Mentorship Agreement

This agreement does not need to be signed by both parties, but rather is a list of talking points. This document is meant to be an exercise to ensure that both the mentor and mentee have clearly defined expectations and goals.

Define Expectations: How will interactions be executed?

1) Meetings — we will meet:
   - In person
   - Skype or another web - cam platform (If other, list here: __________)
   - Phone
   - Email

2) How often would we like to meet/interact (e.g. once a week/every other week/once a month)?

3) How long will a typical meeting or phone call last (e.g. half an hour, one hour)?

4) If an email or voicemail is received, we agree to get back to the other person within:
   - 24 Hours
   - 1 - 2 days
   - 3 - 4 days
   - Other: __________

5) What is the agreed upon duration of this partnership?
   The Lockheed Martin Career Development Center suggests that partnerships remain active for at least 3 months, a typical duration is 3 - 6 months.

6) If we need to cancel a meeting or phone call, how will that be communicated?

7) When will we meet next?

Define Goals:

Setting clear SMART goals (1 - 3) is critical to the success of a mentor partnership. Be sure to spend time reflecting and discussing these goals together. Refer to What Is a SMART Goal?, the Goal-Setting Worksheet, and the Essential Questions to Ask worksheet to facilitate the goal-setting process (email careers@uta.edu if you need an extra copy).

1) What are the mentee’s goals for this mentor partnership?
   GOAL 1:
   GOAL 2:
   GOAL 3:

2) What are the mentor’s goals for this mentor partnership?
   GOAL 1:
   GOAL 2:
   GOAL 3: