

**United States Department of Agriculture
Senior Executive Service
Candidate Development Program
(SES CDP)
Mentoring Agreement**

Mentoring Agreement	
SES Mentor:	
SES CDP Mentee:	
Purpose And Desired Outcomes Of The Mentoring Relationship:	
Activities To Be Conducted:	
Expectations:	
Communication Methods And Frequency:	
Mentee Signature:	
Date:	

As a mentor in the USDA Senior Executive Service Candidate Development Program (SES CDP), I agree to:

- Make a commitment to mentoring for the duration of the SES CDP;
- Engage in this relationship with an open mind;
- Have a genuine interest in the candidate's development;
- Develop a learning partnership;
- Provide counsel, guidance, coaching and feedback to the mentee;
- Provide input to the candidate's Executive Action Plan;
- Provide support with the development and completion of the EAP, as well as tracking of the EAP;
- Keep discussions with my mentee confidential;
- Communicate any challenges to the SES CDP Program Manager at any time during the program; and
- Prepare written evaluations for my candidate's overall progress throughout the SES CDP to the SES CDP Program Manager when requested.

Mentor Signature:

Date:

Note: Please submit a completed copy to the SES CDP Program Manager – a copy of this signed Mentoring Agreement will be maintained within the SES CDP candidate's program folder.