

## Defining Personal & Relationship Expectations Worksheet

Clearly-defined expectations should be established for your mentoring relationship. Consider answering the following questions for yourself and share with your mentor/mentee.

**For Mentors:** What would you like for the mentee to get out of this relationship? What would *you* like to get out of this relationship?

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**For Mentees:** What would you like to get out of this relationship?

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**Together as mentor and mentee, discuss the following questions to further define your personal and relationship expectations as you begin your mentoring relationship.**

How often will you meet? In person? By phone or email?

Who will make the arrangements for the meetings?

What will be your “ground rules” for how the time will be spent? Who runs the meetings? Do you expect your mentee to bring an agenda to each meeting?

What will be your “ground rules” for how you will communicate?

How you will know when the relationship should be brought to closure?

What does confidentiality mean to you and what does it mean to your mentee? Will your conversations be kept confidential?

What topics are off-limits?

How will you respect one another's time?

Are you always "on" as mentoring partners, or just when you meet?