



## MENTORING AGREEMENT: SUGGESTED TALKING POINTS

To get the most out of your mentoring experience, the ACDA Mentoring Program recommends that you talk about the expectations and goals that both the mentee and mentor have for the mentoring relationship.

### Agree on Expectations: How will the relationship work?

1. **Meeting together:** What works best? (Remember, you want to have at least one real-time meeting or conversation.) Will we meet:
  - In person
  - Skype
  - Phone
  - Email
2. In general, **how often** would we like to meet/interact (e.g., once per week, every other week, once a month)? Renegotiate as needed.
3. If an **email/voice mail** is received, we will get back to our partner within:
  - 24 hours
  - 1-2 days
  - 3 days
  - Other
4. If we can't make an expected meeting/interaction, how will we get in touch?
5. When will we meet or talk **next**?

### Agree on Goals: What do you hope to gain from the relationship?

1. What are the **mentee's goals** for this mentoring relationship? (See ACDA registration form.) Is there any clarification needed?
2. What are the **mentor's goals** for this mentoring relationship?
3. What **actions** can you and your mentoring partner take to achieve these goals?

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Adapted with permission from the Stanford Alumni Mentoring Program, Career Development Center, Stanford University.