**EPAC MENTORING PROGRAM**

**Mentor/Mentee Agreement**

# We understand that each of us is responsible to:

* Maintain the confidentiality of what we say to each other, as appropriate
* Set realistic and challenging goals for this relationship
* Meet regularly at the times we agree on
* Give each other honest feedback
* Submit an email to [epac.mentoring@gmail.com](mailto:epac.mentoring@gmail.com) at the end of the year indicating preference to continue the contact for another year, request of a new mentor/mentee for the upcoming year, or choice to cycle out of the program for the upcoming year.
* Notify the Matching Lead if one of us wishes to dissolve the mentoring relationship prior to the end of the year.

# The mentee is responsible for:

* Contacting the mentor and proposing the meeting schedule
* Submitting this form to the EPAC Mentoring Program at [epac.mentoring@gmail.com](mailto:epac.mentoring@gmail.com) once completed, but no later than three months after being matched.
* Following up on the tasks agreed on

# The mentor is responsible for:

* Providing coaching and counseling, but not advocacy
* Being unbiased about the mentee’s situation
* Providing constructive suggestions for the mentee’s career development
* Helping the mentee set goals and strategies to achieve them

# Goals for the current year:

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# Meeting frequency (monthly, bi-monthly) and relationship duration (minimum 1 year):

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Mentee’s signature Date

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Mentor’s signature Date