Memorial Hospital
Belleville, Illinois

**Mentor and Mentee Commitment Agreement**

Mentors and mentees enter into the mentoring relationship with responsibilities. Please indicate the role and responsibilities that you agree to fulfill over the next year.

☐ **Mentor**

Responsibilities include:

- Attending the initial Mentor education program
- Attending the Mentor/Mentee luncheon
- Initiating communication with Mentee
- Meeting with mentee at designated time frames
- Engaging in a relationship which fosters acculturation of mentee
- Continuing the relationship for one year
- Using effective communication techniques
- Respecting the mentee
- Being open and non-judgmental throughout the mentoring relationship
- Listening effectively
- Use effective problem solving techniques
- Keeping all information confidential
- Completing the Log of Meetings
- Completing the final Nurse Mentor Program evaluation

☐ **Mentee**

Responsibilities include:

- Meeting with mentor at designated time frames
- Attending the Mentor/Mentee luncheon
- Communicating openly and honestly with mentor
- Sharing information regarding challenges about your role as a nurse
- Continuing the relationship for at least one year
- Keeping all information confidential
- Completing the Log of Meetings
- Completing the final Nurse Mentor Program evaluation
- If new graduate nurse, attend Nurse Residency Program

**Effective Date**

Signature ______________________________

Date ________________________________

12/01/08, Rev 12/12