

PPA Mentorship Expectations

This mentorship program is new and evolving, as will be your working relationships with one another as mentors and mentees. This guide will explain the expectations of each pair as they connect and start their mentorship agreement.

After the initial introduction via email, each pair should plan a meeting in which they fill out the Mentorship Agreement form and their Meeting #1 form. Once this first meeting is complete, each pair can meet during their agreed time(s) and use the provided meeting outline if needed.

Each mentor and mentee should plan for a specific time period in which their agreement will take place. This can be anywhere from one month to ongoing mentorship. If you have any questions about your agreement or your pairing, please contact sacstategasppa@gmail.com. The expectation of both mentor and mentee is that you will adhere to your agreement and attend all meetings as to respect each other's time. It is also an expectation that both individuals take the lead in the planning of meetings and the development of the mentee.

All mentorship relationships are professional development relationships. Therefore, by participating in this program, each individual agrees to keep their relationship with one another professional. Please contact sacstategasppa@gmail.com if there has been a breach of this agreement.

We as your GASPPA board will check-in regularly on both parties to ensure that each pair is successfully meeting their goals and communicating regularly.

These are some things to think about as you create your agreement:

- Evaluate as soon as possible whether the fit will be good: how hard/easy it was to meet, the value of your pair's feedback, and the ease of interaction.
- Mentors should be realistic about what they can do for their mentees and should help the mentees understand what kinds of assistance they can expect.
- Mentors should explore what mentees need and help them develop a productive balance between seeking help and taking on more responsibility as they move toward independence.

Below are some common expectations identified at the beginning of mentoring relationship:

For Mentors	For Mentees
Provide help, offer suggestions, and be a sounding board for issues relating to the mentee's career goals and development.	Take initiative to drive the relationship and be responsible for your own career development and planning.
Provide and be open to feedback. When providing feedback, be honest, yet tactful. Always remember to use the proper tone.	Provide feedback about the mentoring relationship and be open to receiving feedback. When providing feedback, be honest, yet tactful. Always remember to use the proper tone.
Provide suggestions, thoughts, ideas and advice on goals, activities, and progress.	Ask for suggestions and advice early in the relationship. When advice is given, listen, apply some of their ideas, and let them know the results.