



## Skill Profiling: Associate View

# Search My Career App

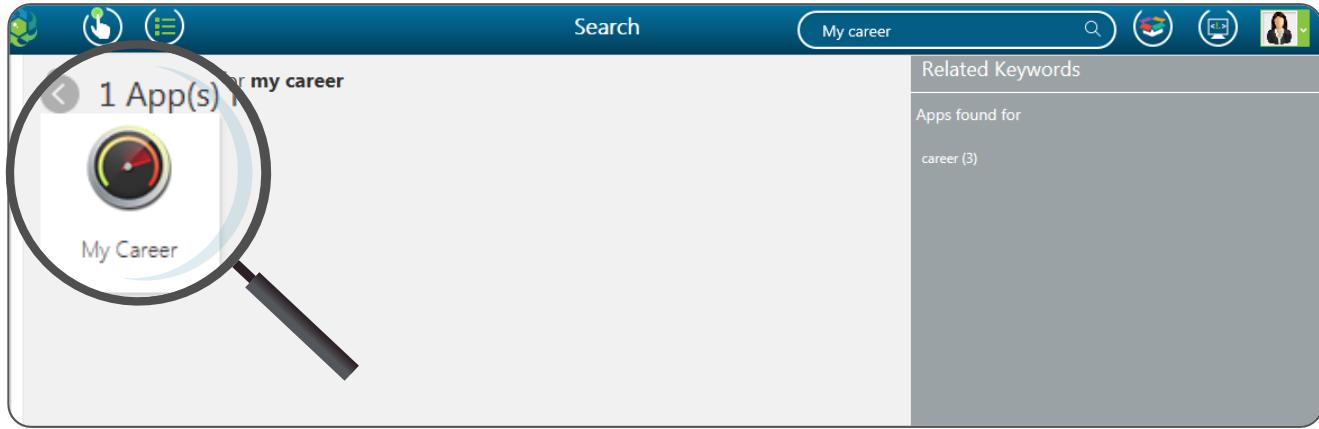
The screenshot shows the One Cognizant portal interface. At the top, there are navigation icons for Home, Tasks, Approvals, and Profile. The main header says "One Cognizant". Below the header, there is a search bar with the placeholder "Search for Apps". A magnifying glass icon is overlaid on the search bar. On the left side, there are two sections: "MY TASKS" which displays a "CONGRATULATIONS !! You have completed all your Tasks" message with a crossed-out checklist icon, and "MY APPROVALS" which displays a "CONGRULATIONS !! You have taken care of all pending approvals" message with a crossed-out circular arrow icon. In the center, there is a grid of app icons labeled "APPS". The grid includes:

Apply Leave - EAM	CCA Reports	e-Letters
GoPerform	GSD	GSD Remedy
India Hospitality	My Career	Mylearning
OperationalRole	Role Development Plan	Visitor Management System

At the bottom of the grid, there are two buttons: "View A-Z Apps" and "A-Z Collection". Below these buttons are three small icons: a star for "Recommended App", a heart for "Favorite App", and a magnifying glass for "My Recent App".

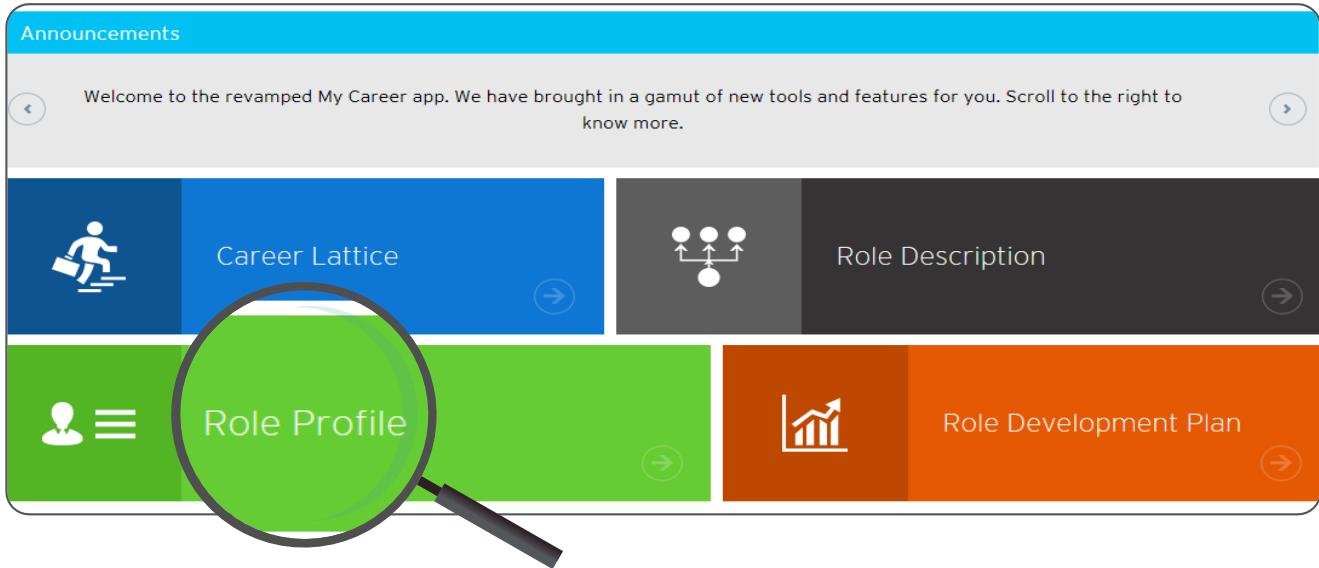
To go to the My Career app, in the search panel of the **One Cognizant** portal, type My Career.

# Launch My Career App



To launch the My Career app, from the search result, click **My Career**.

# View Role Profile Page



To view your CCA role profile page, in the My Career app, click **Role Profile**.

## Note

1. Skills can be updated in your profile, only if your CCA role is updated and approved. Connect with your Supervisor, if the CCA role is not tagged to your profile.
2. Wait for approval by the Governance team, if your CCA role is pending for approval. After the approval, your CCA role will be updated in the My Career app.

# Launch My Role Profile

The screenshot shows the 'Self' view of the Role Profile page. At the top, there's a navigation bar with 'Self' and 'Home Manager'. Below it, a profile card displays 'Asha K K (102329)' and her role: 'Engagement Delivery Manager' under 'Industry Solutions' in 'Engagement Delivery Management'. To the right is a 'Profile Status' bar showing '15%' completion with three progress segments: orange for 'Initial Login' (5%), grey for 'Approved Role Mapping' (15%), and blue for 'Minimum Skills Required Approved' (100%). Below the status are buttons for 'Skill Pending' (orange) and 'Skill Approved' (green). The main content area has tabs for 'Current Skills' (selected), 'Historical Skills', and 'Technical skills'. Under 'Technical skills', there's a placeholder message 'No skills available' and a large 'Add Technical Skill' button with a gear icon. Below this are sections for 'Domain skills' and 'Functional skills'. At the bottom right is a 'Profile Complete' button with a checkmark icon.

On the **Self** view of Role Profile page, you can update your skills, and categorize them as Current, Historical Skills

## Note

On the role profile page, the two types of skills are color coded as the following: orange for Current skills and blue for Historical skills.

# View Profile Status

The screenshot shows a user profile for "Jisha K K (102329)". The profile details include:

- Role: Engagement Delivery Manager
- Service Line: Industry Solutions
- Track: Engagement Delivery Management

The "Profile Status" section is highlighted with a magnifying glass. It shows a progress bar at 15% completion. The status is listed as "Skill Pending".

Below the profile status, there are sections for "My Skills" (with filters for All, Current Skills, and Historical Skills) and "Technical skills" (which shows "No skills available"). There are also sections for "Domain skills" and "Functional skills". A "Profile Complete" button is located at the bottom right.

The profile status percentage is 15%, since the current skill profiling is pending for update or approval.

## Note

The profile completion percentage will be updated to 100% once the minimum required skills are chosen/approved by the Supervisor.

---

# Individual Skills Tagging - Technical

---

# Role Profile Home Page

The screenshot displays the Role Profile Home Page. On the left, a vertical sidebar features icons for Home, Career Lattice, My Profile, Role Development Plan, and Digital Skills. The main content area shows a profile for Jisha K K (102329) with roles as Program Manager in Industry Solutions Track Program Management. A large magnifying glass icon highlights the 'Technical skills' section under 'My Skills'. The top right shows a green progress bar at 100% with status: 5% - Initial Login, 15% - Approved Role Mapping, and 100% - Minimum Skills Required Approved. Buttons for Skill Pending and Skill Approved are present. The bottom right corner shows a 'Profile Complete' button.

Self | Home Manager |

Jisha K K (102329)

Role: Program Manager  
Service Line: Industry Solutions  
Track: Program Management

Profile Status: 100%  
5% - Initial Login  
15% - Approved Role Mapping  
100% - Minimum Skills Required Approved

Skill Pending | Skill Approved

My Skills

All | Current Skills | Historical Skills

Primary Marker

Profile Complete

Technical skills

Domain skills

Functional skills

Behavioural skills

# Add Technical Skills

The screenshot shows a user profile for "Jisha K K (102329)" with the following details:

- Role: Program Manager
- Service Line: Industry Solutions
- Track: Program Management

Profile Status: 100%  
5% - Initial Login  
15% - Approved Role Mapping  
100% - Minimum Skills Required Approved

Skills section:

- My Skills: All, Current Skills, Historical Skills
- Filter: ▼ Technical, Primary, Secondary
- Content: A large magnifying glass highlights the "Add Technical Skill" button, which is overlaid on a blue circular icon containing gear and message symbols.
- Message: No skills available
- Filter: ► Domain, Primary, Secondary
- Filter: ► Functional
- Buttons: Profile Complete

To add a technical skill, under the **Technical** accordion, click **Add Technical Skill**.

# Search Individual Skills

The screenshot shows a software interface titled 'Add Technical Skills'. On the left, a sidebar says 'Home Manager's Selection' and 'No Skills selected'. In the center, there's a search bar with 'core java' typed in, and a magnifying glass icon is overlaid on it. Below the search bar is a 'Skills' button, followed by a list item 'Core Java' with a plus sign (+) icon. At the bottom, it says 'Min Current Technical Skills : 5 Max Current Technical Skills : 10'. On the right, a vertical panel titled 'My Selection' lists several items: 'COR - NS8801-Network Services CR', 'Cisco Prime', 'Riverbed technolog...', 'ADJ - EU8801-EUC Services', 'XenDesktop', 'ADJ - WS8801-x86 Windows Services', 'Windows Azure Pack', and 'NXG - NS8802-NG Network Services NXG'. An 'Add to My Profile' button is at the bottom of this panel.

- To look for individual skills, in the global search panel, type the relevant skill name.
- Click on + symbol to add the Skill and it will reflect in My Selection Tab.

## Note

Individual skill tagging are for roles where there is no mandate for skill family/cluster.

# Select Technical Skills

The screenshot shows a user interface for selecting technical skills. On the left, a vertical sidebar has four items: Home (selected), Career Lattice, My Profile, and Role Development Plan. The main area is titled 'Add Skill Details' with tabs 'Self' and 'Home Manager' (selected). The 'Home Manager's Selection' tab is active, showing a search bar and a list of skills under 'Skills'. A magnifying glass icon highlights the 'COBOL/400' skill row. Below the list, it says 'No Skills selected'. The 'My Selection' tab shows another list of skills under 'Mainframe ...' with 'No Skills selected'. At the bottom are buttons for 'Add to My Profile' and 'Profile Complete'.

Skills

- VISIONPLUS
- COBOL/400
- Assembler
- COBOL
- IDMS

- Mainframe ...
- PL/1
- REXX
- VSAM
- Easytrieve
- open VMS

- Mainframe ...
- MQ series
- Mainframe ...
- IMS DC
- CA GEN
- RACF

No Skills selected

No Skills selected

Add to My Profile

Profile Complete

To select a skill, click the '+' icon beside the relevant skill name.



# View Selected Skills

The screenshot shows the 'Home Manager' tab selected in the navigation bar. The main area is titled 'Add Skill Details' and contains a section for 'Home Manager's Selection'. A search bar at the top right says 'Search for Technical Skills'. Below it, there are three boxes labeled 'IEHINITT', 'SDF', and 'IBM TPF', each with a magnifying glass icon and a '+' button. Underneath these are two groups of skill cards. The first group is for 'Mainframe ...' and includes 'IBM z/TPF', 'IBM ALCS', 'IBM TPF AS...', 'IBM TPF-C', and 'IBM TPF-C+'. The second group is also for 'Mainframe ...' and includes 'IBM TPFDF', 'IBM z/TPFD...', and 'IBM TPF-C+'. Each card has a magnifying glass icon and a '+' button. At the bottom left, it says 'No Skills selected'. At the bottom right is a large 'Add to My Profile' button. A magnifying glass icon is overlaid on the 'My Selection' section of the interface.

Skills selected by the associate appear in **Add Skill Details** pop-up, under **My Selection**.

# Add Skills to Profile

The screenshot shows a user interface for adding skills to a profile. On the left, a vertical sidebar has icons for Home, Career Lattice, My Profile (selected), and Role Development Plan. The main area has tabs for 'Self' and 'Home Manager' (selected). A title 'Add Skill Details' is at the top. A search bar says 'Search for Technical Skills'. Below it, 'Home Manager's Selection' shows three categories: IEHINITT, SDF, and IBM TPF, each with a plus sign to add. A 'My Selection' panel on the right lists 'IBM TPFD' with a remove button. A central grid shows skill categories like 'Mainframe ...' with sub-options like 'IBM z/TPF' and 'IBM ALCS'. At the bottom, it says 'Minimum Technical Skills : 0 Maximum Technical Skills : 15'. A large magnifying glass icon is overlaid on the 'Add to My Profile' button.

No Skills selected

Search for Technical Skills

IEHINITT SDF IBM TPF

Mainframe ... Mainframe ...

IBM z/TPF IBM ALCS IBM TPF AS... IBM TPF-C IBM TPF-C+...

IBM TPFD

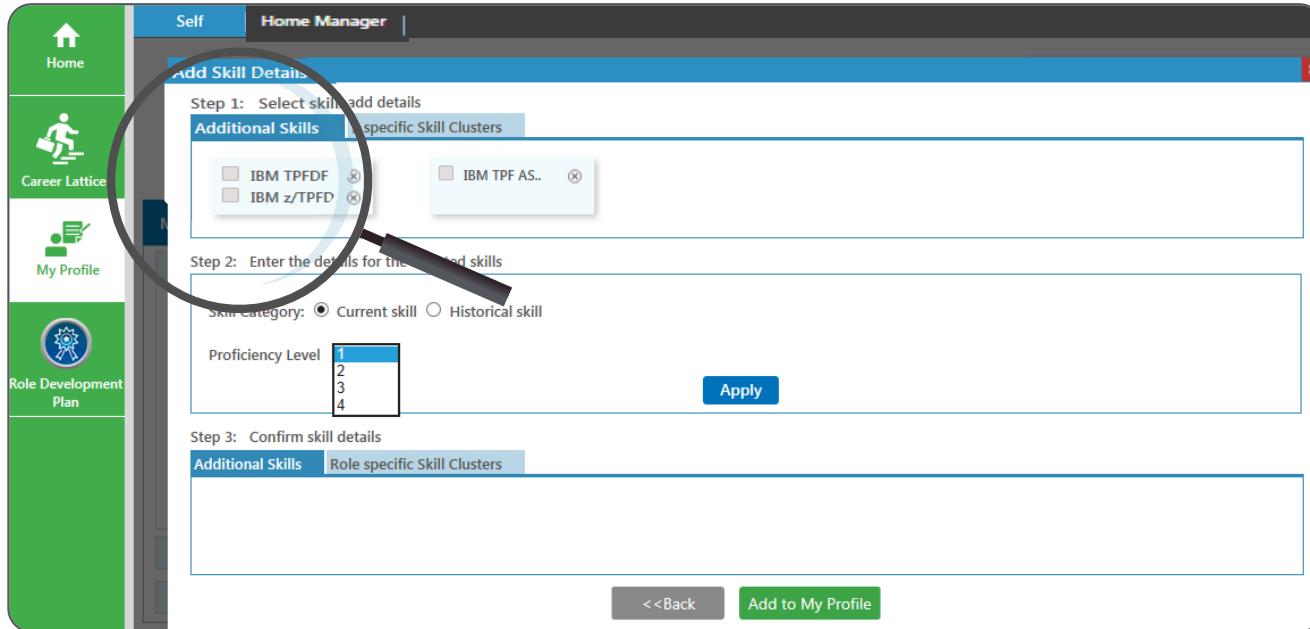
Minimum Technical Skills : 0 Maximum Technical Skills : 15

Add to My Profile

Profile Complete

To add the selected skills to your profile, click **Add to My Profile**.

# Review Added Skills



The screenshot shows a user interface for adding skills. On the left, there's a vertical sidebar with icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area has a header 'Self' and 'Home Manager'. A pop-up window titled 'Add Skill Details' is open, divided into three steps:

- Step 1: Select skill add details**: Shows tabs for 'Additional Skills' (selected) and 'Role specific Skill Clusters'. Under 'Additional Skills', there are checkboxes for 'IBM TPFDF' and 'IBM z/TPFD'.
- Step 2: Enter the details for the selected skills**: Shows 'Skill Category' with radio buttons for 'Current skill' (selected) and 'Historical skill'. Below it is a 'Proficiency Level' dropdown menu with options 1, 2, 3, and 4, where '1' is highlighted. An 'Apply' button is to the right.
- Step 3: Confirm skill details**: Shows tabs for 'Additional Skills' (selected) and 'Role specific Skill Clusters'.

At the bottom of the pop-up are buttons for '<<Back' and 'Add to My Profile'.

To review the skills added to your profile, in the **Step 1 of Add Skill Details** pop-up, select the appropriate skills.

# Add Details About Skills

The screenshot shows a 'Home Manager' interface with a sidebar containing icons for Home, Career Lattice, My Profile, and Role Development Plan. A 'Self' tab is selected. A 'Home Manager' tab is also present. A 'Add Skill Details' pop-up is open, divided into two steps:

- Step 1: Select skills to add details**
  - Additional Skills** tab is active, showing checkboxes for 'IBM TPFDF...', 'IBM TPF AS...', and 'IBM z/TPFD...'.
    - A magnifying glass icon is positioned over the 'IBM TPFDF...' checkbox.
  - Role specific Skill Clusters** tab is visible.

**Step 2: Enter the details for the selected skills**

  - Skill Category:** Radio buttons for 'Current skill' (selected) and 'Historical skill'.
  - Proficiency Level:** A dropdown menu with options 1, 2, 3, 4, and 5, with '1' currently selected.
  - Buttons:** 'Apply' (blue), 'Add to My Profile' (green), and '<<Back'.

To add details about the selected skills, in the **Step 2** of the **Add Skill Details** pop-up, select the appropriate **Skill Category**, and add **Proficiency Level**.

# Submit Details About Skills

The screenshot shows a user interface for managing skills. On the left, a vertical sidebar lists navigation options: Home, Career Lattice, My Profile, and Role Development Plan. The main area is titled 'Home Manager' and contains a sub-section 'Add Skill Details'. Step 1: Select skills to add details. It shows two tabs: 'Additional Skills' (selected) and 'Role specific Skill Clusters'. Under 'Additional Skills', two items are checked: 'IBM TPFDF...' and 'IBM z/TPFD..'. Step 2: Enter the details for the selected skills. It includes fields for 'Skill Category' (radio buttons for 'Current skill' and 'Historical skill', with 'Current skill' selected), 'Proficiency Level' (a dropdown menu showing '2'), and a large input field. Step 3: Confirm skill details. This section is identical to Step 1. At the bottom, there are 'Back' and 'Add to My Profile' buttons.

To submit the details about the selected skills, click **Apply**.



# View Updated Skills

The screenshot shows a user interface for managing skills. On the left, there's a vertical sidebar with icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area has tabs for 'Self' and 'Home Manager'. A central modal window is open, divided into three sections:

- Step 1: Select skills to add details**: Contains tabs for 'Additional Skills' (selected) and 'Role specific Skill Clusters'. This section is currently empty.
- Step 2: Enter the details for the selected skills**: Includes fields for 'Skill Category' (radio buttons for 'Current skill' and 'Historical skill'), 'Proficiency Level' (dropdown menu set to '1'), and an 'Apply' button.
- Step 3: Confirm skills**: Shows a table with two rows: 'IBM TPFDF' and 'IBM z/TPF..'. Each row has edit (pencil), delete (trash), and checkmark icons. Below the table are buttons for '<< Back' and 'Add to My Profile'.

A large magnifying glass icon is overlaid on the Step 3 section, highlighting it.

The skills, for which details have been added, appear in **Step 3** of the **Add Skill Details** pop-up.

# Confirm Addition of Technical Skills

The screenshot shows the Home Manager interface with a sidebar containing icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area is titled 'Add Skill Details' and is divided into three steps:

- Step 1: Select skills to add details**  
A tab bar with 'Additional Skills' (selected) and 'Role specific Skill Clusters'. Below is a large empty rectangular input field.
- Step 2: Enter the details for the selected skills**  
Skill Category:  Current skill  Historical skill  
Proficiency Level: A dropdown menu set to '1'.  
An 'Apply' button is located at the bottom right of this section.
- Step 3: Confirm skill details**  
A tab bar with 'Additional Skills' (selected) and 'Role specific Skill Clusters'. Below are two groups of skill clusters:
  - IBM TPFDF [edit] [remove]
  - IBM z/TPF.. [edit] [remove]
  - IBM TPF A.. [edit] [remove]A magnifying glass icon is positioned over the 'Add to My Profile' button, which is highlighted in green.

To confirm the details added to the selected skills, click **Add to My Profile**.

# Submit Profile

The screenshot shows the Home Manager view for user Jisha K K (102329). The profile status is 100% complete, with 5% for Initial Login, 15% for Approved Role Mapping, and 100% for Minimum Skills Required Approved. The 'Skill Pending' button is orange, while the 'Skill Approved' button is green. The 'My Skills' section displays technical skills like VSAM, Easytrieve, MQ series, and Mainframe, each with a 'Primary Marker' icon. Buttons for 'All', 'Current Skills', and 'Historical Skills' are visible. Below the skills list are sections for Domain skills and Functional skills.

## Note

Home Manager have to approve the added skills in Home manager view.

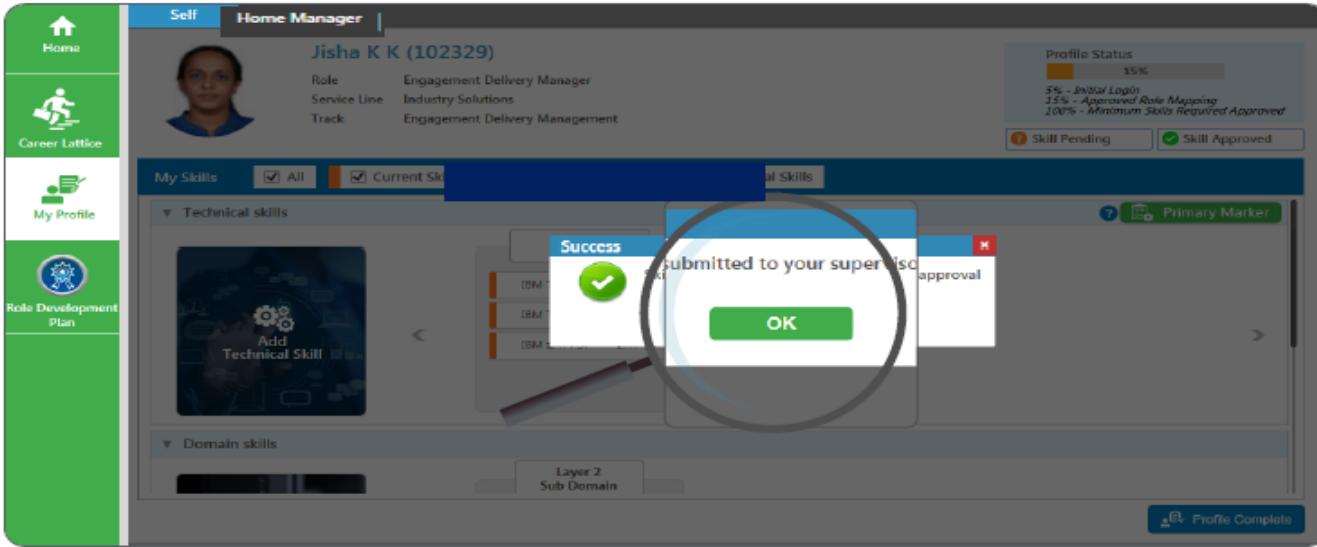
- To Apply the update made in the Role Profile, Associate have to click the profile complete button.
- After profile complete button click, It will go to the supervisor queue for approval.

# View Skills Pending for Approval

The screenshot shows a user profile for Jisha K K (102329) in the 'Home Manager' tab. The profile includes basic information: Role - Engagement Delivery Manager, Service Line - Industry Solutions, and Track - Engagement Delivery Management. A progress bar at the top right indicates 'Profile Status' at 15%, with milestones: 5% - Initial Login, 15% - Approved Role Mapping, and 100% - Minimum Skills Required Approved. Below the status, there are two buttons: 'Skill Pending' (with a question mark icon) and 'Skill Approved' (with a checkmark icon). The main content area displays 'My Skills' with tabs for 'All', 'Current Skills' (selected), and 'Historical Skills'. Under 'Technical skills', a magnifying glass highlights three entries: 'IBM TPF AS...', 'IBM TPFDF', and 'IBM z/TPFDF', each preceded by a question mark icon. A 'Primary Marker' button is visible above the skill list. At the bottom, there's a 'Layer 2 Sub Domain' section and a 'Profile Complete' button.

Skills with question mark beside them are the submitted skills pending in the Supervisor's queue for approval.

# Confirm Profile Submission



To confirm the updates made in the profile for Supervisor's approval, in the Success pop-up, click **OK**.

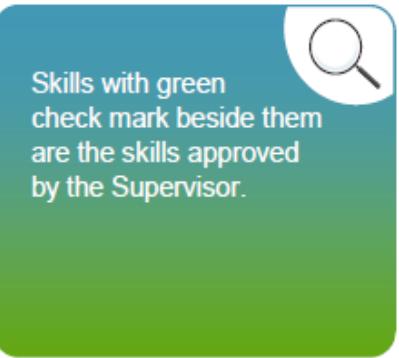
## Note

1. After profile submission, all the skills tagged as Current skills will be in the Supervisor's queue for approval.
2. All the other skills are automatically updated in the associate's profile.

# View Approved Skills

The screenshot shows the Home Manager dashboard for Jisha K K (102329). The sidebar on the left includes links for Home, Career Lattice, My Profile, and Role Development Plan. The main area displays the user's profile information: Role - Engagement Delivery Manager, Service Line - Industry Solutions, and Track - Engagement Delivery Management. A large magnifying glass highlights the 'Skills' section under 'Technical skills'. The 'Skills' list shows four items: PL/1, REXX, VSAM, and MQ series, each preceded by a green checkmark indicating they are approved. The 'Profile Status' bar at the top right shows 100% completion with the message '100% - Minimum Skills Required Approved'.

Skills	Status
PL/1	Approved (Green Checkmark)
REXX	Approved (Green Checkmark)
VSAM	Approved (Green Checkmark)
MQ series	Approved (Green Checkmark)



---

# Cluster (RLC/RC)

---

# Select Technical Skill Family

The screenshot shows a user interface for selecting technical skills. On the left, a vertical sidebar has tabs: Home, Career Lattice, My Profile, and Role Development Plan. The 'My Profile' tab is selected. The main area is titled 'Self' and contains a section for 'Add Technical Skills'. It includes a 'Supervisor's Selection' dropdown set to 'AS/400' and a search bar. Below this is a 'Skill Clusters' section with three boxes: 'AS88CC-SD...', 'AS8801-SD...', and 'AS8802-SD...'. Each box lists skill categories like CL/400, RPGLE, COBOL/400, etc., with icons for edit, delete, and add. At the bottom are buttons for 'Default', 'Select Skill Cluster', and 'Skills'. A note at the bottom states: 'Minimum Technical Skills : 5 Maximum Technical Skills : 15 Skill Profiling should ideally include 1 Skill Cluster'. To the right is a 'My Selection' panel showing 'Common Cluster' with options CL/400 and DB2/400. At the bottom are 'Add to My Profile' and 'Profile Complete' buttons.

## Note

1. Technical Skill Family consists of a set of Skill Families that are primary to the department in which the associate works.
2. Some Skill Families might have Common Cluster and Role Skill Clusters, but others might not.
3. Individual skills can be chosen from the Global catalog.
4. Every role has a minimum and maximum Skill Threshold called out for Current skills. It is necessary that these thresholds are met. There are no limits on Historical Skills

To select your primary skill family, from the **Technical Skill Family** dropdown, select the relevant option.



# View Common Cluster

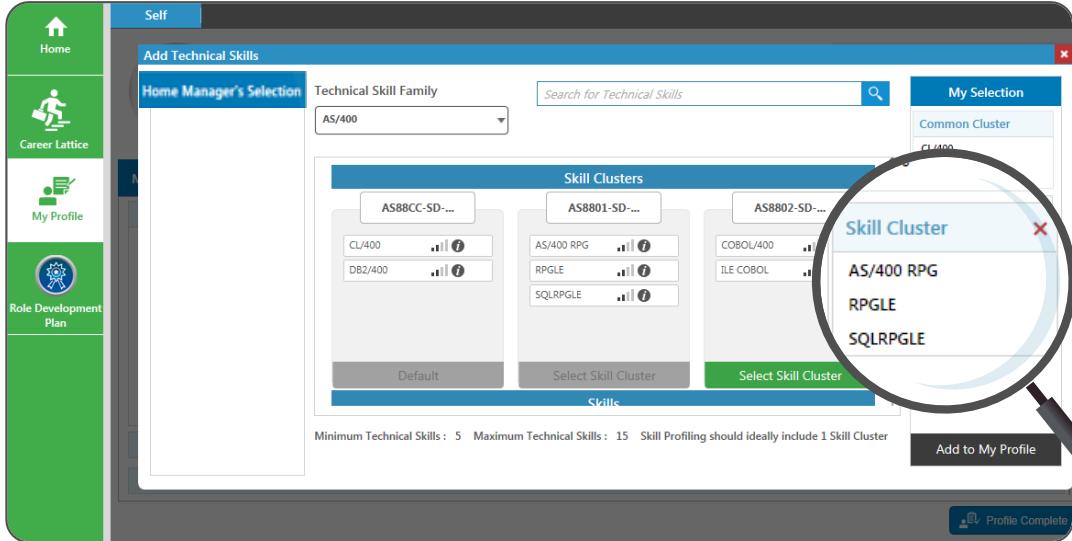
The screenshot shows the SAP SuccessFactors Learning interface. On the left, there's a vertical navigation bar with icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area is titled 'Add Technical Skills' under 'Self'. It shows a dropdown for 'Home Manager's Selection' set to 'AS/400'. Below it, a search bar says 'Search for Technical Skills'. A large magnifying glass is overlaid on the 'My Selection' section, which lists 'Common Cluster' with 'CL/400' and 'DB2/400'. The 'Skill Clusters' section shows three groups: AS88CC-SD..., AS8801-SD..., and AS8802-SD.... Each group contains several skills like CL/400, DB2/400, AS/400 RPG, RPGLE, COBOL/400, ILE COBOL, and SQLRPGLE. Buttons for 'Default', 'Select Skill Cluster', and 'Skills' are at the bottom. At the very bottom, it says 'Minimum Technical Skills : 5 Maximum Technical Skills : 15 Skill Profiling should ideally include 1 Skill Cluster' and 'Add to My Profile'.

**Common Cluster** comprises the basic skills that are observed in a majority of the SOs under a given Skill Family.

## Note

1. Based on the role, Common Cluster will be automatically defaulted upon selection of the Skill Family with predetermined proficiency level.
2. Common Cluster of skills forms the necessary and mandated skills required for associates in that family.
3. Skills appearing in the Common Cluster does not have a red cross mark beside it.

# View Role Skill Cluster

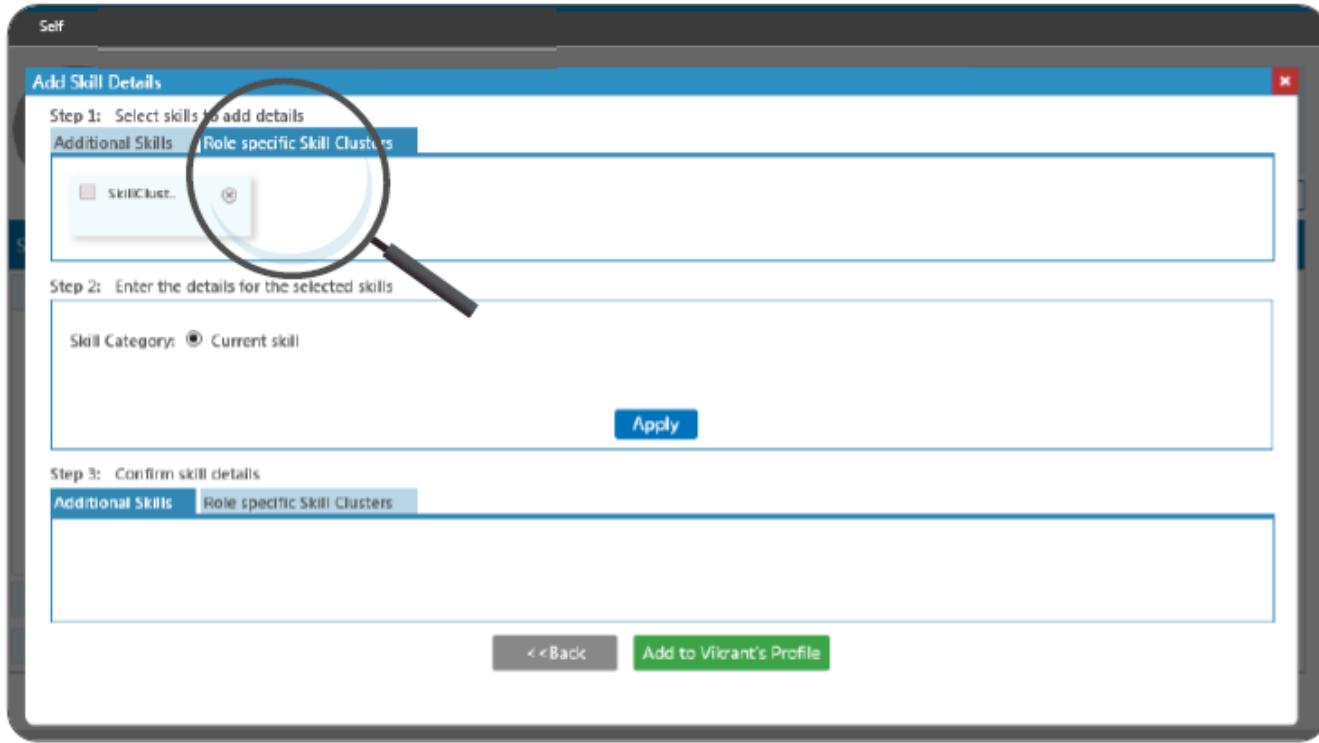


RSC or Role **Skill Cluster** is a combination of skills that are necessarily demanded together by customers most of the time.

## Note

1. Each Role Skill Cluster (RSC) is formed in the context of a customer demand. RSC represents only the Pareto view of the demand, and does not address all the demands.
2. RSC is created on the basis of the previous years' service order analysis or requirement for capacity building in near future.
3. Skills in RSC have pre-agreed proficiency levels, which are defined by the associate's role and are non-editable. These skills are displayed with a name and have a select skill cluster option.

# Review Added Skills



- To review the skills added to the reportee's profile, in the **Step 1 of Add Skill Details** pop-up, click **Role specific skill Cluster Skills**, then select the appropriate skills.

- Click apply in step 2.
- View the selected skill cluster in step 3.
- Click Add to associate Profile.



