

Navigating Your Digital Profile: Frequently Asked Questions

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1. What is My Digital Profile?

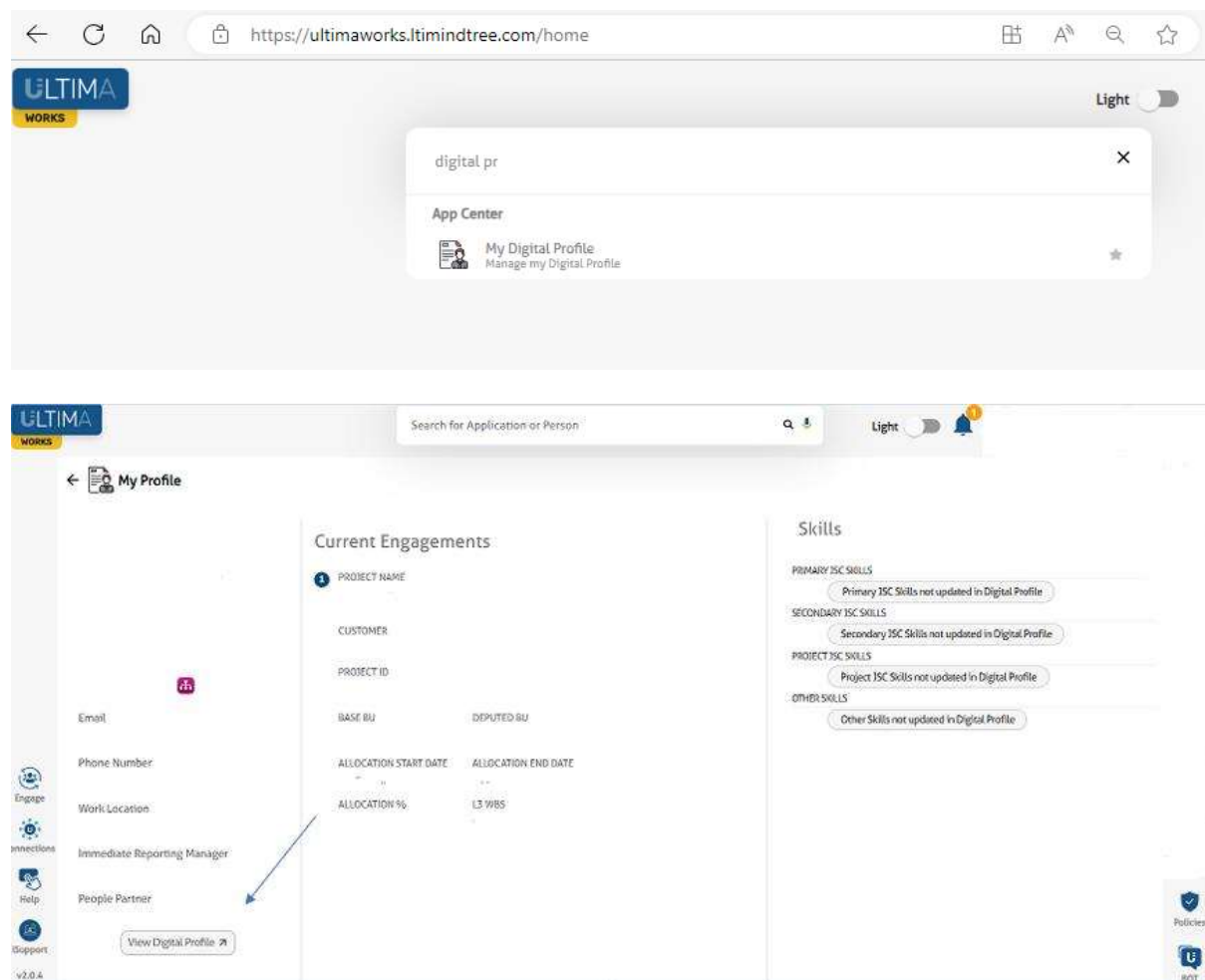
The Digital Profile is a bespoke web application developed specifically to digitally record the skills and project experiences of LTIMindtree employees. This platform acts as the central repository for your skills within the organization, informing key processes such as staffing, training, and skill enhancement programs.

