

Frequently Asked Questions– Lateral Recruits

ABOUT THE OFFER LETTER:-

1. Can I initiate exit formalities with my current employer on the basis of the soft copy of the Cognizant offer letter I have received via email?

Yes, you can initiate the exit formalities on the basis of the soft copy of your Cognizant offer letter.

2. When will I receive the hard copy of the offer letter?

The hard copy of the offer letter will be given to you on your joining day.

3. I will not be able to join on the date mentioned in my offer letter. Will I get another letter with my revised date of joining?

Kindly change the date of joining on the Onboarding Portal. Post-which the same needs to be approved by your Recruiter.

4. What is the next step after I receive the Offer Letter?

You will shortly receive a mail from CognizantHR@cognizant.com to proceed with form filling for the pre-joining formalities and document upload for Background Verification.

REGARDING JOINING:-

1. Where do I report to on my date of joining? What is the reporting time?

Please refer the Location PDF shared with you after completion of your Online Pre-Joining Formalities. The PDF will help you confirm the Office address of your respective location.

Reporting Time: 8.30 a.m.

Please collect your Temporary ID Card from the main gate security personnel and proceed to the onboarding venue.

Please ensure that you are on time for the procedures.

2. Can I join Cognizant on any day?

We will proceed with Daily onboarding from Monday through Thursday. There will be no joining on Friday and other holidays.

3. What is the Dress Code at Cognizant?

As ambassadors of Cognizant we uphold necessary values, and maintain the required professionalism within the premises. Our dress code is reflective of Cognizant's relationship with our customers and suppliers. We appreciate your support in this regard.

Broadly, the dress code policy is as follows:

For Gentleman:

Monday to Friday: Business Casuals with appropriate footwear.

For Ladies:

Business Casuals, Indian Wear (Sarees, Salwar / Churidar kameez) with appropriate footwear.

Please avoid on all days:

Gentlemen: Open shoes, slippers, sandals, shorts, cargo trousers, round-neck and muscle t-shirts, t-shirts / shirts with competitor's logos/controversial messages.

Ladies: Shorts, cargo trousers, capris, round-neck t-shirts, short/multi-colored skirts, t-shirts / shirts with competitor's logos/controversial messages.

4. What are the documents that I have to bring with me on my joining day?

You will have to carry the following documents (originals and photocopies) with you on your day of joining:

1. **Two** Passport size photographs and **two** stamp size photographs
2. Original and one photocopy of the Current Employment relieving letter or service letter

Note: In the absence of a relieving letter, please bring with you any one of the following documents:

- Hard copy of the resignation acceptance email from your previous organization mentioning your last working day there, attested by that organization's HR team.
 - Screen shot of the Exit Formalities completion screen which clearly highlights the 'No Dues' column and Last Working Day.
5. **One Photocopy** of Passport (first and last page)
 7. Last two months' salary slips from the last employer
 8. Pan Card (Mandatory)/Driving License/Voter ID/Ration Card i.e. (three Government ID Proofs)

5. Will Cognizant provide accommodation facilities?

We provide initial accommodation for **outstation candidates** at our guest house for a period of **two weeks only**. This will have to be approved during the post-offer discussions with your Cognizant recruiter. Please inform your recruiter well in advance in case you wish to avail the guest house facility.

6. Is the relieving letter from my previous organization a necessary document on the day of joining?

Yes, it is mandatory. In the absence of a relieving letter, please bring with you any one of the following documents:

1. Hard copy of the resignation acceptance email from your previous organization mentioning your last working day there, **attested by that organization's HR team.**
2. Screen shot of the Exit Formalities completion screen which clearly highlights the 'No Dues' column.

Please ensure that your relieving date from your previous organization precedes the date you join Cognizant. In case of any problems in this matter, please inform your recruiter at the earliest.

7. Can I transfer my existing PF account into my Cognizant PF account?

Yes you can. This can be done once your Cognizant Employee ID is activated. Your ID will be activated within a couple of days of your joining.

8. What will be my working hours?

Though the normal working hours are between 9.00 a.m. and 6.00 p.m. from Monday through Friday, you may be required to work on a shift basis that comprises eight working hours and a break for an hour. You are expected to work in shifts assigned by the supervisor. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which you will be notified in advance. (Please refer the Section 4 in Annexure B sent along with the Offer Letter)

9. What will be my working facility?

The working facility can only be confirmed post project allocation. It is therefore not possible to ascertain the same at the time of hiring.