

# **MENTORING PROGRAM HANDBOOK**

Mentor Information Guide



**RED RIVER VALLEY PARALEGAL ASSOCIATION**

## INSTRUCTIONS FOR MENTOR

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### Mentor

1. Mentoring Program Guidelines..... Page 3

A copy of this form should be signed by the Mentor at the start of the mentorship and forwarded to RRVPA.

2. Letter to RRVPA Mentor ..... Page 4

3. Mentor Confidentiality Agreement..... Page 5

A copy of this form should be signed by the Mentor at the start of the mentorship program and forwarded to RRVPA.

4. Mentor Program Request Form ..... Page 6

A copy of this form is to be completed by the person applying to the Program as a Mentor and forwarded to RRVPA. This form is designed to assist the Program Chairperson to more accurately match a Mentee with an experienced Mentor to better meet the Mentees stated needs.

5. Mentor Evaluation Form..... Page 7

A copy of this form is to be completed by the Mentor at the conclusion of the mentoring relationship and forwarded to RRVPA.

**Please return all forms to RRVPA by mail or email.**

Red River Valley Paralegal Association  
PO Box 9744, Fargo, North Dakota 58106  
[redrivervalley.paralegal@gmail.com](mailto:redrivervalley.paralegal@gmail.com)



## MENTORING PROGRAM GUIDELINES

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The Red River Valley Paralegal Association (RRVPA) is committed to the promotion of career development and professionalism for future paralegals through the RRVPA Mentoring Program (Program), and invites junior paralegals and students enrolled in paralegal education programs to participate in the Mentoring Program.

1. The Program is voluntary.
2. Best efforts will be made to match Mentors and Mentees based on level of experience, specific areas of interest in the law, demographics, and any other areas of compatibility requested.
3. Mentors and Mentees will maintain confidentiality between the parties.
4. Mentors are not permitted to assist student mentees in academic assignments other than to provide general knowledge about the subject.
5. Neither Mentors nor Mentees will receive compensation for participating in the Program.
6. Participants will be available to meet with an assigned Mentor/Mentee for up to three months.
7. Neither RRVPA nor its Board members have any liability for guidance, suggestions, and/or advice provided to the Mentee during the mentoring relationship.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Mentor/Mentee

\_\_\_\_\_  
Print Name

Red River Valley Paralegal Association  
PO Box 9744, Fargo, North Dakota 58106  
[redrivervalley.paralegal@gmail.com](mailto:redrivervalley.paralegal@gmail.com)



Dear RRVPA Mentor:

Welcome to the Red River Valley Paralegal Association's Mentor Program. We are excited about your involvement with the program. Your Mentor/Mentee relationship will contribute to the success and retention of new paralegals and the learning of the profession.

This program's purpose is to exchange information between established paralegals and up and coming paralegals. We want to foster and enrich participant's career experiences.

We are here to ensure that you have the resources you need to make the most of this important partnership. Please let us know if there is anything that RRVPA can do to assist you during the program.

Sincerely,

Red River Valley Paralegal Association  
Mentor Program Chair

Red River Valley Paralegal Association  
PO Box 9744, Fargo, North Dakota 58106  
[redrivervalley.paralegal@gmail.com](mailto:redrivervalley.paralegal@gmail.com)

## Red River Valley Paralegal Association

### Mentoring Program

#### Mentor Confidentiality Agreement

I agree that I am a willing participant in the RRVPA Mentoring Program, and as such, commit to working with my new Mentee, attending all meetings arranged between us, and communicating with my Mentee on a regular basis. In cases of emergencies where I am unable to attend a meeting, I will provide advanced notice to my Mentee. I will assist the Mentee in developing personal goals through coaching and input.

I agree that issues/concerns discussed during our meetings are confidential. If there is a threat of physical harm to either party or to others, the confidentiality agreement must be broken to seek protection for the endangered individual.

I agree to a no-fault conclusion of this relationship. If for any reason the relationship seems inappropriate, either party has the option of discontinuing the relationship. He or she should discuss this decision with the Mentor Coordinator before terminating the relationship.

By entering into the mentoring program, the participants agree that neither the Red River Valley Paralegal Association, nor its Board Members have any liability for the guidance, suggestions, and/or advice provided to them during their mentoring relationship.

Read and consented to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Mentor's Signature

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Print Name

Red River Valley Paralegal Association  
PO Box 9744, Fargo, North Dakota 58106  
*redrivervalley.paralegal@gmail.com*

## MENTOR PROGRAM REQUEST FORM

**Qualifications of Mentor:** Must be a RRVPA member that has been employed as a Paralegal for more than one year.

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Years Experience: \_\_\_\_\_

**I would like to be matched with a mentee for the following purpose - check all that apply:**

\_\_\_\_\_ Practice area related paralegal duties

Areas of Work: \_\_\_\_\_

\_\_\_\_\_ Legal Research Skills

Circle: LexisNexis or Westlaw

\_\_\_\_\_ Legal Writing Skills

\_\_\_\_\_ Technical Skills

Circle: Microsoft Word, Excel, PowerPoint, Outlook, Summation, Timekeeping/Billing

\_\_\_\_\_ Career Planning

\_\_\_\_\_ Education goals

\_\_\_\_\_ Resume review and tips for interviewing for a paralegal position

\_\_\_\_\_ Other: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## RRVPA MENTOR PROGRAM MENTOR EVALUATION

We would like to have your opinion of the mentor program so that we may evaluate and strengthen our program for the future. Please complete the questions below and return the survey to the program coordinator.

1. What is the status of your relationship with your mentee? If not ongoing how long did it last?

2. How would you rate the mentor program?

excellent                      very good                      good                      poor

3. How would you describe the quality of your experience as a mentor in the program?

excellent                      very good                      good                      poor

4. Do you think the time you spent with your mentee was sufficient?

yes                      almost                      not really                      no

5. Would you volunteer as a mentor again?

yes                      possibility                      not sure                      no

6. What was most satisfying about the mentor program?

7. What was least satisfying about the mentor program?

8. What would you suggest to improve the mentor program?

**Please return evaluation to RRVPA by mail or email.**

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