Career Mentoring Programme 2013-14  
(Department of Management)  
Mentor-Mentee Agreement

Between .............................................. and ..............................................
(Mentor) (Mentee)

We have discussed and agreed on the issues below.

Goals for the Career Mentoring Program

We have agreed on the following goals/objectives as the focus of this mentoring relationship.

1. ................................................................................................................

2. ................................................................................................................

3. ................................................................................................................

4. ................................................................................................................

Mentoring Activities / Tasks / Discussions

List the professional development activities/discussion topics/tasks/projects or other activities you plan to undertake during the mentoring relationship in order to achieve goals set for the Program.

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End of form
Our Agreement

We have discussed and agreed on the following:

☐ Responsibilities and expectations

☐ Availability of mentor (workload and personal commitments)

☐ Level of mentee commitment (study timetable and work requirements)

☐ Confidentiality

☐ Abiding by the Code of Conduct (please refer to the Appendix 1)

☐ Preferred methods of contact (e.g. phone, email, in-person)

Mentee’s signature: ........................................ Date: ......................

Mentor’s signature: ........................................ Date: ......................

(Return completed form to: Scan and email (or fax) the form to the programme Coordinator

Dr. Toni Maria TONG
Career Development and Career Mentoring Officer
Department of Management
City University of Hong Kong
Telephone: 852 - 3742 7977; Facsimile: 852 - 3442 0309; Email: mgttong@cityu.edu.hk

End of form
Additional Notes:

Appendix 1: Code of conduct
(Source: Adapted and modified from Griffith Industry Mentoring Programme)

Mentoring partners

- recognise that the nature of each partnership will vary with the needs of the mentee, and the mentor's capacity to assist
- are committed to open and honest communication are courteous in their communications with each other
- respect each other’s privacy
- maintain confidentiality in regard to information obtained in the course of the partnership
- are mindful of each other's particular skills and abilities
- are non-judgmental in their dealings with each other and their respective organisations
- observe boundaries that are consistent with the professional nature of the partnership
- respond in a timely and professional manner to their mentoring commitments
- recognise that intimate personal relationships are inconsistent with mentoring partnerships
- understand that the formal partnership will terminate at the conclusion of the Program.

End of form