

Competency Update FAQ

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What is Competency?

Competency refers to a skill, aptitude or knowledge you hold to suit any role you play in the organization.

When you update your competencies (be it a new certification that you've completed or the acquiring of knowledge of a new language...), you will have a chance to express your areas of expertise, aptitude and interest. And once the Organization has that understanding, it will be easier to identify new assignments that match your interests. This will help you to further enhance your career prospects, while at the same time help the organization put together perfect teams, of like-minded individuals!

What are the types of Competencies available?

The four main types of competencies:

Technical - Technical skills such as Operating systems, database systems, programming languages etc.

Domain -Domain skills specific to verticals such as Banking, Insurance etc.

Corporate Functions - Functions: Skills related to corporate functions like HR, GWFM, NSS etc.

Role - Skills related to roles such as Program Managers, DBAs, Functional Consultants etc.

Where should I update my competencies?

It is quite simple to update your competencies. Here is an easy reference guide to enter competency.

Step1: Got to <https://OneCognizant.Cognizant.com>

Step 2: In AppStore, Search for 'Competency Update' App

Step 2: In Competency Update Page:

Create New Evaluation > Additional Competencies Update

Use Additional Competencies Update link to update individual competencies in the Role, Domain, Technical nodes. Through 'Add competencies' link you can add the competencies in your evaluation by expanding the competency tree, selecting the required competencies, provide other details like proficiency, year last used etc. and submit the evaluation.

Use 'Role Based Competencies Update' link if you have a valid role. In the 'Role Based Competency Update' link, all the competencies required for your role will be shown in a role template and you can enter the proficiency, year last used and other details and submit the competency evaluation.

Why should I update Competency?

Periodic update of your competency will project your proficiency level. Therefor to ensure your growth it is important to update the competency at a specific period of time, say 10 months to 12 months. It will also help in identifying the Organization's overall proficiency level in any competency.

How frequently I should update the competency information?

You will have to update your competencies in below three situations:

1. When you join cognizant
2. Once every 6 months thereafter
3. After every project completion.

Is updating my resume and Competency are same?

No, updating you resume will ensure to hold your latest profile in the system, whereas updating competency is to register your skill data separately. This helps in shortlisting your profile for correct fitment.

I am allocated in the same project /account / role for more than 12 months. Do I still have to update Competency?

Yes. Updating competency should not be dependent on the duration worked / working in a project / account. This is a channel to keep track of your skill proficiency up-to-date. This helps in identifying your profile for the correct fitment and also to measure the organization's proficiency level for any skill.

I am having trouble in updating Competency. What should I do?

You should raise a ticket in GSD under Peoplesoft Applications >> HCM >> HCM >> Competency.

I haven't learnt any new skills in the past one year. Do I still have to update Competency?

Yes. Updating competency is not only about learning new skill. It is also updating your proficiency level in the existing skills. You can have the same set of skills, but your proficiency level would have increased year to year. This has to be updated in the system.

Can I see the complete catalogue of competencies available?

You can see all the competencies in the below link -

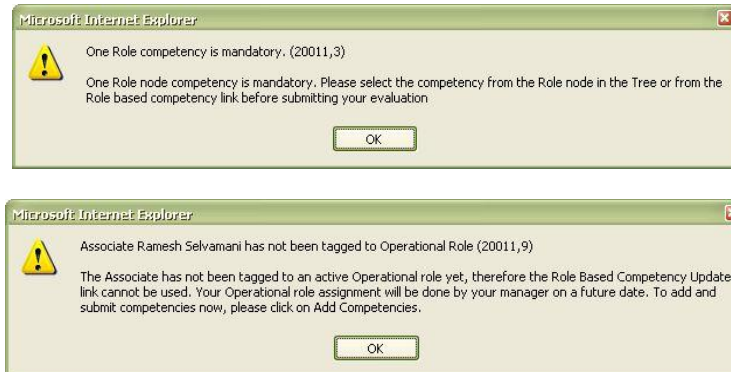
<https://groups.cognizant.com/corporate/Gwfm/Documents/Competency%20tree%20structure%20from%20Production.xlsx>

I am not able to find the skill I need to map against my ID. What should I do?

If you are not able to find the Competency in the given list in

"<https://groups.cognizant.com/corporate/Gwfm/Documents/Competency%20tree%20structure%20from%20Production.xlsx>", raise a GSD request to add the Competency under – GWFM >> GWFM >> WI – Support Request >> Competency >> New Competency Creation.

What will I do when I error messages as 'One Role Competency is Mandatory' or 'Associate has not been tagged to Operational Role' while submitting my competency in HCM?



Solution:

The page "Role based competencies update" is applicable only for the associates tagged to Career Compass operational role.

You are getting this error since you are not assigned to any operational role. So, please navigate to "Additional Competencies Update" link and select competencies from ROLE Node. Screenshot given below:

