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## MUTUAL AGREEMENT FOR MENTORS AND MENTEES

This document outlines the mutual understanding and agreement between a Mentor and Mentee participating in the GEOelevate Program. It is designed to facilitate a productive and beneficial mentoring relationship.

If you have any questions, please reach out to [Gabbi Stopp](#).

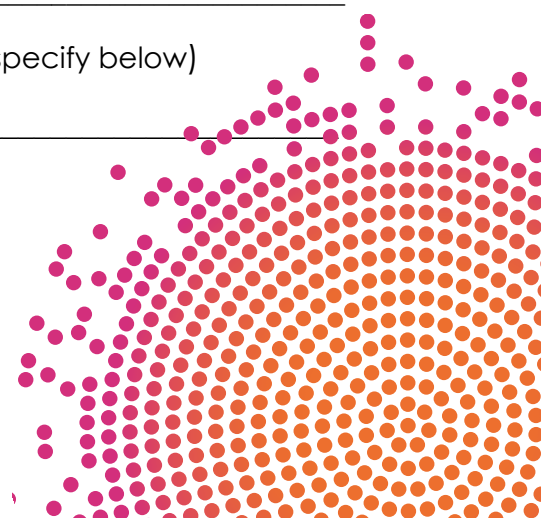
### 1. PARTICIPANT INFORMATION

	<b>MENTOR</b>	<b>MENTEE</b>
Name	_____	_____
Company	_____	_____
Job title	_____	_____
Email	_____	_____
Telephone*	_____	_____

\*Optional

### 2. MENTORING FOCUS AREAS (Select all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Career development                           | <input type="checkbox"/> Work-life balance                                     |
| <input type="checkbox"/> Skill enhancement (specify below)<br>_____   | <input type="checkbox"/> Navigating organizational change                      |
| <input type="checkbox"/> Networking strategies                        | <input type="checkbox"/> Communication skills                                  |
| <input type="checkbox"/> Leadership development                       | <input type="checkbox"/> General guidance and support (specify below)<br>_____ |
| <input type="checkbox"/> Understanding global equity theory or trends | <input type="checkbox"/> Other (specify below)<br>_____                        |
| <input type="checkbox"/> Specific certification/education<br>_____    |  |



### 3. GOALS AND OBJECTIVES

- **Mentee's primary goal(s) for the mentoring relationship:** (List 2-3 specific, measurable goals)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- **Mentor's role in supporting these goals:** (Briefly describe how the mentor will assist the mentee in achieving their goals)

\_\_\_\_\_  
\_\_\_\_\_

### 4. MEETING SCHEDULE AND COMMUNICATION

- **Preferred meeting frequency:** \_\_\_\_\_  
(e.g. Monthly, Bi-weekly, etc.)
- **Preferred meeting duration:** \_\_\_\_\_  
(e.g. 30 minutes, 1 hour, etc.)
- **Preferred communication method(s):** \_\_\_\_\_  
(e.g. Video call, Phone call, Email, In-person)
- **Agreement on response time for emails/messages:** \_\_\_\_\_  
(e.g. Within 24 hours, Within 2 business days, etc.)

### 5. PROGRAM DURATION

- **Start date:** \_\_\_\_\_
- **Estimated end date:** \_\_\_\_\_  
(Note: This can be adjusted as needed by mutual agreement)

### 6. CONFIDENTIALITY

- All discussions and information shared between the Mentor and Mentee will be treated as confidential, unless otherwise agreed upon.

### 7. EXPECTATIONS AND RESPONSIBILITIES

#### Mentor responsibilities

- Provide guidance, support, and constructive feedback.
- Share relevant knowledge and experience.
- Act as a sounding board and offer different perspectives.
- Respect the mentee's goals and career aspirations.
- Commit to agreed-upon meeting schedule and communication guidelines.

#### Mentee responsibilities

- Take ownership of their development and career goals.
- Actively participate in discussions and be open to feedback.
- Come prepared for meetings with specific questions or topics.
- Respect the mentor's time and expertise.
- Commit to agreed-upon meeting schedule and communication guidelines.

## 8. TERMINATION CLAUSE

- Either the Mentor or Mentee may terminate the mentoring relationship at any time, provided they communicate their decision respectfully and professionally.

## 9. SIGNATURES

\_\_\_\_\_ (Mentor Signature)

Date: \_\_\_\_\_

\_\_\_\_\_ (Mentee Signature)

Date: \_\_\_\_\_

**Note:** This proforma is a guideline. Mentors and Mentees are encouraged to adapt it to fit their specific needs and preferences. We wish you a successful and rewarding mentoring experience!

