**COAST GUARD MENTORING AGREEMENT**

The first mentoring meeting is very important and critical. It is vital in this meeting to get to know one another and clarify the overall mentoring goals. The end result of this conversation will be clearly defined expectations and parameters of the partnership.

**DEFINING EXPECTATIONS**

**Mentees:** Carefully consider your expectations of your mentors to ensure your expectations are realistic and fall within the mentor’s abilities to accommodate. (Thoughtful and carefully crafted mentoring goals will help the partnership.)

As a result of working with a mentor, I would like to accomplish the following:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLARIFY ROLES AND RESPONSIBILITIES**

**Mentee Role:** I will take ownership of the mentoring partnership (Check all that apply):

* \_\_Stay engaged throughout the mentoring process.
* \_\_Come prepared to meetings with topics and issues to discuss.
* \_\_Send my mentor meeting notifications and reminders.
* \_\_Follow through on tasks and developmental activities that my mentor suggests.

**Mentor Role:** I will support my mentee’s development needs (Check all that apply):

* \_\_Help to develop and monitor my mentee’s mentoring and career development goals and activities.
* \_\_Provide suggestions and or contacts for expanding my mentee’s network.
* \_\_Act as a sounding board.
* \_\_Provide developmental experiences and feedback.
* \_\_Send out a “nudge” if our regular contact begins to slip.
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOGISTICS OF MEETINGS**

The most essential part of the mentoring relationship will be having regular meetings. These meetings will give mentees the opportunity to capitalize on the wisdom of a mentor’s experience, but they also give the mentor an insider view of how the mentee is progressing. The logistics of our meetings will include the following:

When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is responsible for initiating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMUNICATION TOOLS** (Check all that apply):

* \_\_Face to Face \_Telephone Conversations
* \_\_Email \_ Skype, Face Time, etc
* \_\_Instant Messaging \_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRST 30 DAYS**

Successful mentoring partnerships identify and incorporate activities that serve a variety of needs to help mentees reach their goals. Traditional activities focus on specific technical and career development issues that are typically the basis for entering the relationship, but other types of activities (informal interviews, shadowing experiences, etc) may help provide a well-rounded and fulfilling mentoring experience. **Determine what developmental activities would be most interesting and appropriate.**

(Check all that apply):

* \_\_Resume Review \_\_ Networking \_\_Joint Duty Assignment
* \_\_Networking \_\_ Executive Interview \_\_Rotational Assignment
* \_\_Shadowing \_\_ Stretch Assignment

**CHECK THE PULSE**

It is also vital to monitor the quality of the mentoring interaction and evaluate the progression.

Check in and do a mid-point review:

* Are we meeting regularly? Have there been many (more than 3) cancelled meetings?
* To what degree have we accomplished the goals we set at the beginning?

**MOVING FORWARD>>>**

The completion of your mentoring relationship should come full circle. Mentors and mentees will want to wrap up the partnership with the same spirit of intent as the initial meeting. The partnership should flourish and now can explore ways to stay in touch informally or continue the formal partnership for another year.