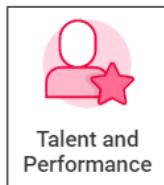


Use this job aid to add and find mentorships in Workday. Before initiating a mentorship in Workday, talk to your manager.

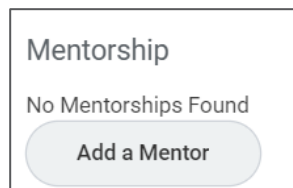
## Add a Mentor

From your home screen:

1. Navigate to the **Talent and Performance** application.



2. In the **Mentorship** section, click **Add a Mentor**.



3. In the **Mentor** field, enter the name of the mentor.
4. In the **Mentor Type** field, select the type of mentor.
  - Cross Functional Mentor
  - Department Leadership Mentor
  - Onboarding Buddy
5. In the **Purpose** section, provide details for the purpose of the mentorship.
6. Click **Submit**.

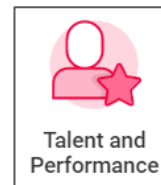
## Next Steps

The mentor receives a Workday Inbox task to approve the mentorship.

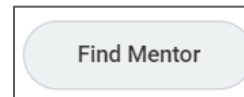
## Find a Mentor

From your home screen:

1. Navigate to the **Talent and Performance** application.



2. In the **Mentor** section, click **View More**.
3. Select **Find Mentor** in the top left corner of the screen.

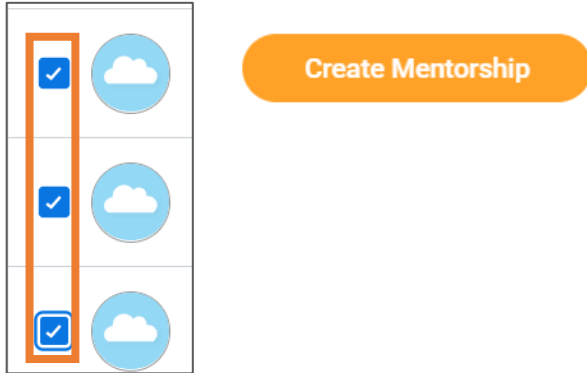


**NOTE:** All results throughout the organization appear. Use the filters on the left side of the screen to narrow down your search for a mentor.

4. Click the arrow icon **>** to expand each section that you would like to filter on. Some areas to filter on include:
  - Employee Type
  - Hiring Source
  - Job Profile
  - Location
  - Management Level
  - Rating – Current
  - Rating – Previous
  - Supervisory Organization
  - Worker Type

## Find a Mentor (continued)

- As you filter the search results, select the box next to the names of the Team Members you would like to use. Click **Create Mentorship**.



NOTE: You can click **Compare Mentors** to compare the selected mentors side-by-side based on the selected filters.

