OPENING THE DOOR TO NEW OPPORTUNITIES
Points for discussion

- Career Landscape
  - Pictorial Representation of Career Landscape
  - Career Landscape Elements

- Career Edge and Its Offerings
  - Explore Jobs
  - Plan your Career (Career Connect)
    - Career Development Plan
    - Job Based Curriculum
    - Skill Development Plan
Career Edge and its offerings

Career Edge

Explore Jobs

Plan your Career

Seek a Mentor

Career Development Plan

Skill Development Plan

Current Role JBC
Career Edge - offerings
Employees can choose from the following offering based on their aspiration and need -

**Explore Jobs**
- This will allow you to view jobs opportunities that are recommended for you and will be able to apply for a job if your profile match with job is greater than 50%.
- For more relevant recommendations please update your profile and skills in Profile Generator and Skill Profile System respectively.

**Plan your Career (Career Connect)**
- This will allow you to view your customised career paths which are suggested using historical organization data along with your previous experience, project history, personal data etc.
- Along with each suggested career path, it also displays details like how many people have travelled the same path in the past, no. of job openings for that role in last fiscal year and percentage match of your profile with that role.
- It will also allow you to create your Career Development Plan/Skill Development Plan in accordance with your aspirations.

**Seek a mentor**
- Coming Soon
Dear HCLites,

If there was a mathematical formula for a successful career it would probably read something like this:

**High aspirations + Timely opportunities + Continuous learning + Relevant mentorship**

Of course personal passion and hard work are the individual dynamics that further enrich this equation. But the baseline is

Read more

CVK
President & Chief Executive Officer

View/Apply jobs that are recommended for you as per your current profile/skill and experience

View next role suggestions suggested using historical organization data along with your previous experience, project history, personal data etc.
On clicking Explore Jobs from Career Edge home page, an employee will get redirected to the Explore jobs home page.

By default, it will display all open opportunities in your current location wherever the fitment score is >50%. You can change the location filter to view for other locations as well.

Fitment score of your profile with the opportunity is listed.
On clicking View Details for any of the opportunity the overview, skills and learning references for that opportunity are displayed. 

1. Skills required for the role

2. Role/Responsibilities of the role

3. Employee will be able to apply for the job on clicking Apply button

4. Overview

5. Learning References
On clicking View Details for any of the opportunity the overview, skills and learning references for that opportunity are displayed. Employee will be able to apply for the job on clicking Apply button. Use this SR number on Leap to search the opportunity and Apply.
On clicking Plan Now on Career Edge home page you will be redirected to Career Connect Home Page.

Career Edge Home Page

This will allow you to view your customised career paths which are suggested using historical organization data along with your previous experience, project history, personal data etc. Along with each suggested career path, it also displays details like how many people have travelled the same path in the past, no. of job openings for that role in last fiscal year and percentage match of your profile with that role. It will also allow you to create your Career Development Plan/Skill Development Plan in accordance with your aspirations.

Career Landscape is a pictorial representation of C-DEX on MyHCL. It’s a representation of all the roles in HCL spread across 8 career levels. While aspiring for roles on the “Set Aspiration stage” can refer the landscape to decide on aspired role which can be of same career level or one level career level higher which is basis employees current job family and career level.
Skill Development Plan:
Aspire for higher skill proficiency or add on a new skill with Skill Development Plan (SDP) in Career Connect
It's a plan where employees can choose their next aspired skill + skill proficiency/ enhance other skills.

Current role JBC: Aspire to become more adept in the current role itself, employees can pursue Job based curriculums (JBCs) for Current role current role

Current CDP and SDP Stage is displayed here, and further details populate when hovered
Dashboard: Career Edge Home page

1. This section displays your current deployment details.
2. Referrals/Recommendations received and given are listed here.
3. Live Dashboard giving the stage-wise employee count for CDP and SDP.
4. Reference Documents available to help navigate through the tool.
Creating a Career Development Plan
CDP Process

Select Career Aspiration

View next role suggestion or Career Landscape or Career GPS to understand the vertical and horizontal career paths as per your current role

Schedule Counsellor Discussion (optional)

Employee can schedule a discussion with any of the mandatory panelists – RM, SLM, HR and Expert (basis aspired skill)

Finalize Aspiration

Employee finalizes one of the roles chosen in first stage or chooses a new role

Create a Career Development Plan

Employee creates a relevant CDP

CDP contains 5 elements- Knowledge, Skill, Competency, Experience and Exposure for the aspired role

Apply for Internal Job Posting

Post initiation of CDP Employee can view and apply for internal job postings for the aspired role

Employee can select two aspired roles and skills basis his/her entity and career level

Option of Coach is also available if employee wants to have a discussion apart from the mandatory panelists

Post completion of Job based curriculums and development objectives employee submits his/her CDP which then needs to be signed off by panelist or RM

Employee can schedule a discussion with any of the mandatory panelists – RM, SLM, HR and Expert (basis aspired skill)
On clicking Plan your Career on Career Edge Home page will redirect you to Plan your Career Home page.

