

De Montfort University Employability Mentoring Agreement

The purpose of this agreement is to clarify the roles and responsibilities of both the mentor and mentee. This project is about matching and building professional one-to-one relationships, where the industry mentor(s) will enable the student mentee to develop key employability skills and prepare for the world of work. This is **not** about guaranteeing a student mentee any or all of the following:

- A job
- An offer of a job
- The advertising of a position
- The offer of the potential to work

Career readiness starts with the students deciding to take an active involvement and interest in their future post-study and requires them to act upon their own initiative and work with a mentor in order to bring out the best in themselves. To aid this we have created an agreement that sets out the responsibilities of all parties in the relationship. This includes:

- The mentee (student)
- The industry mentor(s)
- The Employability Mentoring Project Officer (EMPO)

In developing a mentoring partnership we recognise that each element of the partnership, whether it is the student, mentor, organisation or ourselves at DMU, we seek to ensure that what we set out to achieve is clear. Therefore detailed below is an agreement that we would respectfully ask all parties to engage in and sign, in order to clarify levels of responsibility and to help ensure that if issues arise then they can be easily identified and rectified.

As mentor and mentee entering into a professional relationship firstly, we both voluntarily agree:

- 1.1 To meet at least once every _____ weeks for _____ months
- 1.2 To agree to contact each other between meetings by telephone/email
- 1.3 To meet either in a public place, on campus or at the workplace, but not at either home addresses
- 1.4 To arrive on time, communicate a delay or to contact each other at least three hours before if unable to meet up
- 1.5 To contact the EMPO if either of us feels the mentoring relationship is not working
- 1.6 Not to attend meetings under the influence of drugs/alcohol
- 1.7 Not to give or accept money or gifts from each other

In addition to the above agreements, the mentor will agree:

- 2.1 To work with the mentee to identify goals and actions needed solely to progress their employability
- 2.2 To give focus, encouragement and support to the mentee to help them achieve their goals
- 2.3 To maintain regular appropriate contact with the mentee
- 2.4 To provide support and guidance in a warm and friendly, non-judgemental manner that enables the mentee to make their own decisions and to respect the decisions the mentee makes
- 2.5 To act in the best interests of the mentee at all times, pointing out opportunities and issues
- 2.6 To seek help from the EMPO if the mentee has a problem beyond their experience and/or expertise

- 2.7** To update the EMPO on the progress of the mentoring relationship
- 2.8** To keep the content of meetings confidential, unless information is disclosed that leads to concerns about the mentee's/someone else's welfare/safety in which case it must be reported to the EMPO
- 2.9** To be honest and provide constructive feedback to the mentee
- 2.10** To report any issues/incidents/accidents that arises as a result of mentoring to the EMPO
- 2.11** To keep appropriate records from meetings using forms and processes provided by the EMPO
- 2.12** To keep the mentees and the EMPO informed of changes to their contact details or mentor status
- 2.13** To exhibit a professional attitude and to respect confidentiality at all times
- 2.14** To use the systems and processes of communication agreed with the EMPO

In addition to the above agreements, the role of the **mentee** is:

- 3.1** To work with the mentor to identify goals and actions around issues of employability
- 3.2** To cooperate with any reasonable request from the mentor provided it is in the mentees interests
- 3.3** To work with the mentor to produce appropriate action plans or development plans
- 3.4** To keep mentors and the EMPO informed of changes in contact details or mentee status
- 3.5** To be open to feedback from their mentor and to be honest in the information given to the mentor
- 3.6** To be professional in one's attitude and to respect confidentiality at all times
- 3.7** To ensure that the arrangement of meetings does not conflict with prearranged tuition at DMU
- 3.8** To use the systems and processes of communication agreed by the EMPO
- 3.9** To report any issues/incidents/accidents that arises as a result of mentoring to the EMPO

In supporting this relationship, the role of the **EMPO** is:

- 4.1** To provide clear guidance on respectful practice between mentors and mentees
- 4.2** To provide induction for both mentors and mentees around standards in communication
- 4.3** To provide an effective/supportive review process to both mentors and mentees
- 4.4** To communicate any aspects of change within the employability mentoring scheme to all parties
- 4.5** To provide clear and effective guidance/systems (online and face-to-face) to support the relationship
- 4.6** To respond fairly and promptly to issues when and where they occur, using project quality systems
- 4.7** To be professional in attitude and to respect confidentiality at all times
- 4.8** To provide clear and effective systems and guidance to aid and engage in effective communication

Signatures

Student (Print):	Signed:.....	Date:
Mentor (Print):	Signed:.....	Date:
EMPO (Print):	Signed:.....	Date: