



Minnesota Department of Transportation Office of Civil Rights
On-the-Job Training Program

Mentorship Agreement

The MnDOT On-the-Job Training (OJT) Program establishes training programs targeted to move women, minorities, and disadvantaged persons into journey-level positions and to address the historical under-representation of members of these groups in highway heavy construction.

Role of a mentor includes, but is not limited to the following:

- Introduce the trainee to the requirements and responsibilities associated with performing at journey level in the construction skilled crafts.
• Respond to trainee's questions and provide guidance in the day-to-day activities related to the worksite.
• Actively engage in assisting the trainee in their transition into their employer's workforce.

Contractors are required to complete and submit the following information to MnDOT Office of Civil Rights for review and approval:

- 1) OJT Mentorship Agreement (this form); and
2) OJT Mentorship Training Plan: provide an outline of the tasks the mentor will train the OJT Trainee on (e.g. safety, contractor culture, equipment, etc.). Also include dates and timelines for each task.

Maximum mentorship ratio: Two (2) Trainees to One (1) Mentor

Mentorship Agreement Information
To be completed by Contractor

Contractor Name: Project Number:
EEO Officer Name: EEO Officer Email:
Agreement Start Date: Agreement End Date:
Trainee Name: Trainee Trade:
Trainee Email: Trainee Phone Number:
Estimated hours of training:
Mentor Name:
Mentor Phone Number: Mentor Email:
Project Supervisor Name:
Project Supervisor Email: Project Supervisor Phone Number:

Equal Opportunity Employer

Contractor Certification

By signing this OJT Mentorship Agreement, the trainee, the mentor, and the Project Supervisor agree to each of the conditions outlined above. The trainee agrees to the tasks, dates and timelines as outlined in the OJT Mentorship Training Plan. Additionally, all parties acknowledge that this agreement is specific only to this project. A new and separate OJT Mentorship Agreement must be completed by the contractor and approved by MnDOT Office of Civil Rights if the trainee is moved to a new project, changes mentors or transitions into a different position. This OJT Mentorship Agreement is only valid through the calendar year and must be renewed annually. *A hard copy of this form must be signed by the trainee, mentor, and project supervisor. Unsigned forms and e-signatures will not be approved.*

Signature of Trainee:

Date:

Signature of Mentor:

Date:

Signature of Project Supervisor:

Date:

<i>MnDOT OCR Use Only</i>			
<i>Approved</i>	<i>Not Approved</i>	<u>Reviewed by:</u>	<u>Date:</u>