SETTING EXPECTATIONS: ESSENTIAL QUESTIONS & MENTORING AGREEMENT

Below are important questions to ask before embarking on your mentoring relationship to guide a thoughtful conversation about what you want out of this partnership. Some questions are specifically aimed at mentees, and some are aimed at both parties.

1. Mentors/Mentees: Have you had a mentor/mentee before? If so, what have your mentorship experiences been like?

2. Mentees: What is it you need, want, and expect out of this mentoring relationship?

3. Mentees: What are your short-term and long-term personal, academic and professional objectives at this point in time?

4. Mentees: Do you foresee any specific challenges coming up this year that you would like assistance with?

5. Mentors/Mentees: Setting clear goals is critical to the success of a mentoring relationship. Take a moment to discuss your goals together.

Mentee’s goals for this mentoring relationship:

a) 

b) 

c) 

Mentor’s goals for this mentoring relationship:

a) 

b) 

c) 

Mentors/Mentees: What is your preferred communication style? How do you wish to be contacted, for example to reschedule a meeting?

Mentor/mentee’s contact info: ________________________________
7. How should our meetings take place? (Phone, Skype, Zoom, etc.)
Preferred platform: ________________________________

8. How often would you like to meet/connect? (AUP recommends three to five meetings over the course of the semester, but it’s up to you to decide.)
Preferred meeting frequency: ________________________________

9. How long should each meeting be, generally?
   • 15-20 minutes
   • 30 minutes
   • 1 hour

10. 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: ________________________________

11. Date of first meeting: ________________________________
(If you like, you can plan your provisional schedule of meetings for the whole semester.)

Congratulations! You’re off to a great start!