We have already established a basic profile for all employees on the Digital Profile platform. We encourage you to regularly review and update your profile - ideally upon project completion or at least every three months. This includes updating your skill ratings and ensuring your most recent project experiences are accurately reflected, thereby facilitating organizational processes.

As an employee, you have the ability to view, edit, and rate skills on your Digital Profile. Reporting Managers also have the capability to view and rate the skills of their team members, once the employees have added and rated their own skills.

2. How do I Access My Digital Profile?

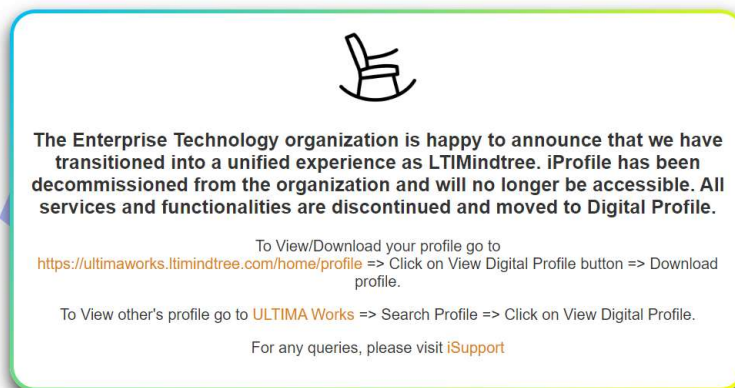
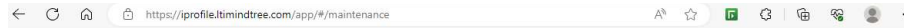
You can access your Digital Profile by searching for 'Digital Profile' in Ultima Works, on your profile page, or by clicking on the "View Digital Profile tab" on your profile page.



If you encounter any issues, please log a support ticket at <https://isupport.ltimindtree.com/>.

3. What happens if I access the saved iProfile URL?

The iProfile system has been decommissioned. Users attempting to access it will be redirected to the Ultima Works page to access the Digital Profile page.



4. Do I need to re-enter skills and project experience from the previous profile system?

Skills from the previous system were migrated automatically. Please review the list of skills and descriptions under project experience, and add your inputs to complete your Digital Profile.

5. What actions are expected on the Digital Profile?

The following sections need to be updated, and the displayed information should be checked and validated:

Adding and Rating Skills

In the Skills Section, your Primary and Secondary Job Skill Clusters (JSCs) are displayed based on the values currently in the system. If any changes are needed, please connect with your Immediate Reporting Manager (IRM).

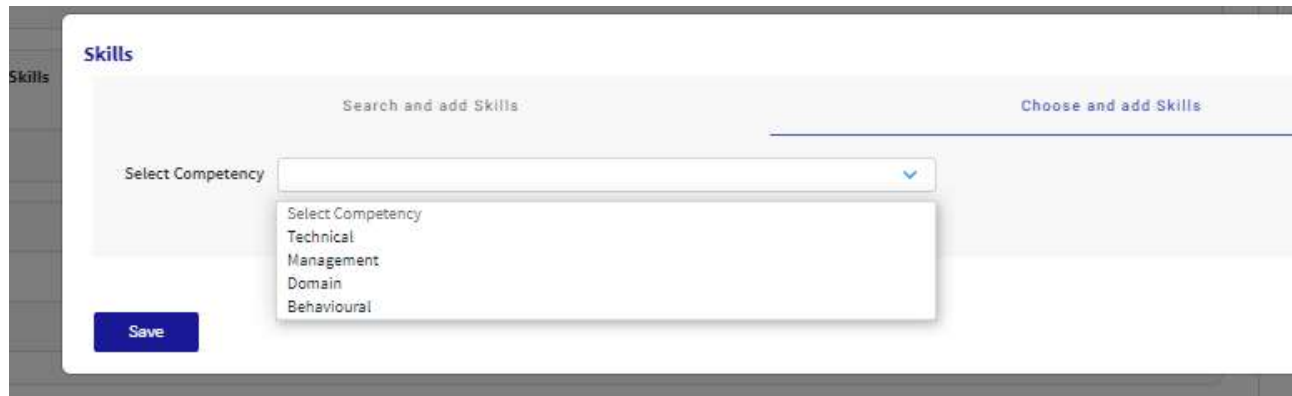
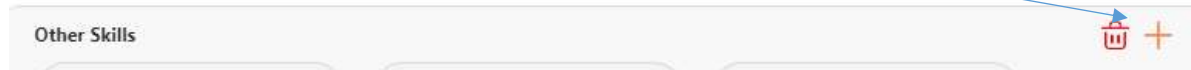
Your Primary Job Skill Cluster (JSC) is determined by your project role.

