



ELM Agreement

To ensure a successful mentoring relationship complete, sign and date the ELM Agreement during the initial conversation. Both parties should file the agreement in an easy-to-remember place, should you want to revisit any of the below items at a later date.

1. How will we conduct our mentoring sessions? (select all that apply)
 - Email
 - Phone
 - Skype
 - In-person
 - Other _____
2. How long will our mentoring sessions be?
 - 30 minutes
 - 45 minutes
 - 60 minutes
 - 90 minutes
 - Other _____
3. How often would we like to meet throughout the upcoming year?
 - Once a week
 - Once a month
 - Twice per month
 - Other _____
4. If an email/voicemail is received we will get back to one another within:
 - 1-2 days
 - 3 days
 - 5 days
 - Other _____
5. If one of us cannot attend an upcoming meeting, how will we get in touch?
 - Phone
 - Email
6. What are the mentee's goals for the year?

7. What are the mentor's goals for the year?

8. We agree that the topics discussed are confidential and should not be shared with others.
 - Yes
 - No

Mentor's Signature _____ Date: _____

Mentee's Signature _____ Date: _____