

Add a Mentor

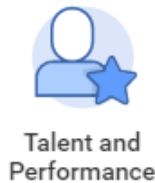
Overview

Add a Mentor allows you to submit a mentorship request to a potential mentor.

Who Does This: Employee

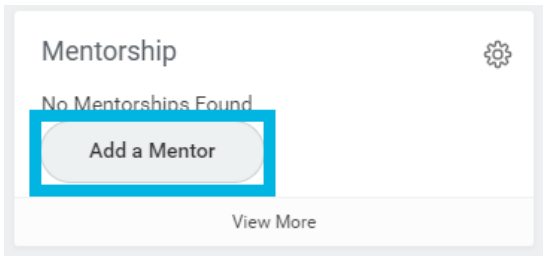
Things to Know:

- The mentorship program creates opportunities for professional development and building your network across the company.
- A six-month commitment is required from both the mentors and mentees.
- Mentor and mentee will meet at least once per month for 30-60 minutes.
- Additional mentorship resources are available on [CoorsTek U](#). These resources are only available in English at this time.
- Once you submit your request to Add a Mentor, it will route to your requested mentor for approval.
- If you have not identified a potential mentor, follow the **Find Mentors** job aid to search for a mentor.



Step 1

Choose the **Talent and Performance** worklet.



Step 2

Under Mentorship, select **Add a Mentor**.

Add a Mentor

(Actions)

Complete the fields below to request a mentor. When you submit, your request will route to the mentor you requested for approval. If the mentorship is approved, you will see the mentor listed on under Mentorships in the Talent & Performance worklet. If the mentorship is not approved, you may receive a task in your Workday inbox to revise the mentorship.


If you have not identified a mentor to request, you may use the Find Mentors report to search for a mentor. Access this report from the Talent & Performance worklet under Mentorships. Once you identify a mentor, choose Add a Mentor to submit your request.

A screenshot of the "Add a Mentor" form. The form has several fields: "Mentor" (with a list icon and a blue box labeled "3"), "Mentor Type" (with a list icon and a blue box labeled "4"), and "Purpose" (with a rich text editor and a blue box labeled "5"). Below the "Purpose" field is a comment box labeled "enter your comment" with a blue box labeled "6". At the bottom of the form are three buttons: "Submit" (highlighted with a blue box), "Save for Later", and "Cancel".

Step 3

Type the name of your proposed mentor and hit Enter on the keyboard.

Step 4

Use the list icon  to select the Mentor Type.

The types are defined as follows:

Career Development – For long-term career growth

Department Development – For development in current role

Onboarding Coach – For new employees with less than 90 days

Step 5

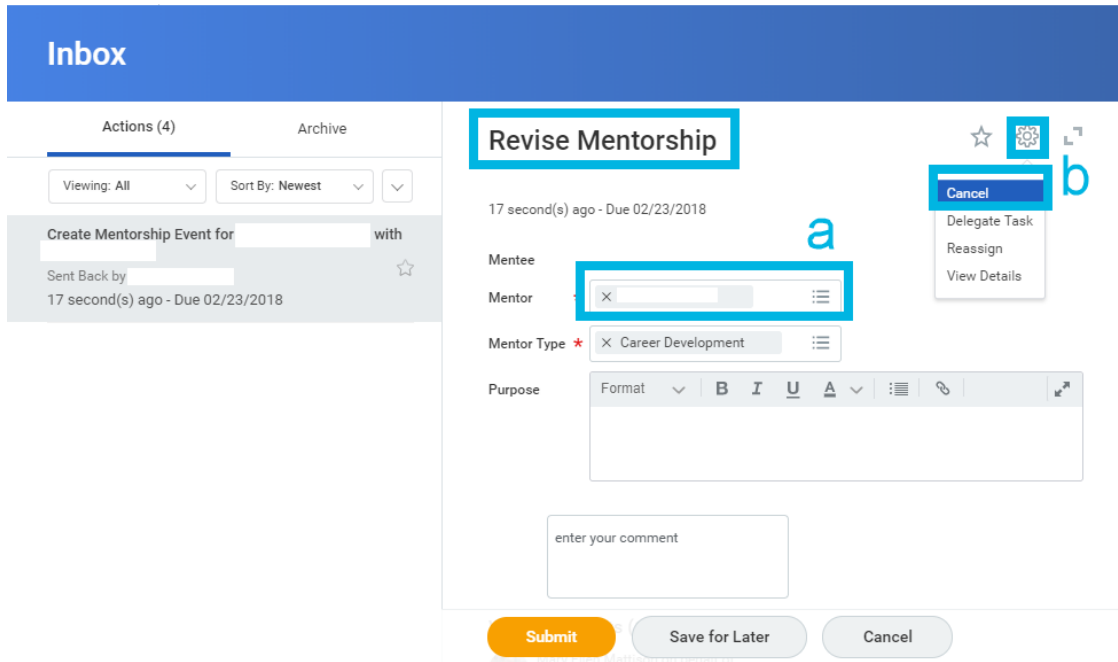
Enter a purpose explaining what you hope to gain from the mentorship.

Step 6

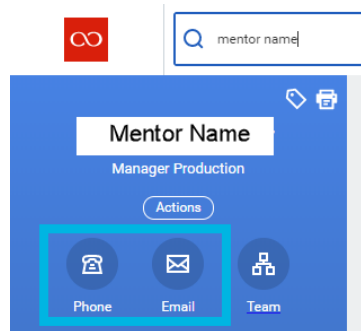
Select **Submit**.

FAQ's

How can I check the status of my mentorship request? If your mentorship request is approved, you will receive a notification in Workday with instructions for next steps. You will also see your mentor listed under Mentorships in the Talent and Performance worklet. If the mentorship is not approved, you may receive a task in your Workday inbox to Revise Mentorship. In this case, you may (a) choose another mentor or (b) cancel your request under settings. See image below.



If you have not received notification your mentorship is approved or a task to Revise Mentorship, you may wish to follow up with your requested mentor outside of Workday. You can search for his/her worker profile for contact information.



Where can I find more information on mentorship? You will find resources on the mentorship program on the intranet under [CoorsTek U](#). Or view this [video](#) to see how mentoring has made a difference at CoorsTek. These resources are only available in English at this time.