Mentoring Partnership Agreement

As a mentor and mentee in the NU RaMP Mentoring Program, we agree to abide by the following set of guidelines:

1. Commit to making the time to meet on a regular basis, no less than 3 times per year.
2. Keep the content of our conversations confidential.
3. Practice active listening.
4. Provide each other with honest, direct and respectful feedback.
5. Other:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Initiation: First Meeting Checklist

Get to Know Each Other
☐ Share information about your professional and personal life
☐ Learn something new about your mentee/mentor

Establish Guidelines
☐ When and where will we meet?
☐ How will we schedule meetings?
☐ How will we communicate between meetings?
☐ What agenda format will we use?
☐ Will there be any fixed agenda items to be discussed at every meeting?
☐ How will we exchange feedback?
☐ How will we measure success?

Partnership Agreement
☐ Review partnership agreement, modify if desired, sign and exchange
☐ Review goals for the mentoring relationship

Confirm Next Steps
☐ Schedule date, time and place of future meetings

Mentor ________________________  Mentee ________________________

Date ________________________

From UCSF mentorship toolkit