---

## CIS Cluster(COR/ADJ/NEX)

---

# View CIS Skill Cluster (COR/ADJ/NXG)

The screenshot shows the 'Add Technical Skills' interface. On the left, under 'Home Manager's Selection', it says 'No Skills selected'. In the center, there's a search bar for 'Technical Skill Family' with 'IaaS:Data Networks' selected. Below it, three skill clusters are listed:

- COR NS8801-Nets...**: Cisco Prime, Riverbed, Switching. A magnifying glass highlights the 'Switching...' row.
- ADJ EU8801-EUC...**: XenDesktop, Airwatch, FlexEra Ad..., LANDesk Ma..., MAC admini... (with '+' icons)
- ADJ WS8801-x86...**: Windows Az..., Windows Az..., Azure Publ..., Control-M..., TWS-Distri... (with '+' icons)

Below these clusters, instructions say 'Please choose 1 skill at PL3 and 1 skill at PL2'. At the bottom, it shows 'Min Current Technical Skills : 5' and 'Max Current Technical Skills : 10'. To the right, a sidebar titled 'My Selection' lists skills categorized by cluster:

- COR - NS8801-Network Services CR**: Cisco Prime, Riverbed technolog...
- ADJ - EU8801-EUC Services**: XenDesktop
- ADJ - WS8801-x86 Windows Services**: Windows Azure Pack
- NXG - NS8802-NG Network Services NXG**

At the bottom right of the sidebar is a 'Profile Complete' button.

As per CIS BU, associate have to add the skills as per cluster threshold limit (COR / ADJ / NX).

# Review Added Skills

**Add Skill Details**

Step 1: Select skills to add details

**Additional Skills    Role specific Skill Clusters**

Oracle Dat...   
 RedHat Lin...

IBM TSM Ba...   
 Mongo DB A...

Step 2: Enter the details for the selected skills

Skill Category:  Current skill

**Apply**

Step 3: Confirm skill details

**Additional Skills    Role specific Skill Clusters**

<<Back    Add to Amarendra's Profile

- To review the skills added to the reportee's profile, in the **Step 1 of Add Skill Details** pop-up, click **Role specific skill Cluster Skills**, then select the appropriate skills.

- Click apply in step 2.
- View the selected skill cluster in step 3.
- Click Add to associate Profile.



---

# Proficiency Update

---

# Update Proficiency Level

The screenshot shows the Home Manager interface for an associate named Jisha K K (102329). The profile status is at 100% completion. The 'My Skills' section displays technical skills like 'Add', 'retrieve', 'series', and 'frame...', each with a vertical bar indicating proficiency level. A magnifying glass is focused on the bars for 'Add' and 'retrieve'. The sidebar on the left includes links for Home, Career Lattice, My Profile, and Role Development Plan.

To update the proficiency level of your skills, in **My Profile**, click the bar sign beside the relevant skill name.

## Note

The vertical bars on the right of a skill name represent the proficiency level. The bars with darker shades indicate the proficiency level of the associate for a relevant skill.

# Select Proficiency Level

The screenshot shows the Home Manager interface for a user named Jisha K K (102329). The user's profile details are displayed: Role - Engagement Delivery Manager, Service Line - Industry Solutions, and Track - Engagement Delivery Management. The 'Profile Status' is at 100% with a green bar. Below the status, there are two buttons: 'Skill Pending' (with a question mark icon) and 'Skill Approved' (with a checkmark icon). A magnifying glass is overlaid on the 'Proficiency change' pop-up window, which is centered over the 'Skills' list. The pop-up contains the text: 'You can now change the proficiency level of skill. Please select the new proficiency level.' It lists three proficiency levels: PL2 - 2, PL3 - 3, and PL4 - 4, each with a radio button next to it. The 'Primary Marker' button is also visible in the top right corner of the pop-up.

To select the new proficiency level, in the **Proficiency change** pop-up, click the radio button against the appropriate proficiency level.

# Submit Proficiency Change

The screenshot shows the Home Manager interface for user Jisha K K (102329). The left sidebar includes links for Home, Career Lattice, My Profile, and Role Development Plan. The main area displays user details: Role - Engagement Delivery Manager, Service Line - Industry Solutions, and Track - Engagement Delivery Management. A progress bar at the top right indicates Profile Status at 100% (5% - Initial Login, 15% - Approved Role Mapping, 100% - Minimum Skills Required Approved). Below this are buttons for Skill Pending and Skill Approved. The 'My Skills' section is active, showing filters for All, Current Skills (checked), and Historical Skills. Under 'Technical skills', there's a list of skills: VSAM, Easytrieve, MQ series, Mainframe..., and others. A modal window titled 'Proficiency change' is open, prompting the user to change the proficiency level of 'VSAM' from 'L3 - 3' to 'L4 - 4'. The 'Submit' button is highlighted with a large magnifying glass. Other buttons in the modal include 'Primary Marker' and a close 'X'. At the bottom right of the modal is a 'Profile Complete' button.

To submit the new proficiency level, in the **Proficiency change** pop-up, click **Submit**.

# Confirm Proficiency Change

The screenshot shows the Home Manager interface for user Jisha K K (102329). The profile status is at 100% completion. A magnifying glass highlights a confirmation dialog box in the center. The dialog box has a blue header "Confirmation" and a message: "Skill level change is entered. It needs approval. Do you still want to proceed?". It features a blue question mark icon, two buttons ("Yes" and "No"), and a red close button.

To confirm the changed proficiency, in the **Confirmation** pop-up, click **Yes** or **No**.

# View Proficiency Change Pending for Approval

The screenshot shows the Home Manager interface for user Jisha K K (102329). The profile status is 100% with the message "Skill Pending". A magnifying glass highlights the "VSAM" skill under the "Technical skills" section, which is marked with an orange question mark icon. Other visible skills include "Easytrieve", "MQ series", and "Mainframe".

Profile Status  
100%

5% - Initial Login  
15% - Approved Role Mapping  
100% - Minimum Skills Required Approved

Skill Pending   Skill Approved

My Skills    All    Current Skills    Historical Skills

Primary Marker

Skills

VSAM

Easytrieve

MQ series

Mainframe

Add Technical Skill

Domain skills

Functional skills

Profile Complete

The orange question mark indicates that the new proficiency level of the selected skill is pending for Supervisor's approval.

# View Skills with Updated Proficiency Level

The screenshot shows the Home Manager interface for user Jisha K K (102329). The left sidebar includes links for Home, Career Lattice, My Profile, and Role Development Plan. The main area displays profile details: Role - Engagement Delivery Manager, Service Line - Industry Solutions, and Track - Engagement Delivery Management. A 'Profile Status' bar indicates 100% completion, with segments for Initial Login (5%), Approved Role Mapping (15%), and Minimum Skills Required Approved (100%). Below this are buttons for Skill Pending and Skill Approved. The 'My Skills' section shows filters for All, Current Skills (selected), and Historical Skills. Under 'Technical skills', a magnifying glass highlights the 'Skills' list which includes VSAM, Easytrieve, MQ series, and Mainframe... Each skill entry has a green checkmark and a small orange vertical bar to its left.

The green tick indicates that the proficiency change has been approved by the Supervisor.

---

# Domain Skills

---

# Add Domain Skills

The screenshot shows the user profile of Jisha K K (102329) with the following details:

- Role: Engagement Delivery Manager
- Service Line: Industry Solutions
- Track: Engagement Delivery Management

The Profile Status is 15% complete, with the following milestones:

- 5% - Initial Login
- 15% - Approved Role Mapping
- 100% - Minimum Skills Required Approved

Skills filtering options include:

- All
- Current Skills (selected)
- Historical Skills

The 'Domain skills' section is expanded, showing:

- Layer 2 Sub Domain: Security Services
- An 'Add Domain Skill' button with a magnifying glass icon.

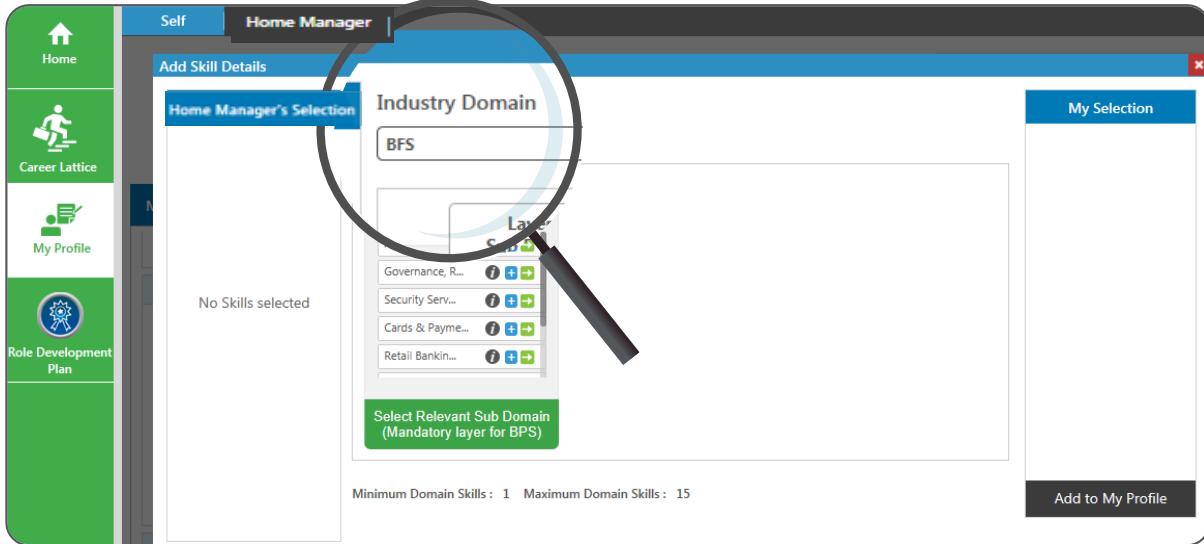
Other skill categories listed are:

- Functional skills
- Behavioural skills

A 'Profile Complete' button is located at the bottom right.

To add a domain skill, under the **Domain skills** accordion, click **Add Domain Skill**.

# Search Domain Skills



To select the appropriate Domain area, from the **Industry Domain** dropdown, select the relevant option.

## Note

1. The domain catalog is built on four layers: Vertical > Industry or Domain > Sub Domain/Process > Sub-Process.
2. An associate can select the appropriate Domain and the Sub Domain through a nested search approach and add to the profile.
3. Domain skills have no proficiency scale.

# Select Sub Domain

The screenshot shows the 'Home Manager' section of a software application. On the left, there's a vertical sidebar with icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area has tabs for 'Self' and 'Home Manager'. A sub-menu titled 'Add Skill Details' is open under 'Home Manager'. It shows an 'Industry Domain' dropdown set to 'BFS' and a list of 'Layer 2 Sub Domain' options: Asset & Wealth..., Governance, R..., Security Serv..., and Proc & Payme... Each option has an 'info' icon, a '+' icon to add it to the selection, and a '-' icon to remove it. Below this list is a green button labeled 'Select Relevant Sub Domain (Mandatory layer for BPS)'. At the bottom, it says 'Minimum Domain Skills : 1 Maximum Domain Skills : 15'. To the right, a vertical panel titled 'My Selection' is partially visible. A large magnifying glass icon is overlaid on the 'Asset & Wealth...' row.

To select the appropriate Sub Domain area, from the **Sub Domain** list, click the '+' icon against the relevant option.

## Note

Similar to technical skills, the domain skill thresholds given for a role should be met.

# Select Process

The screenshot shows a user interface for selecting skills. On the left, a vertical sidebar has icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area has tabs for 'Self' and 'Home Manager'. A sub-section titled 'Add Skill Details' is open, showing 'Home Manager's Selection' for 'Industry Domain' (BFS). It displays 'No Skills selected'. Below this are two sections: 'Layer 2 Sub Domain' and 'Layer 3 Process'. A magnifying glass icon highlights the 'Layer 3 Process' section, which lists several options: COTS Products..., Governance, R..., Security Serv..., Cards & Payme..., and Retail Bankin... Each option has an info icon and a '+' icon. Below these sections are buttons for 'Select Relevant Sub Domain (Mandatory layer for BPS)' and 'Select Process Area if Relevant'. At the bottom, it says 'Minimum Domain Skills : 1 Maximum Domain Skills : 15' and a 'Add to My Profile' button.

To select the appropriate Process area, from the **Process** list, click the '+' icon against the relevant option.

# Select Sub Process

The screenshot shows the 'Add Skill Details' page under the 'Home Manager' tab. On the left sidebar, there are four main menu items: 'Home', 'Career Lattice', 'My Profile', and 'Role Development Plan'. The 'Home Manager' tab is currently selected.

The main content area is titled 'Home Manager's Selection' and shows the 'Industry Domain' as 'BFS'. Below this, there are three layers of selection:

- Layer 2 Sub Domain:** Asset & Wealth..., Governance, R..., Security Serv..., Cards & Payme..., Retail Bankin...
- Layer 3 Process:** COTS Products..., FinAdv-FundDt..., Institutional..., Insurance AMC..., Pvt WealthMgm...
- Layer 4 Sub Process:** Eagle, GoldenSource, Advent Geneva, One...

Below these layers, there are three green buttons with instructions:

- Select Relevant Sub Domain (Mandatory layer for BPS)
- Select Process Area if Relevant
- Select Sub-Process Area if Relevant

At the bottom, it says 'Minimum Domain Skills : 1 Maximum Domain Skills : 15' and a 'Add to My Profile' button.

To select the appropriate Sub Process area, from the **Sub Process** list, click the '+' icon against the relevant option.

# Add Domain Skills to Profile

The screenshot shows the 'Add Skill Details' interface. On the left, a vertical sidebar includes icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area has tabs for 'Self' and 'Home Manager'. The 'Home Manager's Selection' tab is active. It displays 'Industry Domain: BFS' and three layers of skill selection:

- Layer 2 Sub Domain:** Asset & Wealth..., Governance, R..., Security Serv..., Cards & Payme..., Retail Bankin... (each with a detailed view icon)
- Layer 3 Process:** COTS Products..., FinAdv-FundDt..., Institutional..., Insurance AMC..., Pvt WealthMgm... (each with a detailed view icon)
- Layer 4 Sub Process:** Eagle, GoldenSource, Advent Geneva, InvestOne, Investran, Other Pro... (each with a detailed view icon)

Below these layers are three green buttons: 'Select Relevant Sub Domain (Mandatory layer for BPS)', 'Select Process Area if Relevant', and 'Select Sub-Process Area if Relevant'. At the bottom, it says 'Minimum Domain Skills : 1 Maximum Domain Skills : 15'.

To submit the selected Domain Skills, click **Add to My Profile**.

## Note

The rest of the workflow to update domain skills is similar to the workflow for technical skills.

---

# Primary Skill Marker

---

# Mark Primary Skills

The screenshot shows the 'My Skills' section of the Cognizant Talent Management System. At the top, there's a profile summary for 'Jisha K K (102329)' with roles like 'Engagement Delivery Manager', service line 'Industry Solutions', and track 'Engagement Delivery Management'. Below this, there are tabs for 'All', 'Current Skills' (which is selected), and 'Historical Skills'. A large magnifying glass is positioned over the 'Primary Marker' button, which is located next to a list of technical skills: PL/1, REXX, VSAM, MQ series, and Mainframe... Each skill has a progress bar and an edit icon.

To indicate the core skills in the profile, after the skills are approved by the Supervisor, click the **Primary Marker** icon on the profile page.

## Note

The primary skill tagging feature showcases an associate's strengths and aids in their effective deployment.

# Select Primary Skills

The screenshot shows a user interface for selecting primary skills. At the top, there are tabs: Self, Supervisor, Approver, and Uploader. Below this is a profile section for "Selvambikai K (195514)". A "Profile Status" bar indicates "100%" completion. On the left, a sidebar has icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area displays a "Primary Markers" pop-up. It contains a message: "You are yet to mark primary for two skills". Inside the pop-up, there are three sections: "Common Clu..", "DN8805-TL..", and "Skills". The "Common Clu.." section lists skills like ASP.NET, ADO.NET, .Net Program..., and ANSI SQL, each with a green checkmark icon. The "DN8805-TL.." section lists MS SQL Se..., WCF, and ASP.NET M..., also with green checkmarks. The "Skills" section lists ATL and DCOM, both with green checkmarks. A magnifying glass icon is overlaid on the "Common Clu.." section. At the bottom of the pop-up are buttons for "Min Primary skills : 2", "Max Primary skills : 5", and a large green "Submit" button. Below the pop-up, there's a "Functional skills" section and a "Profile Complete" button.

To choose the primary skills, in the **Primary Markers** pop-up, select a minimum of two skills.

# Submit Primary Skills

The screenshot shows the LMS interface with a sidebar on the left containing links for Home, Career Lattice, My Profile, and Role Development Plan. The main content area is titled 'Selvambikai K (195514)' and displays the 'Primary Markers' section. It shows three categories: 'Common Clu...', 'DN8805-TL...', and 'Skills'. Under 'Common Clu...', skills listed include ASP.NET, ADO.NET, Net Program..., ANSI SQL, .Net Frame..., and others. Under 'DN8805-TL...', skills include MS SQL Se..., WCF, and ASP.NET M... Under 'Skills', skills include ATL and DCOM. A message at the bottom says 'You are yet to mark primary for two skills'. Below the categories, there are buttons for 'Min Primary skills : 2' and 'Max Primary skills : 5'. A large green 'Submit' button is centered at the bottom. A magnifying glass icon is overlaid on the 'Submit' button. In the top right corner of the main window, there is a 'Profile Status' bar showing '100%' completion with icons for 'My Login', 'Approved Role Mapping', 'Minimum Skills Required Approved', and 'Skill Approved'. A 'Profile Complete' button is located at the bottom right.

To submit your primary skills, click **Submit**.

## Note

After submission of the primary skills, a star would appear beside those skills.

# View Approved Primary Skills

The screenshot shows a user profile for Jisha K K (102329). The profile details are:

- Role: Engagement Delivery Manager
- Service Line: Industry Solutions
- Track: Engagement Delivery Management

The Profile Status is 100% complete, with the following breakdown:

- 5% - Initial Login
- 15% - Approved Role Mapping
- 100% - Minimum Skills Required Approved

Skill status buttons: Skill Pending (orange) and Skill Approved (green).

My Skills filters: All (checked), Current Skills (checked), Historical Skills.

Technical skills section:

- PL/1 (Approved)
- REXX (Approved, marked with a blue star)
- VSAM (Pending)
- MQ series (Approved)

Domain skills section:

- Layer 2 Sub Domain
- Layer 3 Process

Profile Complete button.

