

Mentoring Agreement

Topic	Meeting number	Date and time
<p>Mentor's experience and career progression</p> <ul style="list-style-type: none"> - Career story to date - Day-to-day work schedule - Training and further study - Feedback and possible changes - Work changes over time - Work-life balance - Long-term goals - Key challenges - Motivations 		
<p>Career opportunities</p> <ul style="list-style-type: none"> - Employers' expectations of graduates in this field - Remuneration in the field compared with other fields/careers - Further training to advance career options - Required knowledge and skills as a graduate in your field - Personal strengths compared with those required for your field 		
<p>Securing a job</p> <ul style="list-style-type: none"> - Most effective strategies for gaining employment in your field - Jobs in your field - Finding jobs that are not advertised - Optimising the content, formatting and presentation of a resume and cover letter - Best way to approach prospective employers - Typical format for an interview 		
<p>On the job</p> <ul style="list-style-type: none"> - Structure of a specific organisation - Organisational culture - Particular ways of doing things within an organisation - Ways of conveying an organisation's goals and objectives to staff - Description of a typical day or week on your mentor's job - Your mentor's likes or dislikes about his or her work - Main misconceptions people have about your mentor's work or role - Managing office politics 		
<p>Career development / professional development</p> <ul style="list-style-type: none"> - Career goal setting - Additional skills required for career progression - Professional associations to join - Networking opportunities and professional network development - Journals or other publications to read - Professional development opportunities - Volunteering opportunities 		
<p>Issues in the field</p> <ul style="list-style-type: none"> - Present changes and future trends - Current and projected employment opportunities - Technology and transformations in your field 		

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Other topics (as agreed upon)		

We acknowledge each other's rights and responsibilities and agree to maintain confidentiality of all information and opinions that are discussed as part of the mentoring relationship. Information will only be shared with the express permission of the other party.

Mentor

Full name _____

Signature _____

Date _____

Mentee

Full name _____

Signature _____

Date _____