

## Mentorship Relationship Agreement Form

As **mentoring** partners, it is important that we have a shared understanding of the commitment we are making to our **mentoring** relationship and that we share responsibility for ensuring that it works for both of us. We have developed a **mentoring** action plan that identifies the goals and activities of the **mentoring** relationship and forms part of this agreement.

1. Purpose and outcomes of our mentoring relationship (mentee and mentor).

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2. Interaction styles and expectations: How we will work together to achieve the goals of the Mentoring Action Plan.

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3. Mentoring encounters:

Expected length of the relationship (Open ended or defined time frame)	
How often we will meet	
Best time of day and preferred length of meetings	
How we will meet (e.g., phone, e-mail, face to face, online) and venue	
Responsibility for initiating contact	
Contact outside of planned mentoring encounters for urgent concerns (yes/no)	

Expectations if a mentoring encounter must be cancelled or rescheduled	
How often we will evaluate our mentoring agreement	

4. Signs that there may be problems with our mentoring relationship.

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5. Actions we will take and time frame if we are not satisfied with our mentoring relationship.

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6. If we cannot resolve differences or discover that we are not a good match to achieve our mutual goals, we commit to the following:

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**Note: In the event that you end your mentoring relationship before you have achieved your goals, please notify the Program Manager at [onment@mcmaster.ca](mailto:onment@mcmaster.ca)**

We agree to enter this mentoring relationship as defined above and will maintain confidentiality.	
Mentee:	Mentor:
Date:	Date: