**Professional Mentorship Program**

**MENTORING AGREEMENT**

**MENTEE Name:**

**MENTOR Name:**

**Housekeeping**

* Exchange contact information (cell phone #’s, emails, etc)
* Get to know each other (backgrounds, likes/dislikes, where you’re from, etc)

**Expectations**

* What expectations does the mentor have of the mentee (showing up for meetings, timeframe for returning emails)?
* What expectations does the mentee have of the mentor (amount of contact, topics for conversations)?

**Meetings**

* Where and when will you meet? For how long?
* Who will be responsible for scheduling the meetings?
* We have agreed that our initial meetings will focus on these three topics:

**SMART Goals**

|  |  |  |
| --- | --- | --- |
| **S** | **specific** | * What do I want to accomplish & why?
* What are the requirements & constraints?
 |
| **M** | **measurable** | * How will I measure my progress?
* How will I know when the goal’s accomplished?
 |
| **A** | **achievable** | * How can the goal be accomplished?
* What are the logical steps I should take?
 |
| **R** | **relevant** | * Is this a worthwhile goal?
* Do I have the necessary resources to accomplish this goal?
 |
| **T** | **time-bound** | * When is the completion of this goal due?
* When am I going to work on this goal?
 |

**Goal 1:**

|  |  |  |
| --- | --- | --- |
|  | **Mentor**  | **Mentee** |
| **S** |  |  |
| **M** |  |  |
| **A** |  |  |
| **R** |  |  |
| **T** |  |  |

**Goal 2:**

|  |  |  |
| --- | --- | --- |
|  | **Mentor**  | **Mentee** |
| **S** |  |  |
| **M** |  |  |
| **A** |  |  |
| **R** |  |  |
| **T** |  |  |

**Goal 3:**

|  |  |  |
| --- | --- | --- |
|  | **Mentor**  | **Mentee** |
| **S** |  |  |
| **M** |  |  |
| **A** |  |  |
| **R** |  |  |
| **T** |  |  |