



Outlook

Message from the CPO | Year-end review 2023

From Office of the Chief People Officer (Cognizant) <CPOoffice@cognizant.com>**Date** Thu 10/26/2023 7:58 AM

Human Resources

Dear Associates,

The end of the year is a busy time and I know all of us are working hard to deliver on final priorities and finish 2023 strong.

At the same time, one of the most important things you can do for your career is to prioritize your year-end performance review. This is the time for you to highlight your achievements and learning outcomes, and help your manager evaluate your work.

Performance reviews play a crucial role in giving objective feedback, helping you understand your strengths and development areas, and laying a strong foundation for your career journey at Cognizant. I would like to encourage you to pay close attention to this, as it is a valuable opportunity for your professional growth.

We will begin year-end reviews on November 1, 2023; please look out for emails on the launch date from the GoPerform (AD and below) or LPM (D and above) mailboxes with the link to initiate self-evaluation.

Here are the next steps in the process:

**Nov 1 to
Nov 14**

Self-evaluation

- Collect feedback from your stakeholders
- Update progress, achievements, and improvement areas against goals

**Manager evaluation**

- Manager evaluates your performance objectively using data, metrics and evidence shared during self-evaluation
- Manager has year-end feedback conversation with you
- Manager documents feedback in the system

By Dec 7

**Jan 19 to
Feb 8**

Manager shares rating and feedback

- Manager hosts 1:1 to discuss rating and final year-end comments
- Discusses your career path and charts goals for 2024



[Be.Cognizant](#) offers an array of resources including system guides and tips to prepare for a performance review conversation. I encourage you to take the necessary time to utilize these

resources to get the best out of your year-end review.

Thank you for your ongoing commitment to our clients and our organization.

Kathy Diaz
Chief People Officer

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