CAREER MENTOR LINK
MENTORING AGREEMENT

The aim of the Mentoring Agreement is to document the:
• Protocols and procedures to be followed
• Agreed goals for the mentoring relationship
• Expectations of the mentor and student

Mentor and mentee must discuss and agree on the following before signing.

1. We are voluntarily entering into a mentoring relationship and agree that for its duration we will:
   • Maintain confidentiality and respect the other's privacy
   • Be respectful, non-judgemental and supportive of each other
   • Keep to scheduled meeting times or give adequate notice of changes
   • Behave ethically and safely at all times
   • Advise the Programme Coordinator of any issues or concerns

2. The following goals have been discussed and agreed.

   Goal 1 (top priority): ______________________________________________________________

   Goal 2: ________________________________________________________________________

   Goal 3: ________________________________________________________________________

3. We have discussed our workloads and availability throughout April – Oct 2009.
   We have agreed on the following contact arrangements.

   Contact Frequency Fortnightly □ Monthly □ Other □________________
   Preferred Contact Face to face □ Email □ Phone □ Other □________

   We have agreed who will have primary responsibility for keeping in touch: Mentor □ Mentee □

   Next face-to-face meeting date and venue:_________________________ ______________________

4. Although we will endeavour to complete the programme, we understand that the relationship can be discontinued by either party on a no-fault basis if necessary.

5. We are aware that information in the Career Mentor Link handbook and website form part of this programme.
   We have read, understood and agree to these guidelines and procedures.

Mentee Signature ________________________ Print Name __________________________
Mentor Signature ________________________ Print Name __________________________

Mentees, please return a signed copy to Jo Hocking (Careers Centre Reception, Level 2, Student Services, Guild Village), by 7th May 2009.