

SLSHRM MENTORSHIP AGREEMENT

Use this agreement at your first meeting to agree on goals and objectives for the mentorship relationship, set ground rules for your meetings, to decide on how to communicate or meet, and to discuss confidentiality.

We have agreed on the following goals and objectives as the focus of this mentoring relationship:

Goal (aspirations):

Objectives (steps to reach your goal):

Goal (aspirations):

Objectives (steps to reach your goal):

Goal (aspirations):

Objectives (steps to reach your goal):

We have discussed how we will work together. To ensure our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

1. Meet regularly and for _____ months.

We will meet face to face for ___ hours every ___ weeks.

We will also meet ___ by phone, ___ by email, ___ other (_____).

2. Look for multiple opportunities and experiences to enhance the protege's learning. We have identified, and will commit to, the following specific opportunities and venues for learning:

3. Maintain confidentiality in our relationship.

Participants in the SLSHRM Mentor program should consider any personal information shared between mentor and protege to be confidential unless both mentor and protege agree the information can

be shared and with whom it can be shared. If any written notes from personal communications are kept they should be stored in a secure location. Any conversations about the mentor/protege relationship that are held with others should not disclose any confidential information.

4. Honor the grounds rules as established in this agreement
5. Provide regular feedback to each other and evaluate progress.

PARTNERSHIP GROUND RULES

Setting ground rules helps sustain an effective mentoring relationship by identifying clear expectations around basic interactions within the relationship.

Items to consider as you set your ground rules:

- Will the protege take responsibility for setting up meetings?
- Should the person who breaks a meeting appointment be responsible for rescheduling?
- Are meeting reminders necessary?
- If one of us is unhappy with the way things are going, what is the best way to deal with it?
- How will we handle confidentiality?
- How shall we proceed if one of us needs to withdraw from the relationship?
- Are there other norms/expectations we need to clarify?
 - o Time commitment, assignments, communication, etc.

| OUR GROUND RULES | |
|-------------------------|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

We agree to meet regularly until we accomplish our predefined goals or for the predetermined amount of time. At the end of this period of time, we will review this agreement, evaluate our progress, and reach a learning conclusion. The relationship will then be considered complete. If we choose to continue our

mentoring partnership, we may negotiate a basis for continuation, so long as we have stipulated mutually agreed-on goals.

In the event one of us believes it is no longer productive for us to continue or the learning situation is compromised, we may decide to seek outside intervention through the program manager or conclude the relationship. In this event, we agree to use closure as a learning opportunity.

Mentor's Signature

Print Name

Date

Mentor's Preferred Contact Information (e-mail, phone, etc.)

Protege's Signature

Print Name

Date

Protege's Preferred Contact Information (e-mail, phone, etc.)

Both the mentor and protege should maintain a copy of this agreement.