



## Rules of Conduct for Mentors

Depending on the needs and experiences of the mentee, the mentor can assume a variety of roles during the mentoring relationship. Thank you for accepting the task of mentoring through this Challenge Training Project.

As outlined in the Mentor Invitation, the Mentor:

1. Shall take the initiative to contact mentee and maintain regular check-ins.
2. Shall devote time to the relationship and be available upon request.
3. Shall provide timely response to questions, needs, or concerns to assist the mentee.
4. Shall share own knowledge and experience to benefit the mentee.
5. Shall follow-up on progress and encourage the mentee to produce their best work.
6. Shall maintain confidentiality of the information the mentee shares.

As a Mentor, you are also expected to:

1. Schedule at least one face-to-face meeting per week.
2. Be available on an as-needed basis, based on the specific goals and needs defined in the training plan.
3. Participate in the evaluation of the mentee by completing the end of training evaluation survey.
4. Have access to and review course material to familiarize yourself with what trainees are learning.
5. Be courteous and respectful of trainees, instructors, and colleagues.
6. Provide daily feedback with manual references to mentee.
7. Set aside time to discuss cases with trainee as available. Do not solely send written notes!
8. Provide a professional atmosphere for learning and make the learning experience engaging and a safe place to ask questions and articulate understanding.

Mentors are responsible for gaining their mentees' trust and confidence by interacting morally, ethically and collegially so as to value their mentees' time, professional and personal commitments, while engaging in activities that support VA's mission.

In signing these rules of conduct, I agree that I have read, and fully understood my responsibilities to acknowledge the work put forward by the mentee and provide the best learning environment for the mentee.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_