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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:

- In person
- Zoom, Teams, Skype or another webcam platform (If other, list here: _____)
- Phone
- 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:

- 24 Hours
- 1 - 2 days
- 3 - 4 days
- Other: _____

5) What is the agreed upon duration of this relationship?

The UTA Career Development Center suggests that partnerships remain active for at least 3 months, a typical duration is 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 SMART 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 What Is a SMART Goal?, the Goal-Setting Worksheet, and the Essential Questions to Ask worksheet to facilitate the goal-setting process (email careers@uta.edu if you need an extra copy).

1) What are the mentee's goals for this mentorship partnership?

- GOAL 1:
- GOAL 2:
- GOAL 3:

2) What are the mentor's goals for this mentorship partnership?

- GOAL 1:
- GOAL 2:
- GOAL 3: