



Professional Connections for International Newcomers - Program Agreement Form

This agreement form is intended to help facilitate a critical part of your first discussion. The process of clarifying expectations is important to ensure participation in the **Professional Connections for International Newcomers** program is mutually satisfying.

The participant should bring two (2) copies of this form to your first meeting and jointly discuss the program agreement form. It is also a good idea to revisit this agreement form after a few weeks of your initial meeting to check-in with each other and make any needed changes.

We, _____ and _____, are both voluntarily entering
(Program Participant) (Volunteer)
into the **Professional Connections for International Newcomers** program and wish this to be a rewarding experience. While spending most of our time discussing career path related topics, we agree that:

1. Participation in the **Professional Connection for International Newcomers** program will last for approximately 3 to 6 months. This period of time will end by amicable agreement once we have achieved the outlined goals and discussion topics below.
2. Program participant and volunteer will engage with each other at least 3 times, including one in-person meeting.
3. Meeting times, once agreed, should not be cancelled unless unavoidable.
4. In between meetings, the participant may contact the volunteer by (circle all that apply): phone/text/email
(Be sure to exchange relevant contact information)
5. The aim of this relationship is to discuss topics and provide assistance in the following areas: (insight into careers, goals, professional organizations, Cleveland’s professional environment, etc.):
 - a) _____
 - b) _____
 - c) _____
6. We agree to keep the content of these meetings confidential.
7. The volunteer agrees to be honest and provide constructive feedback, listen, be supportive, patient, and keep commitments to the program participant.
8. The program participant agrees to be honest, seek out and be receptive to feedback, listen, be responsible and take appropriate actions when necessary, set goals and actively work toward accomplishing them, have realistic expectations, and keep commitments to the volunteer.

Program participant’s signature: _____ Date: _____

Volunteer’s signature: _____ Date: _____

*Program participant & Professional Connection volunteer keep a completed copy for you records.