The system will display next role suggestions as per your current SPS/RAS/Profile generator data. For relevant suggestions please make sure your SPS, Profile generator data are updated.

This is your fitment score with the suggested path.

It also displays no. of openings for this role in last year along with how many people have taken similar path.

If it's a landscape recommendation the following message is displayed.
Career Path Suggestions: Show Interest

On clicking Plan your Career on Career Edge Home page will redirect you to Plan your Career Home page. It will display a maximum of 4 role suggestions.

1. To express interest in a path you can click on the first button and you shall receive an email with details of the path. You can further create CDP for this path to become deployable ready.

2. Mailer will have all the details related to role and the learning references.

3. Dear MANSI MAKHIJANI,

Thank you for showing your interest in the career path(s). As a next step, please visit Career Connect application and select this role as aspiration in - My Career Aspiration Stage.

Details of selected role are as follows:

<table>
<thead>
<tr>
<th>Sr. Specialist COE</th>
<th>Services Specialist ISG</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR (Policy &amp; Practice Definition)</td>
<td>HR (Policy &amp; Practice Definition)</td>
</tr>
<tr>
<td>113 Openings in the Last Year</td>
<td>75 Openings in the Last Year</td>
</tr>
<tr>
<td>Recommended from Career Landscape</td>
<td></td>
</tr>
</tbody>
</table>

48% 80%

We recommend you to view 'Trending Career Paths' which have already been accessed by 15000+ HCLites to create their own Career Development Plan(CDP) in the Career Connect application. These are crowd-sourced CDPs where inputs have been gathered from experts and
Career Path Suggestions: Learning references

1. On clicking the second icon of role suggestion learning references for that job are displayed.

2. Learning references for path are the external learnings that you can take in order to bridge gap between your current role and this role.

3. Learning references display recommended books as well as courses.

RECOMMENDED BOOKS
- Web Services Platform Architecture
- ROI

RECOMMENDED COURSES
- PMP: How to Apply for PMP?
  Step by step guide for how to apply PMP (Project Management Professional)
Career Path Suggestions: Future Path Suggestions

On clicking the third icon of role suggestion future options to that path are displayed.

This icon will show the future options to your selected path.

Level two for Services Specialist ISG.
Before Selecting an aspiration it is advisable to review the Career Landscape.

To select as Aspired role, Select the Job Family, Primary Job and Variant Job. Refer Career path suggestions or Career Landscape to make an appropriate selection.

You can go through the stage-wise tips to understand the action which needs to completed for each stage.

Click on tour guide icon to understand the action which needs to completed next.

Once Employee choose their career path, This button will be enabled.
Career Landscape as a base for Career Connect

Career Landscape is a complete taxonomy of Jobs within each Job Families clustered in a gradient fashion across a Career Level Ladder representing an arrangement of jobs or roles that require increasing levels of capability in one or more employee’s competencies. Jobs are catalogued in different Career Levels based on their Job Evaluation Score.

<table>
<thead>
<tr>
<th>Development</th>
<th>Support</th>
<th>Testing</th>
<th>Practice</th>
<th>Engineering</th>
<th>Technical</th>
<th>Domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager - HCL Owned, Project Manager - Large Teams 50+</td>
<td>Service Delivery Manager, Service Delivery Manager - Internal Projects</td>
<td>Test Manager</td>
<td>Project Manager - HCL Owned, Project Manager - Large Teams 50+, ERP Specialist, Business Specialist</td>
<td>Technical Engineering Manager, Technical Architect, Project Manager - HCL Owned</td>
<td>Technical Architect</td>
<td>Domain Consultant</td>
</tr>
<tr>
<td>CL3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CL2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr Developer, User Interface Designer</td>
<td>Sr Support Engineer, Technical Consultant Smr, Database Administrator, Database Administrator</td>
<td>Jr Tester</td>
<td>Jr Business Analyst</td>
<td>Jr Business Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CL1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Primary Jobs: are indicators of work performed by a job incumbent e.g. Development/Testing/Support. There is a well defined job purpose for a Primary Job.

Career Path includes not only upward movement across Career landscape but also lateral assignments to gain experience or increase employee capabilities in diverse areas.
CDP: My Career Aspiration Stage

1. Click here to seek role referral referrals from friends.
2. Click here to schedule a career discussion with counsellors. Pls. note discussion is optional.
3. Once you select career path completely this icon would be enable for finalised role please click here.
4. Click on tour guide icon to understand the action which needs to completed next.
5. Career Connect allows you to select at most two aspirations. Click on this button to set the selected roles as aspiration.
Counselor can be selected out of the following:
1. Reporting Manager
2. Skip Level Manager
3. HR Counselor: The list of HR counsellor basis the facility of the employee is displayed.
4. Expert: The expert dropdown populates the Top 10 experts of both the Aspired Skills selected by employee on Aspiration stage
5. Coach: It an employee who is on one level higher career level than the employee.
It is mandatory to select at least one of the first four counsellor as mandatory for the discussion.

Select a Date, Time and Location. Click on Schedule to schedule discussion with the chosen panel members.
If Mandatory panelist does not accept invite on Career Connect/ rejects the discussion, you can re-schedule same by using this option.
If Employee want to change their role and skill then he can choose and set new aspire role and skill here also and finalised it.

You have an option to finalise one of the two roles selected on the first stage or select and finalise a completely new role.
CDS: Initiate CDP

1. You can go through the stage-wise tips to understand the action which needs to be completed for each stage.

2. Click on the tour guide icon to understand the action which needs to be completed next.

Enter Short Term Goal, Select Development Activities for each development objectives and select the Planned completion date.
CDP: Initiate CDP

1. Click on “Add Knowledge/Skill” Tab to add your developmental objectives and goals.

2. Click on tour guide icon to understand the action which needs to completed next.

3. Post discussion with counsellor employee will Mention Development Activities for each development objective and select the Planned completion date.

Select Development Activities for each development objectives and select the Planned completion date.
# Sample CDP: To be viewed to create a relevant CDP

## Sample 1:

<table>
<thead>
<tr>
<th>Type</th>
<th>Development Activity</th>
<th>Desirable/Essential</th>
<th>Proof Points</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge</strong></td>
<td>Domain Experience (in one domain)</td>
<td>D</td>
<td>6 months - 1 year Domain Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draw &amp; explain client business Process/ Functional Knowledge of application</td>
<td>D</td>
<td>6 months of translating Specs in same process area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Done/significantly assisted in Estimation Process especially function point or as per CMS standards</td>
<td>E</td>
<td>1) Worked on Technical Proposal or on Major Change Request</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2) Preparation of WBS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Team Handling</td>
<td>E</td>
<td>Informally handled 2-3 members on technical guidance, status reporting &amp; productivity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offshore &amp; onsite communication/ stakeholder management</td>
<td>E</td>
<td>Assigned Point of Contact, Customer Communication, both Proactive/Reactive</td>
<td>1.5-3 Years as Senior Developer</td>
</tr>
<tr>
<td><strong>Skill</strong></td>
<td>Expertise / technical proficiency (high - at least one technology)</td>
<td>E</td>
<td>Extensive Experience in SPS (3 out of 5 in SPS)</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Been part of 2-4 Projects and seen complete Project life cycle &amp; 1.5-2 yrs in same project</td>
<td>E</td>
<td>Billed in Development/Enhancement project (Deployed in internal project)</td>
<td></td>
</tr>
<tr>
<td><strong>Exposure</strong></td>
<td>Exposure to Audits as applicable</td>
<td>E</td>
<td>Been audited in PCI Audit</td>
<td></td>
</tr>
<tr>
<td><strong>Competency</strong></td>
<td>Mentoring Freshers</td>
<td>E</td>
<td>Report &quot;Fresher&quot; made productive (1 or 2)</td>
<td></td>
</tr>
</tbody>
</table>
Mention work place applications eg: pilot projects – as proof points for the aspired role

Employee’s Job based curriculums will get populated under Knowledge and skills if applicable
Employee can edit and update their developmental activities and objectives as required.

Please ensure that there are at least 3 Developmental objectives to create a meaningful CDP. You can add more by clicking on the “ADD KNOWLEDGE/SKILL” tab.

Post completing all the activities they should be updated with their actual completion dates.

You can click on “UPDATE KNOWLEDGE/SKILL” tab to update an existing developmental objective.
iLearn curriculums during CDP initiation stage

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Delivery Type</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCLT00043789</td>
<td>02. Reviews - Basic - SVC - Assessment - Var1</td>
<td>Assessment Test</td>
<td>00:15</td>
<td>Completed - Successful</td>
</tr>
<tr>
<td>HCLT00043788</td>
<td>01. Reviews - Basic - SVC - Module 1 - Var1</td>
<td>e-Learnings</td>
<td>00:30</td>
<td>Completed - Successful</td>
</tr>
</tbody>
</table>

- 02 Reviews - Basic - SVC: Completed
- 03 Configuration Management - For Engineers – SVC: Completed
- 04 Causal Analysis & Resolution - Basic – SVC: Completed
- 05 Decision Analysis & Resolution: Completed
- 06 Metrics - Basic - SVC: Completed

iLearn curriculums, if available for the selected role will be displayed in CDP page.
You can save and edit your CDP progress as and when, before final submission for sign-off, using this “Save” Button.
Submission of CDP

Post completing all the activities they should be updated with their **actual completion dates**. Also, the employee can attach supporting documents and mention all the proof points related to activities in the CDP.
Submission of CDP

The employee can attach supporting documents and mention all the proof points related to activities in the CDP.

