

## MENTOR/PROTÉGÉ AGREEMENT

**As a Mentor/Protégé, I agree with the following:**

**Shared Time:** Mentor/Protégé shared time should be sufficient per contact to meet the protégé's immediate need and should comprise at least three (3) hours a month for the first three (3) months and as needed thereafter.

**Supervisors as Mentors:** Supervisors may be mentors, but generally, the mentor should not be the protégé's immediate supervisor. Exceptions may occur in instances where shared areas of responsibility or a specific request by both parties (supervisor/supervisee) make such a mentor/protégé relationship viable.

**Content:** Mentor/Protégé contacts will concentrate on applying the mentor's expertise, skill, and experience to enriching and improving the protégé's work experience and performance. Matters involving personality conflicts, personal grievances, or program management will be avoided.

**Contact Types:** Mentor/Protégé contacts may be made in person or by telephone, e-mail, or written correspondence. Where time and logistics permit, preference will be given to personal contacts.

**Documentation Process:** Mentor/Protégé partners will complete a contact log and submit it to their supervisor for review. The supervisor will retain the original and provide a copy for the Executive Director, mentor, and protégé.

### SIGNATURES:

Mentor \_\_\_\_\_ DATE: \_\_\_\_\_

Protégé \_\_\_\_\_ DATE: \_\_\_\_\_