



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. Mentorship for trainees has been a successful practice in achieving these goals.

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

Table with 1 row and 1 column: 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: