**Canada Managerial Questionnaire**

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| Associate ID and Name |  |
| Proposed Client Name | Mention your proposed client name as per the visa request app |
| Proposed Project Name | Mention your proposed project name as per the visa request app |
| Proposed Client location |  |
| Current US salary per annum |  |
| Provide detailed description in paragraph form of the project you will be working on in Canada, including a **description of its purpose and scope.** | **Mention the points on purpose and scope alone– of the proposed project. Detailed description of purpose and scope has to be given.**  **Do not discuss about your current role and responsibilities or proposed role in this section. Focus on scope and objective of the project for 12-15 lines at least.** |
| Provide your **roles and responsibilities** on the proposed project.What **specific aspect** of the project are you working on?( Mention elaborately on various headers such as project management, process management, people management, client management, financial management etc and list out in detail for minimum of 5-6 bullet points under each header) | **Mention your proposed** **Roles and responsibilities in future tense for minimum of 6 headers like project management, client management etc. Each header must have to be elaborated for minimum of 6-7 bullet points. Please give it elaborately, to make the petition stronger.** |
| Which **Cognizant** **proprietary tools/technologies/products/methodologies** are used in the project if any? Do not mention third party tools. | **Update If you will use Cognizant tools/technology/methodologies in your proposed project.**  **Provide more details on how cognizant tools/tools developed/customized by you will be used by you in the proposed project & their significance.** |
| **Associate Managerial Capacity** | |
| 1. Do you make decisions and/or establish policies or goals for the Cognizant function/business you manage? Y / N    1. If yes, please explain:       1. What decisions you make?       2. What policies do you establish?       3. Are the policies short- or long term policies?       4. Who approves these decisions and policies?       5. Who implements the decisions?       6. Who implements the policies?       7. Who evaluates/assesses the effectiveness of the policies and/or decisions?       8. How are the policies monitored for compliance?       9. Do you preside over internal and/or external meetings with Cognizant associates and/or clients or potential clients? |  |
| 1. Do you have authority over personnel, business expansion, and/or budget and financial affairs for the Cognizant function/business you manage?    1. If yes, please explain:       1. What authority do you have over personnel? (ex: a Manager of Cognizant Academy may have authority over personnel by implementing mandatory learning modules for a class of associates).       2. How many associates are impacted by your authority over personnel?       3. How many and what are the designation of the associates who comprise/are part of the function you manage?       4. Do you preside over internal and/or external meetings with Cognizant associates and/or clients or potential clients? |  |
| 1. Do you have authority over business expansion, innovation, and/or budget and financial affairs for the Cognizant function/business you manage?    * 1. Do you have authority over business expansion? (ex: a Cognizant Marketing Manager may have authority to implement programs to grow Cognizant’s business in a certain region)      2. What is involved in determining new avenues of growth and/or business expansion?      3. Who approves your proposals for business expansion, and what is that person’s role/duties (e.g., name, title/designation)?      4. Do you preside over internal and/or external meetings with Cognizant associates and/or clients or potential clients?      5. Do you have authority over a budget and/or financial affairs for the Cognizant function you manage?         1. If yes, what is the annual amount of that budget, and how do you manage the budget/financial affairs? |  |
| 1. Describe all non-managerial duties and tasks:  * Capability building within HR * Hiring in campuses * Focus on Knowledge Management |  |
| Why were you selected for this project in Canada and what makes you unique among your peers with respect to your advanced or specialized skills/managerial skill or experience? |  |
| Why are you essential to the onsite team? How will you aid in CTS’s financial success, reputation and/or transfer of knowledge? |  |
| Identify and explain the specific business/domain knowledge or process knowledge that you have gained if you have been working with this client or industry. |  |
| Why is your knowledge/expertise crucial for the current engagement? Please provide elaborately |  |
| **Previous Project Information** | |
| Is your current project similar to the proposed project in Canada with respect to client and or industry? Please provide details of the project specifying how it ties in with the Canadian project. |  |
| Give a summary of the last Cognizant project you worked on with a description about Client (1 line), Project (2 lines) and your roles and responsibilities (4-6 lines) in the project. |  |
| If you worked on multiple projects in Cognizant, give a summary of the second to last Cognizant project you worked on and your roles and responsibilities in the project. Please provide 6-8 complete sentences |  |
| Have you contributed to the development or customization of the product/tools/technologies being used for this specific project? Please describe in detail the product that you have developed and your role. |  |
| **Training Information** | |
| Have you received or provided training internally and/or externally with respect to the product, service, software, and/or methodology integral to the current project? If so, please provide details of such training, including whether training was formal or informal and the number of trainees. |  |