's time by:
  - Being punctual
  - Respecting your mentor's schedule when setting meeting times
  - Considering meeting locations that are mutually convenient
- Respect and always maintain confidentiality
- Be open to giving and receiving feedback, and asking questions
- Identify specific and realistic goals
- Be honest by raising problems and difficulties, however small they may seem
- Discuss with your mentor the types of guidance and comments you feel are most useful
- Keep a brief record of topics discussed at meetings
- Finish each meeting by setting a time for the next one, and give adequate notice if the meeting is to be postponed

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Dissolution

The relationship may be dissolved at any time at the request of either party by contacting CRIEC.

Professional Guidelines:

- Both mentors and mentees:
  - Commit to practicing active listening skills
  - Will complete action items for next meeting
  - Will be open minded
- Mentees:
  - Are responsible for setting the meeting agenda
  - Are expected to come prepared for meetings with questions ready

Clarifying Expectations

Please discuss the following expectations during the signing of the Mentoring Partnership Agreement.

- Treat each other with respect and sensitivity.
- Conduct the relationship as professional rather than social.
- Agree how and when you will communicate with each other.
- Establish professional boundaries.
- Take the mentoring relationship seriously by striving to meet all commitments.
- Focus your partnership on exchanging insight into the Canadian workplace.
- The mentor's responsibilities do not include finding the mentee a job, providing job shadowing, training, or tutoring, or finding a work experience placement for the mentee.
- The mentee is expected to ensure he or she has the mentor's permission before using him or her as a reference.

Mentor Signature	Mentee Signature
Date	Date