



~ Mentor/Mentee Plan of Action ~

We will meet:

- _____ In person
- _____ Zoom or FaceTime (If other, list here: _____)
- _____ Phone
- _____ Email

How often would we like to meet/interact outside of the formal RVCC meetings (e.g. once a week/every other week/once a month)?

How long will a typical meeting or phone call last (e.g. half an hour, one hour)?

If an email, text, or voicemail is received, we agree to get back to the other person within:

- _____ 24 Hours
- _____ 1-2 days
- _____ 3-4 days
- _____ Other: _____

If we need to cancel a meeting or phone call, how will that be communicated?

Contact Information:

Contact Information: Mentee _____
Preferred Pronouns _____
Email _____
Office Phone _____
Cell Phone/text _____
Preferred method of contact _____ Best time of contact: _____

Mentor _____
Email _____
Office Phone _____
Cell Phone/text _____
Preferred method of contact _____ Best time of contact: _____

What are our expectations of one another?

What will be our boundaries and level of confidentiality?

What type of communication style works best for both of us:

What I'd like to know about me (for both mentor & mentee to answer):

What is something that I am most concerned about regarding the mentoring relationship?

Date to Revisit Plan of Action: _____

Mentee's signature/date _____

Mentor's signature/date _____



RVCC: COMMITMENT TO DIVERSITY

Raritan Valley Community College values all aspects of diversity including but not limited to race, sexual orientation, religion, age, sex, national origin, disability, socioeconomic status, veteran status, gender identification and expression, documentation status, or political and philosophical perspectives.

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