

### **What should be included into the Mentoring contract**

- the duration of the e-Mentoring process including starting and ending dates;
- how often they will communicate;
- the length of each e-Mentoring session;
- the e-Mentoring tools that will be used;
- whether online e-Mentoring will be enhanced with other offline methods;
- the rules of communication outside e-Mentoring sessions;
- common rules (*e.g.* structure of e-Mentoring sessions, follow-up of action items, how to brief an absent mentee in group mentoring, etc.)
- the employment goals the mentee wants to achieve or the common goals that mentees in group mentoring want to achieve during the mentoring process;
- common understanding how to work to reach each goal;
- the roles of a mentor and mentee (*e.g.* the mentee will commit to work in order to achieve his/her goals and the mentor will commit to support and guide the mentee);
- mentor will not receive financial or other compensation for e-mentoring;
- all discussions will be held in confidence – advice and guidance are strictly confidential. The confidentiality will continue after the mentoring process concludes;
- the advice, guidance and instructions given by a mentor are normative where the mentee is responsible for all his/her decisions and actions; and
- both the mentor and the mentee follow the progress of the e-Mentoring relationship and are both committed to work with each other.