



MHOA Mentor/Mentee Agreement

Confidentiality

Both mentor and mentee agree to maintain confidentiality regarding any personal or sensitive information shared during mentoring sessions, unless otherwise agreed upon. This includes but is not limited to career aspirations, personal challenges, and work-related issues.

Goals

The mentor and mentee will work together to identify and set specific goals for the mentorship relationship. These goals may include, but are not limited to, improving the mentee's skills and knowledge, developing a career plan, building a professional network, and enhancing their leadership abilities. These goals will be reviewed regularly throughout the mentorship to ensure progress is being made. Use the *Goal Setting Framework* document to define their goals and outline an action plan to achieve them.

Duration

The mentoring relationship will begin September 2023 and continue for a period of 9 months. However, if both the mentor and mentee are interested in continuing the mentoring relationship beyond the initial 9-month period, they may choose to do so on a voluntary basis. If either the mentor or mentee encounters any challenges or concerns during the mentoring relationship, they are encouraged to engage in open and honest communication to identify the issues and work collaboratively to find a resolution. If the issues remain unresolved, either party may choose to end the mentoring relationship with appropriate notice to the other party.

Communication

Both the mentor and mentee agree to commit to regular and open communication throughout the duration of the mentoring program. This includes a scheduled meeting, at least once a month, in person or virtually, but may also include phone calls, or email correspondence, as agreed upon by the mentoring pair. The mentor and mentee will be respectful of each other's time and will make every effort to be punctual and prepared for any scheduled meetings or communication. If either party needs to reschedule a meeting or is running late, they will provide ample notice to the other person.

Responsibilities

The mentor responsibilities include:

- Providing guidance, support, and advice to their mentee
- Sharing their knowledge, skills, and experience with their mentee
- Helping the mentee set and achieve specific goals
- Providing constructive feedback to the mentee

The mentee responsibilities include:

- Being prepared for each meeting and bring any relevant materials or questions
- Being respectful of their mentor's time and schedule
- Setting specific goals and working towards achieving them
- Being receptive to feedback and guidance from their mentor

What Mentorship is NOT

Mentorship is not a substitute for a mentee's supervisor. Mentors provide advice and insights but do not have decision-making authority over the mentee's supervisor. Rather the mentor's role is to complement the mentee's existing professional support system. Moreover, mentorship does not excuse the mentee from following their community or organizational policies and procedures. The mentee remains responsible for adhering to guidelines and professional standards, and the mentorship relationship should align with and support those obligations.

Mentor Signature: _____

Date: _____

Mentee Signature: _____

Date: _____

Please remember that this agreement is a dynamic document and may be revised as necessary to reflect the evolving needs and goals of the mentorship relationship