A large magnifying glass icon is overlaid on the REXX skill entry, highlighting it.

Primary Skills approved by the Supervisor are displayed with a blue star.

---

# Skill Deletion

---

# Delete Skills

The screenshot shows the 'Add Technical Skills' section of the Home Manager interface. On the left sidebar, there are five icons: Home, Career Lattice, My Profile, and Role Development Plan. The 'Home Manager' tab is active. In the main area, under 'Home Manager's Selection', there is a search bar for 'Skill Family: Mainframe'. Below it, a list of skills is shown, grouped by skill family. At the bottom, it says 'Minimum Technical Skills : 0 Maximum Technical Skills : 15'. On the right, a 'My Selection' list shows several skills with red cross marks next to them, indicating they are selected for deletion. A large magnifying glass is overlaid on this list. A callout bubble with a magnifying glass icon contains the text: 'To delete skills, deemed as irrelevant, in the **My Selection** list, click the red cross mark against the skill name.'

To delete skills, deemed as irrelevant, in the **My Selection** list, click the red cross mark against the skill name.

Skills

MQ series

Mainframe Utilitie...

Search for Technical Skills

Skills

Mainframe...

Mainframe...

Mainframe...

VISIONPLUS

COBOL/400

Assembler

COBOL

IDMS

PL/1

REXX

VSAM

Easytrieve

open VMS

MQ series

Mainframe ...

IMS DIC

CA GEN

RACF

PL/1

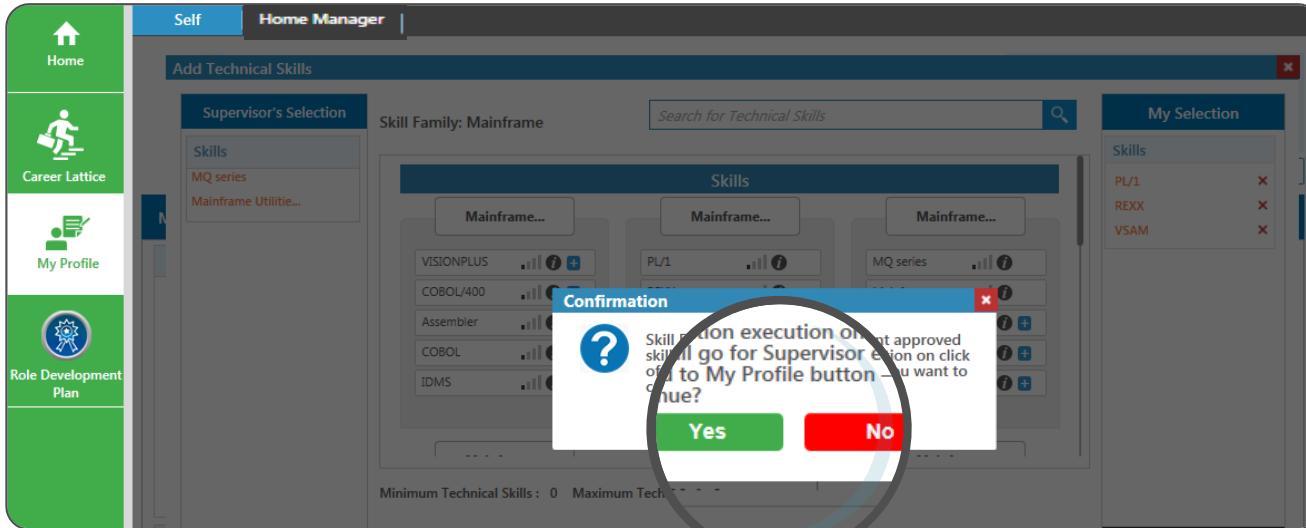
REXX

VSAM

Add to My Profile

Profile Complete

# Confirm Skill Deletion of Approved Skills

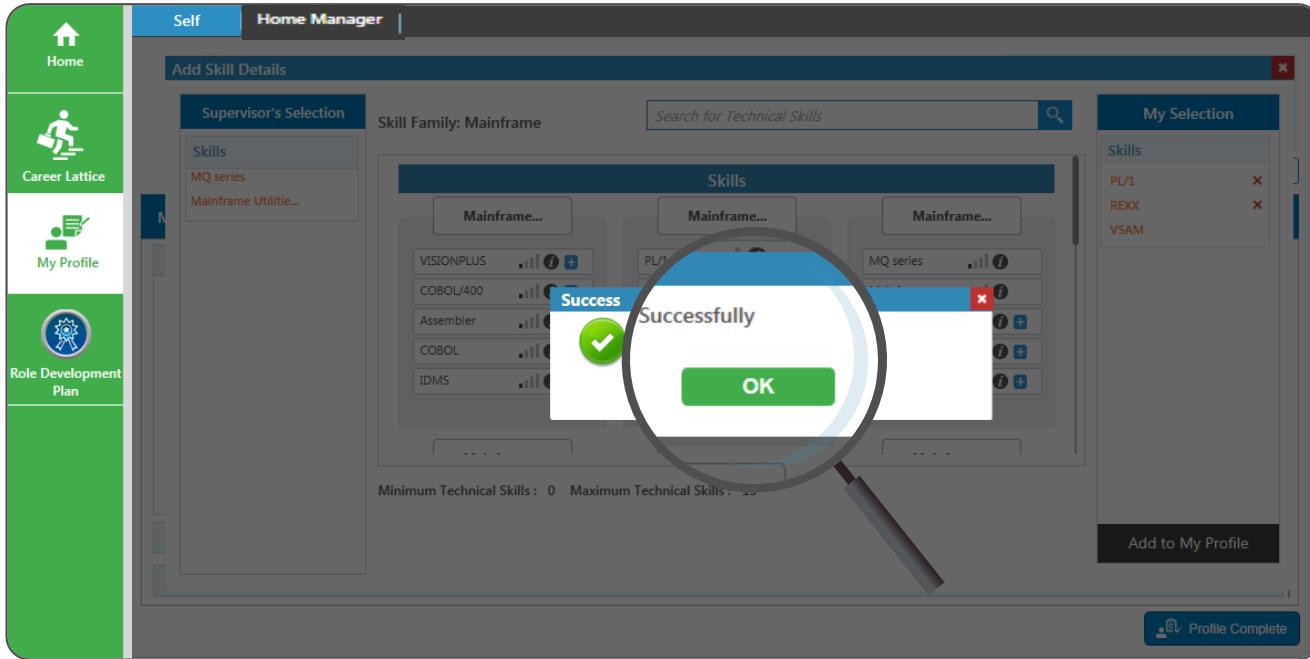


To confirm deletion of the selected skills, in the **Confirmation** pop-up, click **Yes** or **No**.

## Note

When an associate deletes the skills approved by the Supervisor, a notification is sent to the Supervisor for approval.

# Submit Confirmation on Skill Deletion



To submit the confirmation on skill deletion, in the **Success** pop-up, click **OK**.

# View Deleted Skills

The screenshot shows the 'My Skills' section of the Cognizant Learning Management System. The user profile is Jisha K K (102329), with the following details:

- Role: Engagement Delivery Manager
- Service Line: Industry Solutions
- Track: Engagement Delivery Management

The 'Profile Status' is 100% complete, with the following milestones:

- 5% - Initial Login
- 15% - Approved Role Mapping
- 100% - Minimum Skills Required Approved

Below the status, there are two buttons: 'Skill Pending' (red circle) and 'Skill Approved' (green circle).

The 'Skills' list under 'Technical skills' includes:

- PL/1 (Approved)
- REXX (Approved)
- VSAM (Deleted, marked with a red cross)
- MQ series (Approved)
- mainframe (Approved)

On the left sidebar, the 'Role Development Plan' section is visible, showing an 'Add Technical Skill' button.

Skills with red cross mark beside them are the skills deleted by the associate.



