

Canadian Evaluation Society (CES) – Mentoring Initiative

Mentoring Agreement

Source Acknowledgment: The contents of this document have been adapted from information available on the [Trafft website](#) and a sample mentoring agreement ([Trafft Mentoring Agreement](#)).

Objective

This Mentoring Agreement serves as a valuable tool for defining the commitments made by mentors and mentees. It establishes a shared understanding of expectations right from the outset, while also establishing clear benchmarks and goals that guide progress assessment. Beyond being a mere document, this agreement becomes the foundation upon which your relationship can flourish.

Benefits of this Agreement

This agreement will empower you to:

- Clearly articulate your expectations.
- Set guidelines for communication.
- Define specific objectives and associated timelines for your mentoring partnership.
- Outline skill domains to be honed or cultivated through this collaboration.

Mentee Commitments

As a mentee, I commit to:

- Engage in regular meetings and maintain open lines of communication with my mentor.
- Actively seek diverse opportunities to enrich my learning experience.
- Regularly assess my progress and adapt our agreement as I strive towards my predefined goals.
- Uphold the confidentiality of our mentor-mentee relationship.

Mentor Commitments

As a mentor, I commit to:

- Function as a mentor by providing valuable support, counsel, and guidance.
- Offer constructive feedback on the mentorship agreement, progress, and the overall experience.
- Maintain consistent communication with my mentee, regularly reviewing their advancements and aiding them in their pursuit of established goals.
- Uphold the confidentiality of our mentor-mentee relationship.



Joint Goals and Expectations

This agreement delineates the objectives and expectations agreed upon by the mentor and mentee mentioned below. While the thoughtful completion of this agreement is recommended, it is acknowledged that elements may naturally adapt to accommodate the evolving needs of both parties as the mentoring dynamic evolves. Current plans are to revisit this agreement every _____ (months) to realign objectives and time frames in accordance with ongoing achievements.

Name of Mentor: _____

Mentor's Signature (may be electronic): _____

Date: _____

Name of Mentor: _____

Mentor's Signature (may be electronic): _____

Date: _____

SECTION 1: BASIC INFORMATION

MENTEE INFORMATION

First, Last MI
Preferred Email
Pronouns

MENTOR INFORMATION

First, Last MI
Preferred Email
Pronouns

MENTORING REVISION PLAN:

PLANNED UPDATE	ACTUAL UPDATE	MENTEE SIGNATURE	MENTOR SIGNATURE
MM/DD/YYYY	MM/DD/YYYY		

MENTORING PLAN MEETING AND CONTACT SCHEDULE

Mentor-mentee meeting frequency:
[Paste]

Meeting venue (Phone, Zoom, Teams? Other?):

Meeting time:

Length of meeting
[Paste]

SECTION 2: MENTORING GOALS

What do you (mentee) want to gain from this mentoring experience:

[Paste]