

Accepting Onboarding Ambassador Assignment

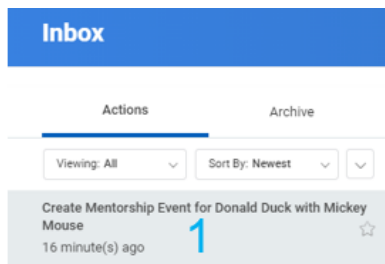
Overview

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:

- Your HRBP will assign a new hire to you during the hiring process
- Ensure your mentor availability is set to **“available.”** Go to the *Talent and Performance* worklet, click on *View More* under **Mentorship**, and edit your **Mentorship Preferences**.



Step 1

You will receive an inbox task when your HRBP has assigned a new hire to you. Select that task.

You have been selected as the *Onboarding Ambassador* for the new employee listed below. Please ensure you partner with this new hire during the next few months to provide the following:

- advice and guidance regarding the CoorsTek culture
- encouragement and feedback
- connection to resources
- introduction to fellow co-workers

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Please select **Approve** below to accept the Onboarding Ambassador assignment. If you do not wish to accept the assignment, choose **Send Back** and provide comments for your HRBP.

To view your mentorships, please go to your **Talent and Performance** worklet.

For Donald Duck
Overall Process Create Mentorship Event for Donald Duck with Mickey Mouse
Overall Status In Progress
Due Date 05/15/2021

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Details to Review

Mentee Donald Duck
Mentor Mickey Mouse
Mentor Type Onboarding Ambassador
Description Offers advice and guidance to new hires regarding the day-to-day culture at CoorsTek, offers encouragement, helps connect to resources, and anything else to help adapt to a new environment easier

Step 2

The help text will help you navigate through the approval process of the Ambassador assignment.

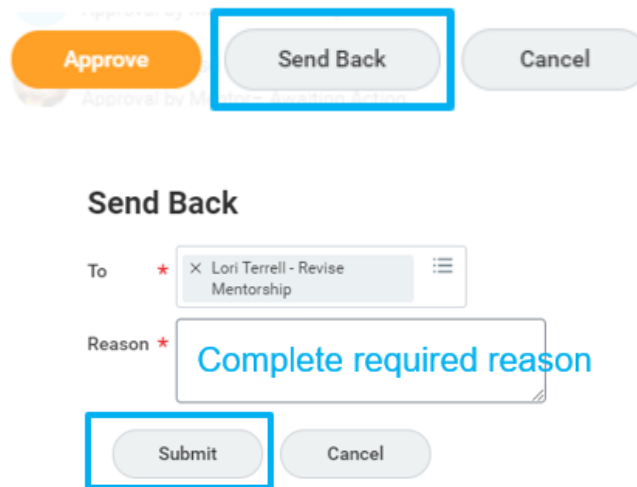
Step 3

The **Details to Review** will provide the new hire's name under *Mentee*. Check to ensure the **Mentor Type** is listed as *Onboarding Ambassador*.



Step 4

Select Approve to accept the Ambassador assignment.

	<p>If you do not wish to accept the Ambassador assignment, select Send Back.</p> <p>The HRBP who initiated the assignment will auto-populate in the To box. Please complete the required field Reason to explain why you are declining the ambassador assignment.</p> <p>Click Submit.</p>
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FAQ's

How can I view all of my Onboarding Ambassador assignments? Go to your Talent and Performance Worklet and view all active relationships under *Mentorship*.