|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Mentoring is a powerful personal development and empowerment tool, and we are excited to offer this opportunity to ASHRM members. This agreement will serve as a basis for discussion regarding the basic terms of your mentoring partnership. It should be completed during your Mentor Program Kick Off. Completed forms should be returned to the Mentor Coordinator who will provide copies to each of you. | | Confidentiality + Professionalism All members of SHRM, including student members, are expected to abide by the SHRM Code of Ethics.  As HR professionals, we all understand the need for confidentiality. While it may be tempting to share the details of a difficult situation you’d like to get input from your mentor about, aim to discuss situations in generalities rather than specifics. Please take appropriate safeguards against disclosure of confidential or other sensitive business information in connection with this program.  It is expected that you will make every effort to participate in all agreed upon mentoring meetings. If an unexpected business trip or family emergency arises, please communicate this conflict to your mentor partner, and if necessary, your Mentor Coordinator.  If you choose to discontinue your affiliation with the mentoring program for a reason other than a personal emergency (i.e., serious illness, job relocation) please contact your Mentor Coordinator as soon as possible.  Mentoring relationships are incredible resources and can lead to long-lasting career connections; however, a mentoring partnership is not a job opportunity. Mentors are dedicating time, energy and resources to supporting the growth of their mentee; they are not participating in the program with the promise of a job opportunity. | | |  | | --- | | Contact Information Complete this section with each person’s contact information for keeping in touch and coordinating meetings. | | |  | | --- | | Teacher Mentor Email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mentor Phone:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Books | | Mentee Email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mentee Phone:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Resources**Questions? Concerns?Contact your Mentor CoordinatorJillian Caswell(907) 205-1361 ashrmmentor@gmail.comWe’re here to help – if you have questions or concerns at any time during your mentoring program, contact us! | |

### Discussion Points

The following items are excellent areas to begin your conversations and planning to ensure all participants have an understanding of their expectations.

### Program Goals

### Mentees, what are you hoping to gain from this experience? What do you wish to learn from your mentor? How will this mentorship help you move forwards towards your short and long-term goals?

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### Mentors, use the space below to brainstorm a few ideas on how you can help support your mentees in accomplishing their goals!

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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### Contact Preferences

What are your preferences for connecting with each other? Keep in mind you’ll want to coordinate when to meet and times to check-in.

### Contact Method - Meeting

Phone call Email Text In-person   
 Video chat (Zoom, Skype, Facetime, etc.)

### Contact Method – Check-In

Phone call Email Text In-person   
 Video chat (Zoom, Skype, Facetime, etc.)

### Meeting Times

Morning (Pre-8 a.m.) Lunch hour   
 Evening (Post 5 p.m.) Weekdays Weekends

### Meeting Frequency

Determine how often you’d like to have structured meetings. Planning what you’d like to discuss and when to meet can help maximize the benefits from your mentorship.

Weekly Biweekly Monthly

### Meeting Logistics

What are central meeting locations for both?

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If meeting for coffee or a meal, we recommend discussing payment responsibilities. Typically, each individual should be responsible for their own costs.

### First Meeting!

Discuss and agree upon a date and time for your first mentoring meeting.

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**Time Commitments**

Below are the **minimum** expected time commitments for the duration of the Mentor Program.

* The mentor program will run for six months from kick off, and conclude on **October 4, 2021**
* Meet face-to-face no later than two weeks after initial meeting and at least once every other month thereafter (total of three in person meetings)
* In total, mentors and mentees should spend a **minimum** of two hours per month together
* Meet via distance technology (telephone, e-mail, Skype, etc.) at least once per month  
  *Note: More interaction than stated above is highly encouraged.*

*Suggested Additional Activities*

* Attend the monthly Anchorage Chapter SHRM meetings together when possible
* Meet virtually or in-person for a workplace visit

Review and agree upon your expectations, should they be above the minimums below.

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**Legal Disclaimer**

By completing this mentorship agreement to participate in the Anchorage SHRM Chapter Mentorship program, you agree to indemnify and hold harmless the ASHRM Chapter, its Board of Directors, membership and volunteers from all claims, suits and actions of every name, kind and description brought for, or on account of, any loss, injury or damage caused by you or within your control, and release the ASHRM Chapter, its Board of Directors, membership and volunteers from all personal injuries or property losses you might suffer during your participation in any activity within the ASHRM Chapter.

**Mentoring Agreement**

**By signing this document, we, mentor and mentee, agree to the following:**

* We are both voluntarily entering into this partnership. We wish this to be a rewarding experience, spending most of our time discussing developmental activities, from which we both expect to benefit.
* We want this to be a rich, rewarding experience with most of our time together spent in professional development activities. To this end, we have mutually agreed upon the terms and conditions of our relationship as outlined in this agreement.
* We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another’s decision.

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Mentor Signature Date Mentee Signature Date