---

# Functional Skills

---

# Add Functional Skills

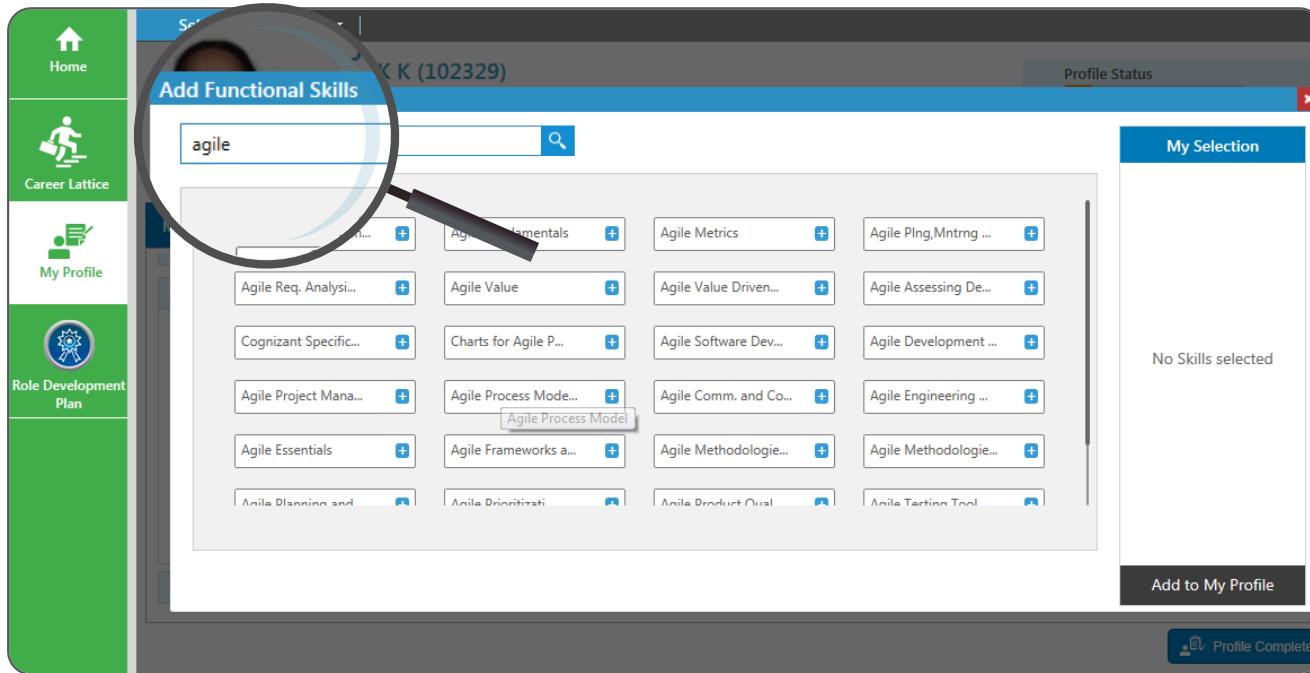
The screenshot shows the 'Home Manager' interface for user Jisha K K (102329). The left sidebar includes links for Home, Career Lattice, My Profile, and Role Development Plan. The main area displays profile information: Role - Engagement Delivery Manager, Service Line - Industry Solutions, and Track - Engagement Delivery Management. A progress bar at the top right indicates 'Profile Status' at 15%, with steps: 5% - Initial Login, 15% - Approved Role Mapping, and 100% - Minimum Skills Required Approved. Below this are buttons for Skill Pending and Skill Approved. The 'My Skills' section has tabs for All, Current Skills (selected), and Historical Skills. Under 'Functional skills', there is a large circular callout with a magnifying glass over the 'Add Functional Skill' button. To the right are three boxes: 'Account Mgmt Processes &...', 'Profitability Management', and 'Technology Concepts'. At the bottom is a 'Behavioural skills' section and a 'Profile Complete' button.

To add functional skills, under the **Functional skills** accordion, click **Add Functional Skill**.

## Note

Functional skills are role-specific and indicate those skills that are expected from an associate in the particular role. Thus, these skills are default to the role of an associate and **not open for Current skill categorization**. Associates can categorize these skills only under Historical skills

# Search Functional Skills



The screenshot shows a user interface for adding functional skills. On the left, there's a vertical sidebar with icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area has a title bar with 'Search Functional Skills' and 'K K (102329)'. A magnifying glass icon highlights the search input field, which contains the word 'agile'. Below the search field is a grid of skill cards. One card, 'Agile Process Model...', has a callout bubble pointing to it. To the right of the grid is a 'My Selection' section with a button 'Add to My Profile' and a message 'No Skills selected'. At the bottom right is a 'Profile Complete' button.

To search for the desired functional skill, in the search field of **Add Functional Skills** pop-up, enter the relevant skill name.

# Select Functional Skills

The screenshot shows a user interface for adding functional skills. On the left, there's a vertical sidebar with icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area has tabs for 'Self' and 'Home Manager'. It displays a profile for 'Jisha K K (102329)' and a 'Profile Status' section. A search bar at the top contains the text 'agile'. Below it, a list of skill categories is shown, with one item ('Agile Process Model') highlighted and circled by a large magnifying glass icon. To the right, a 'My Selection' panel shows a message 'No Skills selected' and a button 'Add to My Profile'. At the bottom right is a 'Profile Complete' button.

Profile Status

Jisha K K (102329)

Add Functional Skills

agile

My Selection

No Skills selected

Add to My Profile

Profile Complete

Category	Description	Action
Agile Advanced Con...	+ Add	
Agile Fundamentals	+ Add	
Agile Metrics	+ Add	
Agile Plng.Mntrmg ...	+ Add	
Agile Req. Analysis...	+ Add	
Agile Value	+ Add	
Agile Value Driven...	+ Add	
Agile Assessing De...	+ Add	
Cognizant Specific...	+ Add	
Charts for Agile P...	+ Add	
Software Dev...	+ Add	
Agile Development ...	+ Add	
Agile Project Mana...	+ Add	
Agile User Mana...	+ Add	
Agile Comm. and Co...	+ Add	
Agile Engineering ...	+ Add	
Agile Essentials	+ Add	
Agile Frameworks a...	+ Add	
Agile Methodologie...	+ Add	
Agile Methodologie...	+ Add	
Agile Planning and	+ Add	
Agile Prioritizati...	+ Add	
Agile Product Qual...	+ Add	
Agile Testing Tool	+ Add	

To add functional skills, from the search result, click the '+' icon against the relevant option.

# Add Functional Skills to Profile

The screenshot shows the Cognizant Home Manager interface. On the left, a vertical sidebar has four green buttons: 'Home' (house icon), 'Career Lattice' (person walking icon), 'My Profile' (person with resume icon), and 'Role Development Plan' (gears icon). The main area is titled 'Self | Home Manager' and shows a profile picture and name 'Jisha K K (102329)'. A search bar contains the text 'agile'. Below it is a grid of skill cards. A magnifying glass icon is overlaid on the bottom right of the grid. To the right is a sidebar titled 'My Selection' containing 'Agile Fundamentals' and 'Agile Value'. At the bottom is a large button labeled 'Add to My Profile'.

Profile Status

Add Functional Skills

agile

My Selection

Agile Fundamentals

Agile Value

Add to My Profile

To complete selection,  
Click Add to My Profile.

# Add Details to Skills

The screenshot shows a user interface for adding functional skills. On the left, a vertical sidebar has icons for Home, Career Lattice, My Profile, and Role Development Plan. The main area is titled 'Add Functional Skills' under 'Self' and 'Home Manager'. It displays 'Jisha K K (102329)' and a 'Profile Status' section with a red 'x'. The process is divided into three steps:

- Step 1: Select skills to add details**: Shows two checked options: 'Agile Fund...' and 'Agile Valu...'. Each option has a checkbox and a delete icon.
- Step 2: Enter the details for the selected skills**: Shows 'Skill Category: Historical skill' (radio button selected), 'Experience in: Years 0 Months 0', and a 'Year Last Used:' field set to '2017'. A large magnifying glass is positioned over this field.
- Step 3: Confirm skill details**: Shows a large empty box for confirmation.

At the bottom are buttons for '<<Back', 'Add to My Profile' (green), and 'Apply' (blue). A 'Profile Complete' badge is at the bottom right.

To enter the details for the selected skills, in the **Add Functional Skills** pop-up, update the relevant fields, and click **Apply**.

# View Update Functional Skills

The screenshot shows the Home Manager profile for Jisha K K (102329). The profile includes basic information like Role (Engagement Delivery Manager), Service Line (Industry Solutions), and Track (Engagement Delivery Management). A progress bar indicates Profile Status at 15%, with milestones: 5% - Initial Login, 15% - Approved Role Mapping, and 100% - Minimum Skills Required Approved. Below the profile, there's a section for My Skills with filters for All, Current Skills, and Historical Skills. The Functional skills section is expanded, showing categories like Project Management, Profitability Management, Technology Trends, and Agile Value. A magnifying glass icon highlights the Technology Trends category. At the bottom right, a button says Profile Complete.

Functional skills categorized into historical and appear under the **Functional skills** accordion with relevant color marking.

---

# Behavioral Skills

---

# View Behavioral Skills

The screenshot shows the 'My Skills' section of the LMS. At the top, there are tabs for 'All', 'Current Skills', and 'Historical Skills'. Below this, a section titled 'Behavioural skills' is shown, featuring a thumbnail of a brain with the text 'Behavioural Skill'. To the right, a list of skills is displayed:

- Build Collaborative Rela...
- Client Focus
- Effective Communication
- Execution Excellence
- Innovation

A large magnifying glass icon is overlaid on the 'Behavioural skills' list, highlighting the orange-colored skills.

## Note

Behavioral Skills are role-specific and indicate those skills that are expected from an associate in the particular role.

Behavioral Skills, which appear in orange, are default to the associate's role. These skills are not open for selection.

---

For Further Queries please raise GSD using below Key words

Key Words
Role set/change in MCA – Associate
Role Set/Change by Supervisor in MCA
Steps for adding skills in MCA – associate
Steps for adding skills in MCA – Supervisor
CIS Skill Addition – Associate
CIS Skill Addition – Supervisor
Role pending for approval – associate
Skills pending for approval



Or you can drop a mail to [HRSSCCA@Cognizant.com](mailto:HRSSCCA@Cognizant.com)

#### **Microsite on Be.Cognizant**

PM Microsite link:

<https://be.cognizant.com/sites/organizational-effectiveness-and-performance-management/SitePage/547843/organizational-effectiveness-and-performance-management>

CCA microsite link:

<https://be.cognizant.com/sites/cognizant-career-architecture/SitePage/775465/cognizant-career-architecture-1>



Thank you