

Joint Mentorship Agreement & Plan

Date of Agreement:

Mentee Name & Email:

Mentor Name & Email:

Objective: To establish a mentoring relationship to foster the mentee’s knowledge of the HIT field, to explore professional networking opportunities and methods, and provide a window into day-to-day work life as a HIT professional.

The mentor agrees to discuss their current professional role, day to day challenges, and the HIT industry in general; discuss and model networking; to attend one GKCHIMSS or AAPCKC/KCHIMA educational program with the mentee; to respond to e-mail communication from the mentee; to provide respectful and constructive input on career planning, practice interviewing skills and offer feedback about the mentee’s professional communication skills, which might include review of a résumé and other documents, electronic communications, and oral presentations.

The mentee agrees to be actively engaged in the program: demonstrate willingness to discuss career development and other objectives of the mentorship agreement; initiate contact, keep appointments and other commitments to the mentor; respond promptly to mentor communications and receive the mentor’s feedback and advice with a willingness to learn. The mentee also agrees to attend at least one GKCHIMSS or AAPCKC/KCHIMA educational event with the mentor as an opportunity for professional networking. Mentees should address issues in the mentoring relationship in a direct, yet respectful, manner.

Methods of communication: The mentor agrees to mentee communications by these methods:
Email Phone HIMSS Educational Events Online Video Chat

Frequency of communication: The mentor agrees to receive and respond to 2-4 email communications per month and/or up to one meeting per month, totaling no more than 2-3 hours per month.

Confidentiality: Please maintain respectful, professional confidentiality during all mentorship communication.

Both agree to try to achieve the following goals (and deadlines):

1.

By:

2.

By:

3.

By:

4.

By:

Both agree to work towards the goals via the following Activities:

1.

2.

3.

4.

(Upon reaching the goal deadlines, mentor and mentee will set new goals)

Your signatures below indicate that you have discussed and agreed to a mentoring partnership for one semester in accordance with the JCCC Career HCIS/MIRM Mentorship Guidelines.

Mentee, please email the signed agreement to Lori Brooks: lbrook17@jccc.edu or Amanda Kraus: aleitak@JCCC.edu.

X	X
Mentor	Mentee