

**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 Mentoring Subcommittee at [epac.mentoring@gmail.com](mailto:epac.mentoring@gmail.com), if the Mentor or Mentee wishes to dissolve the mentoring partnership 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 and/or concerns
- Providing constructive suggestions for the mentee's career development
- Helping the mentee set goals and develop strategies to achieve them

**Goals for the current year:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

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Mentee's Name (Print)	Mentee's SERNO (5 Digit Number)
Mentee's Signature (Digital Accepted)	Date (mm/dd/yyyy)
Mentor's Name (Print)	Mentor's SERNO (5 Digit Number)
Mentor's Signature (Digital Accepted)	Date (mm/dd/yyyy)

Use button to submit form.

Forms can also be submitted directly as an attachment to [epac.mentoring@gmail.com](mailto:epac.mentoring@gmail.com)