



Mentoring Memo of Understanding

This form is to be completed by both the mentee and mentor as a way of establishing some basic ground rules concerning the mentoring relationship. Because the mentee is the person who is requesting this relationship, it is important that the mentee make known as many expectations as possible at the beginning of the relationship, so that the relationship can develop appropriately.

If additional writing space is needed, please attach blank pages.

Areas for Understanding	My Understanding (Mentee)	My Understanding (Mentor)
<p>Goals</p> <ul style="list-style-type: none"> • How will we set the goals for this relationship? • What are the goals for this relationship? • What action steps or learning tasks will the mentee take? • What resources may be needed to attain these goals? • What is the timeline for each goal? 		
<p>Meetings</p> <ul style="list-style-type: none"> • How will we meet? (face-to-face, telephone calls, e-mail, etc.) • How long will our meetings be? • How frequently will we meet? • Who will arrange and schedule our meetings? • How will we handle interruptions or changes in our schedules? • If there is a cost associated with our meetings (e.g., lunch), who will pay? 		
<p>Communications Style & Expectations</p> <ul style="list-style-type: none"> • What are our communication styles? • How will we handle confidential or private topics? • How will we handle any disagreements related to mentee goals and learning tasks? • How will we raise concerns caused by crossing boundaries such as use of time, personal issues, etc.? 		

<p>Ongoing Expectations</p> <ul style="list-style-type: none"> • How and when will we review this mentoring relationship? How often will we do this? • What expectations do we have concerning any recordkeeping about this relationship? • Do we expect that others will or will not know about this mentoring relationship? • How will we decide when it is time for this relationship to end? • How do we envision this mentoring relationship ending? 		
<p>Becoming Better Acquainted</p> <ul style="list-style-type: none"> • What can we do in order to become better acquainted with each others professional lives, knowledge, and skills? • What can we do to become more acquainted with each other as individuals? 		
<p>Other</p>		

By signing below, you are affirming that you have read, discussed and agreed on these topics. If anything needs to be changed prior to signing, please make those changes above.

Mentee: _____
Signature

Date

Mentor: _____
Signature

Date

Note: Both the mentee and mentor should retain a copy of this Mentoring Memo of Understanding (MMOU) for their files. It should be reviewed periodically as the relationship progresses. If any items need to be updated, the mentee and mentor should discuss before changes are made.

This document should not be shared with anyone else, not even CLRC, without the express consent of the mentee and mentor.