You can rate the skills displayed in this section yourself by clicking on the star icon.



Each skill has a four-point rating scale, ranging from 'Beginner' to 'Expert' proficiency.

If you want to add other skills, you can do so by clicking the plus icon.



6. What does the four-point rating scale (stars) denote?

The four-point rating scale represents your skill proficiency.

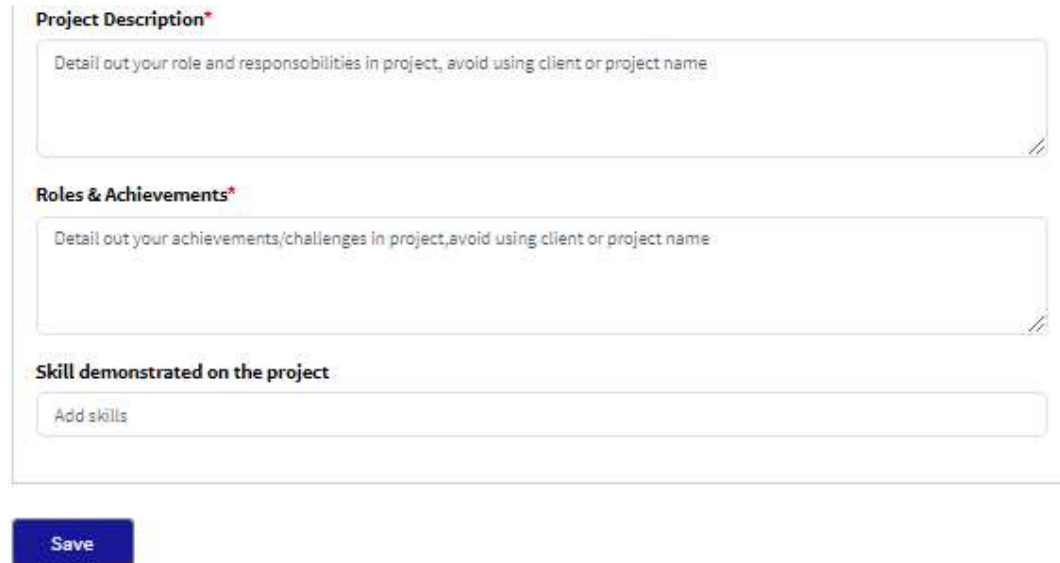
One star denotes a beginner level, two stars for intermediate, three stars for advanced, and four stars for expert level.

	L1: Beginner	L2: Intermediate	L3: Advanced	L4: Expert
Overview	Understands the core concepts in the area and is capable of working in most projects in the area and support operational activities	Understands advanced concepts in the area. Capable of leading and managing tasks in the area	Leads and executes strategic work. Capable of monitoring others and applying knowledge in multiple contexts.	Defines and leads strategic work. Declared as an SME in the area with recognition within firm or / and in industry for expertise in the area
Responsibilities	Work under directions to own and complete a task. Holds accountability for performance of self. Takes up routine tasks (work package, documentation, tool usage, etc.).	Work under broad directions. Manages a team. Holds accountability for performance of self and others. Takes up less routine and slightly complex tasks (architecture, performance tuning, tool setup, etc.).	Accountable for significant areas of work (architecture, performance, tool selection and vendor offerings management, stakeholder management, etc.). Provide leadership to achieve desired work results, manage practices, etc.	Accountable for defining and leading significant areas of work (architecture, performance, tool selection and vendor offerings management, stakeholder management, etc.). Empowered to advise, chart directions, build and manage new practices, etc.
Complexity	Routine, defined	Less routine, defined	Complex, defined	Complex, undefined, ambiguous, chaotic
Knowledge and abilities	Apply relevant knowledge and skills to perform tasks, develop code base, tests, able to collaborate with others to understand the requirement and complete deliverables.	Apply relevant knowledge and skills to perform differentiated work activities, manage changes and multiple environments, able to collaborate with others to identify value adding deliverables.	Capable of leading and executing a task in the area end to end, collaborates effectively with internal and external stakeholders, possesses know-how of all the advanced topics and has spent significant time applying his skills on projects	Synthesizes knowledge in respective body of work or practice, interfaces and provides PoV/advisory to internal and external stakeholders, creates/builds new knowledge, best practices, standards, tools to show differentiation, efficiency, establishes himself/herself as a credible expert in the area

7. What content should be added to the Project Experience section?



You should update the team size, location, project description, and roles & responsibilities for your current project.



