



# City of Portland Mentorship Program

## Mentorship Program Agreement

**I have read and I understand the Mentorship Program Handbook.**

As participants, we agree to comply with the following minimum provisions:

- Participation in this mentorship experience is voluntary and either mentor or learning partner may withdraw from it at any time by submitting a written statement to the Program Coordinator.
- We agree to keep confidences shared by each other and respect each other's opinions.
- Participation in the mentorship program is not a guarantee of training, assignments or promotion.
- Any recommended formal training is subject to applicable regulations, availability of funds and approval of supervisor.
- We will set realistic and firm goals. As a mentor, I will offer appropriate guidance and make suggestions for self-development as requested by the learning partner. As a learning partner, I will make a firm commitment to carefully consider the guidance and recommended self-development suggestions provided by the mentor.
- It may become necessary to complete self-development activities on the learning partner's own time and expense in order to accomplish some goals and objectives.
- The length of commitment to the mentoring program is initially one year, however, it may be extended by mutual agreement.
- We will meet periodically and be afforded reasonable work time for this purpose with the concurrent approval of our respective supervisors.

Insert any additional Agreements:

Print names here:

\_\_\_\_\_  
Signatures:

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

\_\_\_\_\_  
Learning Partner: Date:

Cc: Mentor and Learning Partner Supervisors  
Mentorship Program Coordinator