

Mentoring Agreement

Between the mentor

Name

Telephone

Email

and the mentee

Name

Telephone

Email

Content and topic of the mentoring cooperation

Mentee and mentor plan to exchange on the following topics:

Forms of cooperation

Mentee and mentor agree on the following form of cooperation (e.g. meetings, job shadowing,...):

Objectives of the mentoring cooperation

Mentee and mentor agree with their cooperation to the following goals:

The goals are achieved when:

Duration, design and end of the mentoring cooperation

The cooperation starts at:

And ends at:

Mentee and mentor agree to meet regularly.

Place of the meetings:

Duration of the meetings:

Time interval between the meetings:

Mentee und Mentor agree to get into contact by

☐ telephone

☐ e-mail

The meetings were prepared

☐ by mentee

☐ from both

At the end of the mentoring cooperation will be a final evaluation.

In case of discrepancies, the project coordinators will be informed. On request, they mediate.

The termination of the mentoring cooperation is possible. Mentee and mentor inform the project coordinator about the reasons.

Confidentiality

Mentee and mentor agree to keep in strict confidence all and any information that is shared as part of the mentoring cooperation. Confidentiality continues also after the termination of the cooperation.

Date

Signature Mentor

Signature Mentee