

DOD Mentoring Resource Portal

MENTORING AGREEMENT

Information for Supervisors Portfolio

MENTORING AGREEMENT

Purpose:

To provide a sample Mentoring Agreement for Experienced Supervisors and New Supervisors seeking to establish a mentoring relationship.

Audience:

New and Experienced Supervisors

Common Terms

The following are common terms associated with the DOD Mentoring Resource Portal:

Mentor, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

New Supervisor, also known as Protégé or Learner, is the more junior person being mentored.

Mentoring Program Coordinator, also known as Mentoring Program Manager, is responsible for the overall management of the Mentoring Program.

Information Source Disclaimer

Most of the information on this mentoring resource was obtained from the [Headquarters, Department of Army, DCS, G-1 ARMY MENTORSHIP HANDBOOK](#). All content is provided for informational purposes only.

1.0 SAMPLE MENTORING AGREEMENT (BETWEEN EXPERIENCED SUPERVISOR AND NEW SUPERVISOR)

SAMPLE MENTORSHIP AGREEMENT

Experienced Supervisor (Mentor): _____

New Supervisor (Mentee): _____

Date: _____

We (Experienced Supervisor and New Supervisor) agree to enter into a mentorship relationship for a period of one year. By entering into this agreement, the Experienced Supervisor recognizes his/her role as a professional role model and expects to share advice, experience, and guidance consistent with the [insert DOD Component/Agency name]. The New Supervisor understands that the relationship is designed to meet his/her needs, but that primary responsibility for career planning and personal development remains the responsibility of the New Supervisor.

In order to facilitate cooperation and avoid potential obstacles to this relationship, we (the above-named Experienced Supervisor and New Supervisor) agree to the following terms:

Frequency of contact:

Preferred method(s) of communication:

Mentoring objectives/goals: _____

Experienced Supervisor expectations of the New Supervisor:

New Supervisor expectations of the Experienced Supervisor:

Concerns:

Other: _____

We acknowledge that we have discussed this relationship and understand it to be an important developmental opportunity for both participants. We agree to respect the other's personal requests and to maintain confidentiality before, during, and after the mentoring period.

We recognize that our participation in this career and professional development program is voluntary and may require non-duty time. We further understand that either participant may end the relationship without question at any time during the agreement period.

Experienced Supervisor Signature

Date

New Supervisor Signature

Date