

# SIUE MENTOR PROGRAM

## Mentee Agreement

SIUE CAREER DEVELOPMENT CENTER

Career  
Development  
Center

A successful mentee/mentor relationship requires a commitment on the part of both partners. The following agreement is intended to provide a starting framework for the partnership. Either party should understand that they may withdraw from the relationship at any time by contacting the Mentoring Coordinator at 618-650-3708. Each party should keep a copy of this agreement and make every effort to fulfill the terms of the agreement.

### PROFESSIONAL CONDUCT

- By volunteering to participate as a mentee in the SIUE Mentoring Program, I understand that it is my responsibility to demonstrate professional conduct and behavior at all times. I will communicate and present myself professionally in all of my communications/interactions (in person, by phone, in writing, online).
- I understand as an SIUE student, that I will refrain from consuming alcohol during all mentoring outings and activities. Mentoring meetings should be conducted in a place of business or in a public setting.
- I will be respectful and timely in all of my correspondence. I will acknowledge calls, emails and messages within a 48 hour timeframe.
- I will follow through and attend all scheduled meeting with my mentor. If a meeting needs to be rescheduled, I will provide 2 business days' notice if possible.

### CONFIDENTIALITY

- I understand that my mentor may share personal information. I accept the responsibility to hold this information as confidential and private.
- I understand that failure to comply with these guidelines may result in termination of the mentoring relationship.
- I will not share my mentor's contact information with anyone else.

**MENTEE GOALS:** It is important to establish goals prior to meeting with a mentor to ensure that the mentor match is successful. Answer the following questions on reverse page to define your mentor goals.

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## Mentee Goals

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**MENTEE GOALS:** It is important to establish goals prior to meeting with a mentor to ensure that the mentor match is successful. Answer the following questions on reverse page to define your mentor goals.

**WHAT KNOWLEDGE ARE YOU HOPING TO GAIN FROM YOUR MENTOR?**

**WHAT TYPE OF RELATIONSHIP WOULD YOU WANT TO ESTABLISH WITH YOUR MENTOR? EXAMPLES: ONE TIME MEETING, FOLLOWED UP BY E-MAIL EXCHANGES. SCHEDULED MEETINGS. PHONE, VIRTUAL AND/OR EMAIL.**

**UPON AGREEMENT TO PROFESSIONAL CONDUCT, CONFIDENTIALITY AND GOALS, SIGN HERE:**

X