

**EPFL Alumni Mentoring Program
Objectives setting and mutual mentoring relationship agreement**

This document helps to mutually define the framework of your mentoring relationship. Although it is not mandatory, we highly encourage both the mentee and the mentor to fill it in, or at least to reflect on these issues before your first session. The aim of your first meeting will be to discuss and agree on these topics, to sign this document and that each of you keeps a copy. This document can be adapted and remains confidential.

Mentee	
What is my current situation? Where am I in my journey?	
What are my projects after EPFL? My ideal career?	
What are the questions I ask myself? The problems, opportunities I am currently experiencing?	
What are the most important topics for me right now?	
What are my medium-term goals?	
What are my specific goals for this mentoring program?	
How will I know I've reached them? what are my success criteria?	
How could my mentor help me reach them? What do I expect from my mentor? What characteristics, what attitude do I expect from him/her?	

Alumni

<p>How will I organize myself to bring topics and questions to our meetings? What would I need to achieve this?</p>	
<p>How will I keep and share a record of learnings and actions after our meetings?</p>	

Mentor	
<p>What is my current situation? Where am I in my professional career?</p>	
<p>What are my specific goals for this mentoring program?</p>	
<p>How will I know I've reached them? What are my success criteria?</p>	
<p>What do I expect from my mentee and this program? What characteristics do I expect from my mentee?</p>	
<p>How will I encourage my mentee to bring topics and questions to our meetings? What would I need to achieve this?</p>	

Alumni

Mutual Agreement - Mentor & Mentee	
What is the desired outcome of our partnership?	
What mutual needs and commitments do we need to put in place to succeed in this relationship (e.g. confidentiality, punctuality, respect...)?	
Are any topics "off limits"?	
How to organize our meetings?	
How often and how long does each meeting last?	
Where and what kind of meeting (face to face, video conference ...) ?	
Who organizes them?	

CONTACT DETAILS & SIGNATURES

	Mentor	Mentee
Name / Surname		
Email		
Phone number		
Place, date & signature		