

RED Peer Mentoring Agreement

Use this form to guide your first meeting.

Mentee Name:

Mentor Name:

1. The goals that I hope to achieve from being a mentee are:

1. Relationship building: Better develop open **communication** between myself and department contacts to nurture a positive and trusting **relationship** where I can be a go-to resource.
2. Knowledge building: Discover current **knowledge gaps** and identify ways to meet the needs of fulfilling them. Identify individuals on my team who are subject matter experts and learn from them and identify areas that need **subject matter experts** and potentially become one.
3. Career building: Explore effective ways to transition to a full-time position.

2. The goals that I hope to achieve from being a mentor are:

1. Relationship building: Discover areas of overlap and see how I can better assist my counterparts, specifically in areas of project management and closeout.
2. Knowledge building: Explore processes and tools that are used and learn more about project setup to ensure we are doing all we can at the dept to make a smooth management.

3. Progress towards the overall goals will be measured by:

1. Develop Smart Goals: Next meeting we will develop smart goals/steps with the Mentee Action Plan Document and have measures incorporated for each of our overall goals.
2. Check ins: We will regularly revisit our goals and outcomes to see how we are doing and adjust as needed.

4. Frequency of mentoring meetings/communications (at least monthly):

We will meet on the 2nd Wed of each month at 11am.

5. Accountability in this relationship will be determined by:

We will regularly check in with our goals ensure we are on track to meet them. If at any time either person wants/needs to change, we will request a meeting to discuss. If the relationship is not working, we agree to discuss with RED. We also agree to meet every month.

We are committed to open and honest communication in our mentoring relationship. We will honor each other by using time wisely and creating open lines of communication. We will accept constructive feedback and suggestions. We will keep confidences with our partner. We will model professionalism, ethics, and transparency.

Mentee Signature:

Mentor Signature: