

## CIRES MENTORING PROGRAM

### MENTOR-MENTEE AGREEMENT

Research has shown that the most effective mentoring relationships establish clear expectations from the outset. This document is a tool intended to help facilitate a conversation between the mentor and mentee that establishes clear expectations of both parties, and defines a communication plan. The form should be completed by the mentor and mentee together.

Use these prompts to clarify mentoring expectations:

1. As a mentee or mentor, what do you hope to get out of this mentoring experience? What would a “successful” experience look like for you?
2. What topics would you like to discuss (think about careers, academia, research, culture/community, work/life balance...)? What are the ground rules for these discussions (e.g. confidentially, openness, truthfulness etc.)?
3. As a mentor or mentee, what expectations do you have for your mentee/mentor?  
(Think about communication, effort, when to reach out for help. At the end of a meeting, do you want to have homework? A concrete to do list? Accountability?)
4. If problems arise, how will they be resolved?
5. How often and when will you meet? Who is responsible for scheduling the meetings? Is it OK to contact you outside these meetings, and if so, how (phone, email, chat?)?
6. Where, or what platform will you use to meet? (You are welcome to meet in person if you feel comfortable doing so. Please be conscious about equity in location and travel, if you are not co-located.)
7. When is your first meeting going to occur, and what topic will you be discussing? (Feel free to also set future topics, if you choose).

The CIRES Mentoring Program is an 8-month commitment. In general, we expect that you will meet monthly, though it can be more if you choose. We remind all participants that the program is committed to providing an inclusive and accessible program and **all interactions should be appropriate to create a safe and respectful experience for everyone.**