

CRC 1182 Mentoring Agreement

Persons involved:

Name of mentor: _____

Name of mentee: _____

1. Mentoring Meeting Format

Mentoring duration: _____

Start date: _____

Until final date (if applicable): _____

Preferred method of communication:

*Mentoring thrives on mutual exchange. Therefore, face-to-face meetings should be – if possible – the preferred method of communication. **The mentee** should assign numbers ranging from 1 (most preferred) to 4 (least preferred) to each method of communication.*

- ___ face-to-face meetings (if allowed)
- ___ online meetings
- ___ e-mails
- ___ phone calls

Preferred duration of meetings / phone calls: _____

How often should the meetings take place?:

- The meetings should take place on a regular basis. (specify the meeting interval):

- Meetings should be arranged only as needed.

The mentee is obligated to organize the arrangement of appointments (type, date, duration, location) with the mentor. The mentee will inquire appointment agreements approx. _____ ahead of time.

The mentee is strongly recommended to take minutes of the meetings.

2. Contacting

The mentor desires following methods of communication if the mentee wishes to approach him or her. Please select one or more of the following desired options:

- Phone: _____
- E-Mail: _____
- Other: _____

The mentee agrees to being contacted by the mentor via following forms of communication. Please select one or more of the following desired options:

- Phone: _____
- E-Mail: _____
- Other: _____

3. Content

General topics that both the mentor and mentee wish to pick out as central themes are to be selected from the following (and amended if necessary):

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- Career entry
- Develop or substantiate career goals
- Job interview
- Inaugural lectures
- Identify personal strengths and expertise, label them and discuss their implications
- Identify personal weaknesses and insecurities, label them and discuss their implications
- Confident appearance
- Insights in the mentor's field of activity
- Insights in and visits to the mentor's company/department
- Gender questions (career paths for women, women in leading positions, etc.)
- Reflections on set goals and ways to realize them
- Technical exchange

- Career & children
- Career & private life / Which stages have already been reached, what are further goals?
- Relevance and possibilities of networking
- International career / (Temporary) employment abroad
- Arrangement of academic studies / The post grad-PhD situation / Identify additional qualifications that are relevant to the specific field
- Situation: male-dominated department / field of activity
- Situation: difficult situations at work
- Significance of a promotion/state doctorate in private enterprise
- Mentor's career milestones with regard to the mentee's career goals
- Other, namely:

4. Goals and Expectations of the Mentoring Tandem

The tandem (mentor and mentee) wishes to reach following (intermediate) goals during the mentoring partnership:

The mentor has the following expectations from his or her mentee:

The mentee has the following expectations from his or her mentor:

Other agreements between the mentor and mentee:

5. Mutual Agreement

Mentee and mentor ensure each other mutual engagement, openness, reliability, and trust in this mentoring relationship. The basis of the tandem relationship is to always be unsolicited and have mutual respect, which allows for an exchange on the same level. The points agreed to in this agreement are seen as a binding setting.

Confidentiality of all conversations between mentor and mentee are prerequisites for the mentoring partnership. Therefore, both partners are obligated to preserve the confidentiality concerning all information (conversations, data, documents, etc.) during the duration of the project, as well as after the end of the mentoring partnership.

Should questions or problems arise in the mentoring relationship, participants are recommended to contact the Scientific Manager of the CRC 1182 (office@metaorganism-research.com) or Ute E. Jülly (ute.juelly@seiden-glanz.de) as soon as possible. In any case, all involved parties hereby guarantee to strive for a suitable solution for all of those involved.

For a sustainable mentoring program, the goal is to continuously optimize the CRC 1182 mentoring. For this purpose, the willingness to participate in possible short evaluations on the experiences from the mentoring process (regarding the work structure - not the content!) is very important. We would very much appreciate your active cooperation.

Place, Date

Mentor's signature

Mentee's signature

Please send the mentoring agreement signed by the mentee and mentor to the CRC 1182 office (office@metaorganism-research.com). The office assures to handle the agreement confidentially.

The CRC 1182 Scientific Manager, is formally support your mentoring and you may contact her at any time. In addition, you can also address any questions to Ute E. Jülly (ute.juelly@seiden-glanz.de).

