

Mentoring is a personal development strategy in which one person supports the learning and development of another by sharing expertise, values, skills, perspectives, attitudes, and proficiencies. Successful mentors strive to be effective teachers, motivate others, show respect and demonstrate our Core Values and Beliefs.



Any employee can be a mentee or mentor. Leaders, please support your employees if they are interested in a mentoring relationship.



- **Mentorships are found on Talent & Performance Worklet along with a variety of other talent actions and data**
- **It is highly recommended to keep your Career Profile updated if interested in or maintaining a mentor relationship**

BE A MENTOR

Workday supports the ability for those interesting in Mentoring to express that interest by making themselves available to mentor. To make yourself available to be a mentor, please follow steps below.

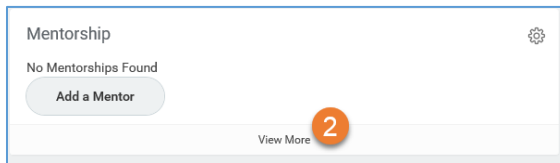
NOTE: A guided tour is available to get additional context about fields to populate. Activate by clicking  in upper right corner of screen and then clicking the smaller  by appropriate field.

From Home page:

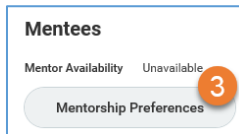
1. Click Talent & Performance Worklet



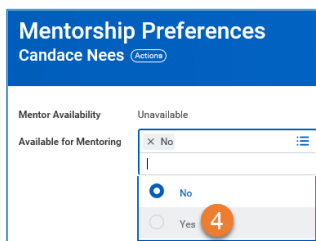
2. Click **View More** on Mentorship dashboard



3. Click **Mentorship Preferences**

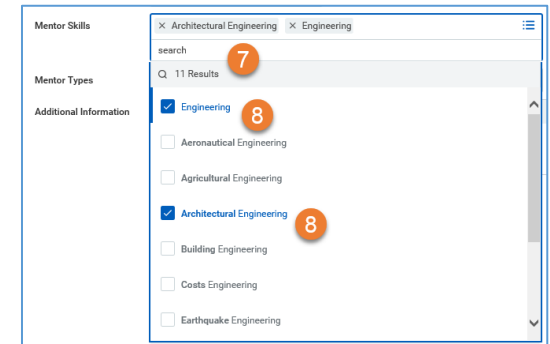


4. Select **Yes** from dropdown – once selected, additional options display



Add Mentor Skills

5. Type skill in open field – consider skills that mentees can learn from you as a mentor
6. Press **Enter**
7. List of skills will populate as options to select
8. Select skills in which you demonstrate proficiency
9. Continue to add skills by typing search bar and selecting from dropdown



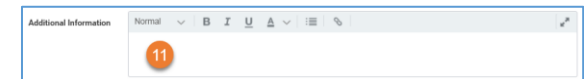
Select Mentor Type

10. Select Mentorship from dropdown



Add Additional Information

11. Add information to share with mentee candidates



Share information that helps mentees understand who you are as a mentor and what you “bring to the table”. Information may include: Why you want to mentor? Are you open to mentoring others remotely? What is your past mentoring experience? How long have you mentored others within or outside Williams? Share any mentee experiences. What is your Myers-Briggs type?

12. Click **OK**



13. Review Mentorship Preferences

14. Click **Done** – you are now available to be selected as a mentor in Workday – you will receive notifications when selected as a Mentor



FIND A MENTOR

Workday supports the ability for those interesting in finding a Mentor to search the system for appropriate candidates. To find and select a mentor, please follow steps below.

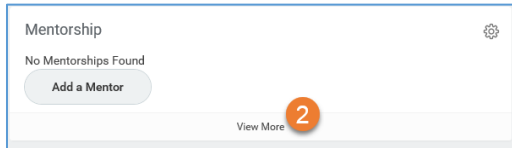
NOTE: Only those employees who have made themselves available for mentoring (via process above) will display in list. If you would like to establish a mentor relationship with someone not in list, contact them directly, ask that they follow the process above and then complete steps below.

From Home page:

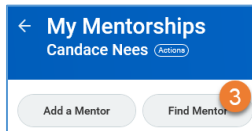
1. Click Talent & Performance Worklet



2. Click **View More** on Mentorship dashboard

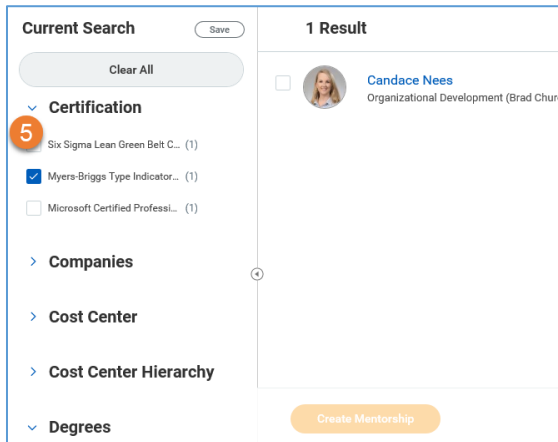


3. Click **Find Mentor**



4. Review available mentor options in Find Mentor report

5. Filter list by clicking checkboxes

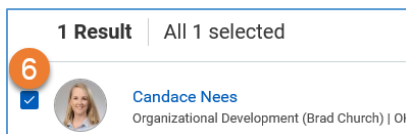


NOTE: view is filterable by using checkboxes on left. Select those areas of interest (i.e. location, mentor skills, skills, degree, etc) which match with qualities you are seeking in a mentor

You may navigate to the potential mentors profile by clicking on name in blue.

Create Mentorship

6. Once review of mentor candidates is complete, click **checkbox** to left of preferred mentor



7. Click **Create Mentorship**

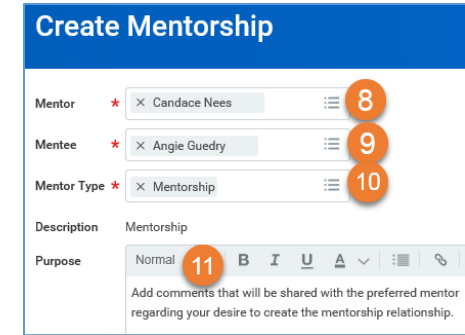


8. Select **Mentor** name (if not defaulted)

9. Select **Mentee** name (if not defaulted)

10. Select **Mentor Type**

11. Enter **Purpose** (add comments that will be shared with preferred mentor regarding desire to create mentorship relationship)

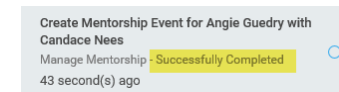


12. Click **Submit**

13. Click **Done**

14. Once approved, you receive a notification in Workday

An approval message is routed to the preferred mentor workday inbox

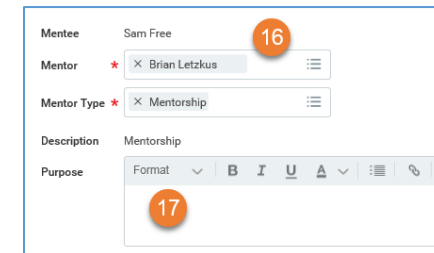


15. If the preferred mentor cannot currently accept the request, they can "send back". View inbox item with reasons and ability to select another mentor.

16. Select different **Mentor**

17. Enter **Purpose**

18. Click **Submit**



Notes:

MENTOR ACCEPT & SEND BACK STEPS

When mentorships are requested from a mentee, you have 2 options: Accept/Approve Mentorship Request or Send Back Mentorship Request. There could be many reasons why you might Send Back (timing, too many other mentorship commitments, etc). Please include a note as to the reason so the mentee may select another appropriate mentor.

Approve Mentorship Request

19. From Workday inbox, review mentorship request
20. Click **Approve**

Send Back Mentorship Request

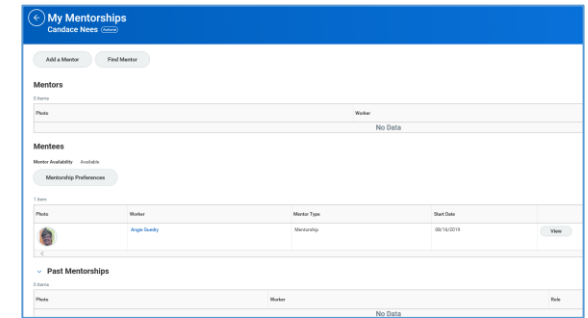
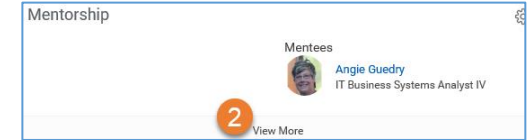
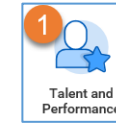
1. From Workday inbox, review mentorship request
2. Click **Send Back**
3. Enter **Reason**
4. Click **Submit**

MAINTAIN MENTORSHIP RELATIONSHIP

After the mentorship relationship is created, you can view the relationships from the Talent & Performance worklet.

From Home page:

1. Click Talent & Performance Worklet
2. Click **View More** on Mentorship dashboard
3. Displays following details
 - a. Mentors
 - b. Mentees
 - c. Past Mentorships
 - d. Ability to Add & Find Mentor



CLOSE MENTORSHIP RELATIONSHIP

Mentorships usually have a timed component to them and may occasionally need to be closed to report correctly.

NOTE: Screens are for the Mentor but the same functions can be performed by the Mentee

From Home page:

1. Click Talent & Performance Worklet
2. Click **View More** on Mentorship dashboard

