

Michigan State University Extension

New Staff Mentoring Agreement

Michigan State University Extension acknowledges and supports the professional mentoring commitment of the two listed staff members. As an active participant of the New Staff Mentoring Program, you agree to the following expectations:

1. Commit to a yearlong professional mentoring match
2. Communicate with your mentor/ new staff at least once a month (via face to face interactions, telephone calls, Zoom meetings, email, text messages, etc.) During the first few months, you should be making contact multiple times each month.
3. Work together to create a list of short or long term goals (including tasks) that the match can prioritize, support and implement
4. Display mutual respect at all times
5. Keep mentoring discussions confidential with the exception of issues/concerns about discrimination, harassment, inappropriate behaviors or other actions that could harm MSUE and/or our stakeholders. In situations where issues/concerns could harm MSUE, our stakeholders or staff, information will be shared with the appropriate supervisor.
6. Understand that a mentors' goal is to provide support and not serve as an additional supervisor

Match date:

Mentor name:

County:

Address:

Work phone number:

Cell phone number:

Email:

Mentor name:

County:

Address:

Work phone number:

Cell phone number:

Email:

New staff name:

County:

Address:

Work phone number:

Cell phone number:

Email: