



# Skills

November 2016

# Introduction to New Skills

There are primarily 3 types of skills that will be captured in the system viz. Technical skills, Healthcare skills and Platform skills.

**Skills of CTZens are classified into 5 groups based on the source of skills.**

- **ISKL** - Incoming Skills (ISKL) are skills that CTzens declared at the time of joining CitiusTech. They may be edited within the first week of joining by the CTzen. These skills are currently entered via PGS->HRIS option
- **PSKL** - Project Skills (PSKL) are skills that CTzens acquire while working on Projects. These skills are entered by QMS Lead in QMS Project
- **TSKL** - Training Skills (TSKL) are skills that CTzens acquire by completing online/classroom training programs at CitiusTech. These skills are entered after the training is completed by the training team
- **SSKL** - Self-acquired Skills (SSKL) are skills that CTzens acquire through self-learning. These skills can be entered from MySkills option available on the dashboard of the engineer anytime.
- **ASKL** - Aspirational Skills (ASKL) are skills that CTzens would like to learn / upgrade through learning and by working on projects /assignments. Populating these skills will enable the training and staffing teams to consider these interests based on business needs.

# Skill Ratings & Levels

## Ratings

Each skill is rated. Below are the high level ratings in ISKL, PSKL, SSKL

- NA – Not applicable
- 0 – No skill rating
- 1 – Basic knowledge/ Classroom training
- 2 – Basic hands on knowledge/ Limited project experience
- 3 – Good knowledge/ Ready for client interviews with some prep
- 4 – Very good knowledge / Ready for client interviews with no prep
- 5 – Expert in skill

## TSKL has below ratings

- 0 – Dropouts & Partial attendance
- 1 – Completed training
- 2 – Excellent performance

## Levels

- Each of these skills are divided into 3 levels
  - Level 1 – Primary Skill
  - Level 2 – Secondary Skill
  - Level 3 – Associate Skill
- Example in Technology
  - Level 1 – Programming
  - Level 2 – .Net 2.x
  - Level 3 – C#
- Example in Healthcare
  - Level 1 – Healthcare
  - Level 2 – Interoperability
  - Level 3 – HL7 V2.7

**THANK YOU**