Project Description*

Detail out your role and responsibilities in project, avoid using client or project name

Roles & Achievements*

Detail out your achievements/challenges in project, avoid using client or project name

Skill demonstrated on the project

Add skills

Save

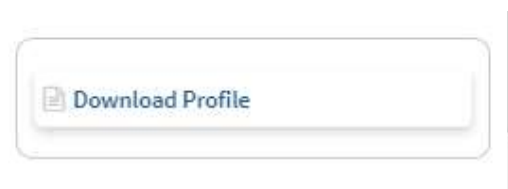
You can also add previous projects from LTIMindtree and other organizations (without specifying client names).

8. How do I upload a resume to my Digital Profile?

The system builds your resume as you update the sections on your Digital Profile. There is currently no option to upload an existing document.

9. How do I Download my Digital Profile?

You can download your Digital Profile document by clicking on the download profile icon located at the bottom right corner of the Digital Profile page.



10. How do I validate the skills of my team members on the Digital Profile?

Team managers can view and rate the skills of their team members by clicking the button on the right side of the Digital Profile.



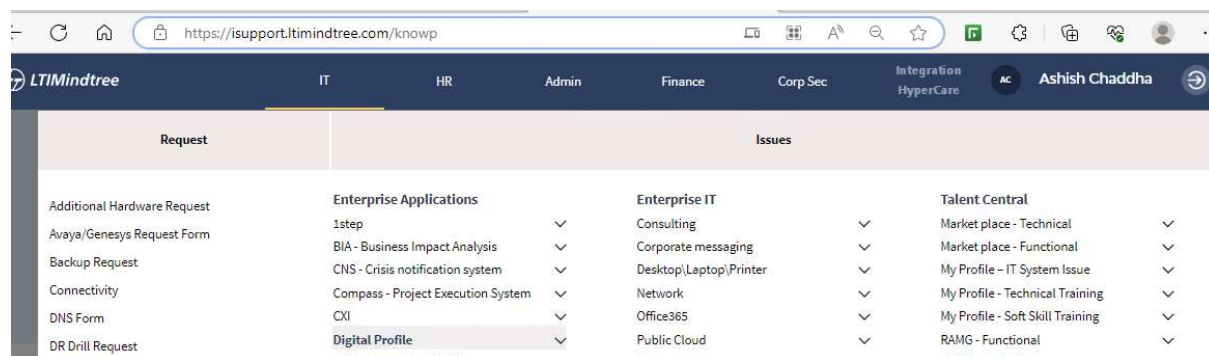
11. I already rated the skills of my team members.

Can I change the proficiency rating I marked earlier?

Yes, current Reporting Managers can change the proficiency ratings marked on skills.

12. Who do I ask if I have a query on the Digital Profile?

Please raise a ticket under the “Digital Profile” category on iSupport at <https://isupport.ltimindtree.com/>



13. What is the deadline for completing the profile?

All employees are expected to update their Digital Profile at the earliest and keep it updated with relevant data every 3 months or upon release from a project assignment.

14. Can I access the Digital Profile through my mobile device?

Yes, the Digital Profile is accessible from a mobile browser. However, for convenience, we recommend accessing it through a laptop for a full-page view.

15. Who do I reach out to for changes in the Job Skill Cluster (JSC) section?

Please connect with your Immediate Reporting Manager, who will engage with the Workforce Management and HR team for changes.

16. What if I want to add a skill that is not part of the dropdown list?

Please raise a ticket on iSupport under the Digital Profile category. The skill will be reviewed for potential addition to the skill taxonomy.

We hope this FAQ guide helps you navigate your Digital Profile. If you have any further questions or need assistance, please don't hesitate to reach out.