

Mentor agreement

Factual information

	Mentee
Name	
Phone number Cell phone Best reached between the times...	
Email	
Educational background	
Work experience	

	Mentor
Name	
Phone number Cell phone Best reached between...	
Email	
Educational background	
Work experience	

Background and expectations

	Mentee
In which areas would I like support from my mentor?	
What would I like to achieve?	
How much time can I invest?	
What do I expect from my mentor?	

	Mentor
What can I contribute?	
What would I like to achieve?	
How much time can I invest?	
What do I expect from my mentee?	

Guidelines/codes of conduct

How often do we meet?	
How long do the meetings last?	
What time of day do we meet?	
Where do we meet?	
Who sets up the meetings?	
Valid reasons to cancel appointments	
What subjects do we discuss/what do we not discuss? (personal and professional limits)	
How do we deal with confidentiality?	
How do we evaluate the meetings and how often?	
Our mentor relation ends:	
Other	