

# Set up Onboarding Ambassador for Contingent Worker

## Overview

Job Aid to assist an HRBPs in assigning an onboarding ambassador to a contingent worker.

**Who Does This:** HR Business Partner

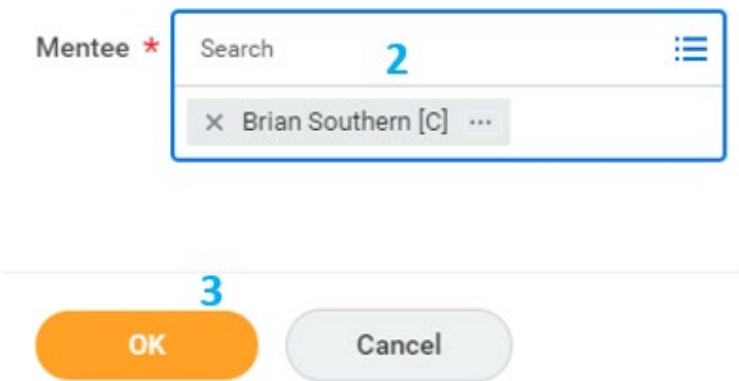
## Things to Know:

- This step cannot be included in the hiring process for a contingent worker, so HRBPs must follow the steps below to add this relationship.
- If a contingent worker is converted to a CoorsTek employee, the HRBP will receive an inbox task during the hiring process to add an onboarding ambassador.



### Step 1

Type "Add Mentor for Worker" in the Workday search bar.

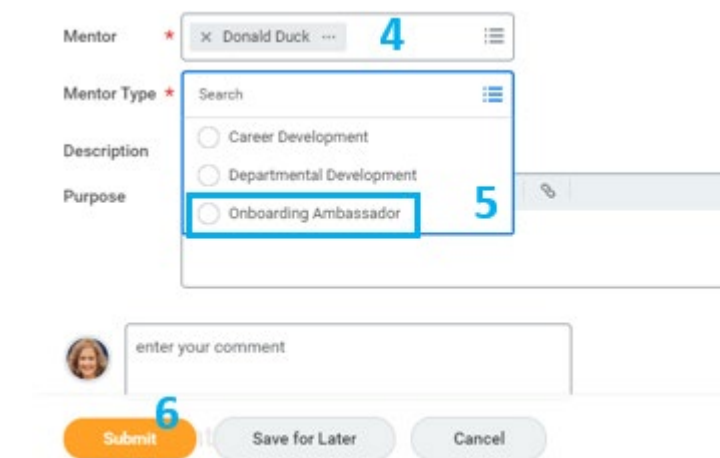


### Step 2

In the **Mentee** search box, type the name of the contingent worker.

### Step 3

Select **OK** to continue.



### Step 4

In the **Mentor** search box, enter the name of the Onboarding Ambassador you wish to assign.

### Step 5

In the **Mentor** Type drop-down, select Onboarding Ambassador.

### Step 6

Select **Submit**

## You have submitted

Up Next: Donald Duck, Approval by Mentor

[View Details](#)

You will receive an on-screen notification that the process has been submitted and routed to the Onboarding Ambassador for approval.