



ALUMNODE MENTORING AGREEMENT

The **Mentoring Agreement** is a tool to structure the first meeting and is intended to help determine the expectations of both mentee and mentor, to set jointly agreed goals and conditions as well as to create a solid common basis for the mentoring journey ahead.

Please fill in the fields below according to your role in preparation for the mentoring. Discuss your expectations during your first meeting, merge your information and create one completed version of the Mentoring Agreement, signed by both of you, serving as the basis of your mentoring journey.

ORGANIZATIONAL DETAILS

MENTOR	MENTEE
Name	
<i>How would you like to be addressed by your mentee? If you like you can include your preferred pronouns.</i>	<i>How would you like to be addressed by your mentor? If you like you can include your preferred pronouns.</i>
Contact details	
Phone:	Phone:
Email:	Email:
Organizational matters	
<i>For example – the frequency and duration of meetings: A monthly meeting cycle is recommended.</i>	



EXPECTATIONS AND GOALS

MENTOR	MENTEE
What are your expectations from this mentoring?	
What topics would you like to discuss?	
What are your goals?	
What are your indicators for successful mentoring?	
How would you like to address potential issues?	
What values are important to you during this mentoring journey (e.g. openness, trust, respect, commitment, preparation, honesty, etc.)?	
Other aspects you would like to mention:	

Privacy and confidentiality: Both mentor and mentee commit to respecting each other's privacy and treating all data and information in strict confidentiality. This applies during and after the mentoring program.

Signature Mentee: Date:

Signature Mentor: Date: