

# J & M STEEL SOLUTIONS, INC.

## Mentorship Agreement

(Welcome to the "TEAM")

The following mentorship agreement is between J&M Steel Solutions and:

\_\_\_\_\_  
(Employee)

The above mentioned employee is given the opportunity to mentor a newly hired employee at J&M steel. This is an opportunity given to the above employee due to the "Teamwork" mindset, leadership qualities, and experience that the employee has demonstrated during their time at J&M Steel Solutions.

1. The goal is to spend 4 weeks mentoring and training the new employee in safety, attendance, equipment inspection, equipment operation, and all job duties laid out by the foreman so that at the end of the 4 weeks the new hire is a proficient member of the "Team".
2. Be sure to report any tardies or absences immediately to Scott or Jamin and we will help you if this becomes an issue. Our desire is to make the new employee feel like part of the "Team", and feel like they have an advocate in their mentor. We want to teach them our way of doing things, teach them to have a "Team" oriented mindset, and retain them as a long term employee.
3. The incentive for mentoring a new hire for 4 weeks is \$350 and is payable on the pay period following the 4 weeks. We will require the submission of an evaluation by the mentor and mentee at the end of the 4 weeks, a form for the evaluation will be provided by J&M. The \$350 payment to the mentor is contingent upon the completion of the 4 week training period and understood continuation of employment by the new hire at J&M Steel Solutions.

The above mentioned mentorship agreement has been accepted by \_\_\_\_\_  
who accepts the opportunity to mentor the new employee by the name of \_\_\_\_\_  
\_\_\_\_\_ for a 4 week time period for the sum of \$350. If employee quits or is terminated prior to the completion of his 4 week training period this agreement is null and void, however the mentor may be offered the opportunity to mentor again at the discretion of J&M.

Employee

J&M Representative

\_\_\_\_\_  
(Print Name Here)

\_\_\_\_\_  
(Print Name Here)

\_\_\_\_\_  
(Sign Here)

\_\_\_\_\_  
(Sign Here)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)