



Alumni Mentorship+ Program

Penn Medicine Development and Alumni Relations | www.PennMedicine.org/AlumniMentorship

Mentorship Agreement

This agreement does not need to be signed by both parties, but rather is a list of talking points. This document is meant to be an exercise to ensure that both the mentor and mentee have clearly defined expectations and goals.

Define Expectations: How will interactions be executed?

- 1) Meetings – we will meet: [checkbox] In person [checkbox] Zoom or another web-cam platform (If other, list here: \_\_\_\_\_) [checkbox] Phone [checkbox] Email
2) How often would we like to meet/interact (e.g. once a week/every other week/once a month)?
3) How long will a typical meeting or phone call last (e.g. half an hour, one hour)?
4) If an email or voicemail is received, we agree to get back to the other person within: [checkbox] 24 Hours [checkbox] 1-2 days [checkbox] 3-4 days [checkbox] Other: \_\_\_\_\_
5) What is the agreed upon duration of this relationship? A minimum of 3 months is recommended, with a typical duration being 3-6 months.
6) If we need to cancel a meeting or phone call, how will that be communicated?
7) When will we meet next?

Define Goals: Setting clear goals (1-3) is critical to the success of a mentorship relationship. Be sure to spend time reflecting and discussing these goals together. Refer to the Goal-Setting Guide to facilitate the goal-setting process (can be found in the Resources section of the platform).

- 1) What are the mentee’s goals for this mentorship relationship?

Table with 2 columns: Goal label (GOAL 1, GOAL 2, GOAL 3) and empty text field.

- 2) What are the mentor’s goals for this mentorship relationship?

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