

Edit Mentorship Availability

Overview

Edit Mentorship Availability allows you to opt out of (or opt back in to) being a potential mentor.

Who Does This: Employee

Things to Know:

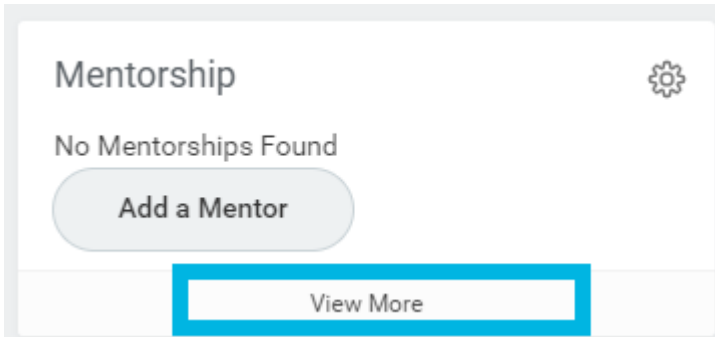
- You may Edit Mentorship Availability at any time
- If any of the following apply, Edit Mentorship Availability to Unavailable:
 - You do not want to be considered as a potential mentor
 - You are unable to commit to mentorship program requirements (includes a six month commitment with monthly meetings)
 - You are already matched with three mentees
- If your mentorship availability is Available, you may receive requests from potential mentees.
- If your mentorship availability is Unavailable, potential mentees will not be able to request a mentorship with you.



Talent and
Performance

Step 1

Choose the **Talent and Performance** worklet.



Step 2

Under Mentorship, select **View More**.

Mentees

Mentor Availability Available

Edit Mentorship Availability

Step 3

Under Mentees, select **Edit Mentorship Availability**.

<p>Edit Availability for Mentoring</p> <p>Mentor Availability Available</p> <p>Available for Mentoring <input checked="" type="checkbox"/> 4</p> <p>If you aren't interested in becoming a mentor or do not want to mentor others in the future, you can turn this selection OFF.</p> <p>5</p> <p>OK Cancel</p>	<p>Step 4 Uncheck the Available For Mentoring box to change your Mentor Availability to <u>Unavailable</u>.</p> <p>OR check the Available For Mentoring box to change your Mentor Availability to <u>Available</u>.</p> <p>Step 5 Select OK.</p>
<p>Edit Availability for Mentoring</p> <p>Your changes have been saved.</p> <p>Mentor Availability Unavailable</p> <p>Available for Mentoring No</p> <p>If you aren't interested in becoming a mentor or do not want to mentor others in the future, you can turn this selection OFF.</p> <p>Done</p>	<p>Step 6 Select Done.</p>

FAQ's

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.