MULTNOMAH ALUMNI CAREER MENTORING

MENTORING AGREEMENT: Suggested Talking Points

To have a productive mentoring experience, we recommend that the Mentor and Student talk about their expectations and goals for the mentoring relationship.

Agree on Expectations: How will the relationship work?

- 1. Meeting Together: What works best for both of your schedules and locations?
 - In person (in public setting)
 - Skype
 - o Phone
 - o Email
 - Combination of the above
- 2. The general expectation is to meet 1 hour a month, but schedules can be adapted to fit the needs of both Mentor and Student. *An example would be: 1 email, 1 Skype, and then 1 2-hour meeting/job shadow at the Mentor's organization.* We plan on meeting:

- 3. If an email/voicemail is received, we will get back to our partner within:
 - o 24 hours
 - o 1-2 days
 - o 3 days
 - o Other
- 4. If we cannot make an expected meeting, how will we get in touch?
- 5. When will we meet or talk next?

Agree on Goals: What do you hope to gain from the relationship?

- 1. What are the student's goals for this mentoring relationship? Is there any clarification needed?
- 2. What are the mentor's goals for this mentoring relationship?
- 3. What actions can you and your students take to achieve these goals?