

Closing Onboarding Ambassador Relationship

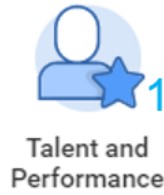
Overview

This job aid is to assist CoorsTek's Onboarding Ambassadors with accepting an assignment to buddy with a new hire.

Who Does This: Onboarding Ambassador

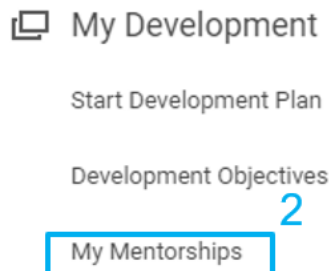
Things to Know:

- You are not able to edit the start date and end date for mentorships. The dates will populate based on the day that the mentorship is open and closed.



Step 1

Navigate to your **Talent and Performance** Worklet.



Step 2

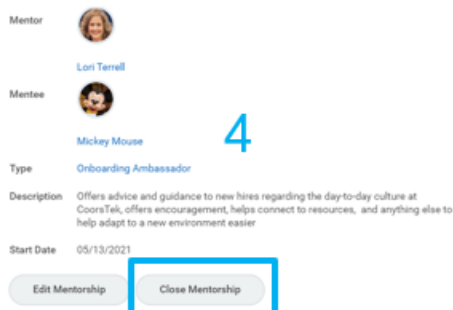
Under the *My Development* menu, select **My Mentorships**.

4 items

Photo	Worker	Mentor Type	Start Date	
		Departmental Development	02/07/2020	View
		Career Development	03/12/2021	View
	Donald Duck	Onboarding Ambassador	05/13/2021	View
	Mickey Mouse	Onboarding Ambassador	05/13/2021	View


Step 3

All of your active mentor relationships will be listed under Mentees. Select **View** for the Onboarding Ambassador relationship you wish to close.



Step 4

The details for the onboarding ambassador mentorship you selected will display. Select **Close Mentorship**.

<p>Mentee Mickey Mouse 5</p> <p>Mentor</p> <p>Type</p> <p>Description</p> <p>Star</p> <p>End Date</p> <p>Reason * Search </p> <p>6</p> <p>Submit Save for Later Cancel</p>	<p>Step 5 From the Reason drop-down, select <i>Amabssador Relationship Complete</i></p> <p>Step 6 Click <i>Submit</i></p>
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FAQ's

How can I look at the closed Ambassador relationships? From the Talent and Performance Worklet, select **My Mentorships**, and the list of closed relationships will populate under **Past Mentorships**.