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**Urgent!! RE: Congratulations! on SkillUP 2023 Goal Completion – What's Next?**

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**From** ADMSkillEnablementfunction(Cognizant) <ADMpeopleoffice@cognizant.com>

**Date** Fri 11/17/2023 1:32 PM

**To** ADMSkillEnablementfunction(Cognizant) <ADMpeopleoffice@cognizant.com>

 2 attachments (3 MB)

Associate & Supervisor View - MCA.pdf; Action Required by associate.xlsx;

Dear Associates,  
I hope this email finds you well.

**Gentle reminder** on updating your role profile in My Career app. We understand that busy schedules might have prevented some of you from doing so, but we would like to kindly remind you of its importance.

*As a quick recap, updating your profile with your new skills is essential, by including these skills in your profile, you will increase your visibility and chances of being considered for roles or projects that match your expertise.*

Please take a few minutes to review the provided spreadsheet and update your profile accordingly. Don't forget to obtain approval from your home manager once you've made the necessary changes.

For those who need assistance, we have included detailed instructions (starting from page #9) in the attached PDF document.

In case of any questions or concerns, feel free to reach out to us.

Your cooperation in keeping your profile up-to-date is greatly appreciated.

If you have already done, please disregard this message.

Thank you,  
ADM Skill Enablement Function

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**From:** ADMSkillEnablementfunction(Cognizant)

**Sent:** Tuesday, November 14, 2023 1:25 PM

**To:** ADMSkillEnablementfunction(Cognizant) <[ADMpeopleoffice@cognizant.com](mailto:ADMpeopleoffice@cognizant.com)>

**Subject:** FW: Congratulations! on SkillUP 2023 Goal Completion – What's Next?

**Importance:** High

**Dear Associates,**

We extend our warmest **Congratulations!** to all of you on successfully completing your SkillUP Goals for 2023. As we continue to develop and improve our abilities each year through SkillUp learning objectives, it's also crucial to remember to update our profiles with the newly acquired competencies. This is significant because skills are valuable assets that can open up various possibilities within the company, benefiting both individuals and organizations.

By updating your profile with the skills you've learned, you'll increase your chances of being considered for relevant opportunities that align with your interests and business needs. We request you to review the provided spreadsheet and update your Role profile in My Career app with the skills acquired. Please ensure your home manager approves your updated profile as soon as possible.

You can refer to the attached PDF document starting from page# 9 for instructions on adding skills to your profile.

Thank you for your cooperation, and we wish you continued success in your professional development journey.

Please ignore if already completed.

Thank you,  
ADM Skill Enablement Function

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**From:** ADMSkillEnablementfunction(Cognizant)  
**Sent:** Tuesday, October 17, 2023 12:55 PM  
**To:** ADMSkillEnablementfunction(Cognizant) <[ADMpeopleoffice@cognizant.com](mailto:ADMpeopleoffice@cognizant.com)>  
**Subject:** RE: Congratulations! on SkillUP 2023 Goal Completion – What's Next?  
**Importance:** High

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**From:** ADMSkillEnablementfunction(Cognizant) <[ADMpeopleoffice@cognizant.com](mailto:ADMpeopleoffice@cognizant.com)>  
**Sent:** Friday, October 13, 2023 3:26 PM  
**To:** ADMSkillEnablementfunction(Cognizant) <[ADMpeopleoffice@cognizant.com](mailto:ADMpeopleoffice@cognizant.com)>  
**Subject:** Congratulations! on SkillUP 2023 Goal Completion – What's Next?  
**Importance:** High

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