



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!