



HALBERT HARGROVE MENTORSHIP

Mentoring is creating and sustaining a supportive relationship between a Mentor and a Mentee. The Mentor, an experienced and trusted person, helps the less-experienced Mentee develop the skills and behaviors needed to attain his or her goals

For the first three months, the Mentor should be available at least once a week to discuss any issues, concerns, questions, etc. the new hire has.

Topics to Cover

- Any issues /concerns during this week?
- What have you enjoyed?
- Where do you see room for improvement?
- Are you on track for the goals you've set?
- Schedule next meeting and next meeting agenda

After the first three months, the Mentor should make sure a monthly touch-base is scheduled with the employee for the remainder of the first year

Role of Mentor

- Role model
- Coach
- Share experiences as a learning tool
- Proactively maintain contact and encourage open communication
- Assist in problem solving
- Maintain privacy/confidentiality
- Communicate the importance of values and ethics

Requirements

- Mentors should be current employees who have been with the firm at least three years
- Mentees cannot hold a position that reports directly to the Mentor
- Mentees and their respective Mentors should not be working on the same HH team
- New employees are assigned a Mentor upon hire; current HH employees can be assigned a Mentor upon request
- A Mentorship Coordinator will assign the Mentor and Mentee relationship
- Participation by Mentors and Mentees is completely voluntary

Participants are more than welcome to continue their Mentor/Mentee relationships beyond the two-year requirement. The Mentor/Mentee should notify a Mentorship Coordinator of any continuation, so scheduling can be adjusted for future assignments.



HALBERT HARGROVE MENTORSHIP AGREEMENT

Participation in the Halbert Hargrove Mentorship Program is done on a voluntary basis. By entering this agreement, the Mentor and Mentee acknowledge that they have read the HH Mentorship Protocol in its entirety, understand the commitment and responsibilities of their respective roles, and are willing to fulfill their duties throughout the agreed-upon period of this relationship.

Any questions about the Mentorship Program should be directed to a Mentorship Coordinator.

Participants' Signatures

Mentor

Mentee