Only after employee completes all the action items, the checkbox should be checked and then Submit button pressed.
After clicking on submit Button
CDP completion sign off by mandatory panelist

Signoff Manager is able to see here to employee’s CDP Signoff Request.

Signoff Manager is able to see here to Any action pending with them.
CDP completion sign off by mandatory panelist

Signoff Manager/Mandatory panelist would be able to view employee’s CDP and after ensuring the same is in accordance with role, he/she would be able sign off and provide comments.
Congratulations on Completing your CDP

under guidance of

Srikanth D

and creating a relevant CDP for Developer - Senior role and AngularJS (Open Source) skill. You can view same under History tab. You are now deployment ready for the Developer - Senior role and can apply for all relevant LJP’s (as available). Please note that you can create a new CDP after 6 months of current CDP completion.
Internal Job Postings Visible at Initiation of CDP
Current Role JBCs

- **Job Based Certification (JBC)** encourages employees to take proactive measures to keep themselves up-skilled and learn relevant skills based on their specific role requirements.

- **Current Job-based curriculums (JBCs)** has been specially designed keeping in view the necessary knowledge, skill set and competencies required to perform your current role. This blended curriculum consists of carefully chosen instructor led courses, webinars and self-paced eLearning courses that will help you upskill on professional and communication skills effectively.

The objectives of JBC are to enable employees to:

- Validate their skills in their current job
- Strengthen their current skills
- Demonstrate their proficiency through completing the defined curriculum
- Communicate clearly and confidently
- Develop effective interpersonal skills
- Communicate with business etiquette and professionalism
- Create an impact through powerful presentations
- Develop solution mindset and critical thinking skills
- Use coaching skills to increase team performance
- Learn to negotiate with a results-oriented mindset
- Develop speak-up and assertiveness skills
The **current role job based curriculums** for the employee’s current role as shown in Success Factors Page are pushed from SF to Career Connect.

Specific JBCs allocated to employee’s current role by Academies are pushed to Career Connect.

These are technical and process based JBCs and employee will be able to complete these curriculums on Success Factors page and the **completion status** is pushed to Career Connect.
<table>
<thead>
<tr>
<th>JBC for Current Role</th>
<th>Certification Name</th>
<th>Module Name</th>
<th>Module Type/ Duration (H:M:S)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Others</td>
<td>Developer - Junior - Drupal</td>
<td>Assessment (Developer - Junior - Drupal)</td>
<td>Mandatory</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Others</td>
<td>Developer - Junior - Drupal</td>
<td>eLearning (Developer - Junior - Drupal)</td>
<td>Mandatory</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Others</td>
<td>Developer - Junior - Drupal</td>
<td>Pre-requisite (Developer - Junior - Drupal)</td>
<td>Mandatory</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Others</td>
<td>Project Manager - Customer Owned - Process</td>
<td>01 OMS Overview: Project Manager - Customer Owned - Process</td>
<td>Mandatory</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Others</td>
<td>Project Manager - Customer Owned - Process</td>
<td>02 Introduction to Project Manage: Project Manager - Customer Owned - Process</td>
<td>Mandatory</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Others</td>
<td>Project Manager - Customer Owned - Process</td>
<td>03 Estimation: Project Manager - Customer Owned - Process</td>
<td>Mandatory</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Others</td>
<td>Project Manager - Customer Owned - Process</td>
<td>04 Contract Review : Project Manager -</td>
<td>Mandatory</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
Employees can choose their next aspired skill + skill proficiency/ enhance other skills, have discussion with experts(optional) and view IJP openings for that skill aspiration. Post completion of same, SDP to be signed off by RM

### Stages of Creating SDP

<table>
<thead>
<tr>
<th>Stages of Creating SDP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aspiration Stage</strong></td>
</tr>
<tr>
<td><strong>Discussion Stage (Optional)</strong></td>
</tr>
<tr>
<td><strong>Finalise Aspiration</strong></td>
</tr>
<tr>
<td><strong>SDP Initiate Stage</strong></td>
</tr>
<tr>
<td><strong>SDP Sign off</strong></td>
</tr>
</tbody>
</table>

- **Aspiration Stage**
  Employee can identify a skill by typing in the Skills drop down. All the skills in the skills drop down get populated from SPS.
  After choosing a skill, employee can choose an aspired proficiency level for the skill.
  Click on Set as aspiration (**Refer Figure 1**)

- **Discussion Stage (Optional Stage)**
  Employee can click on "**Click here to schedule a discussion (Optional)**" if an employee wishes to get into a discussion with counsellors.

- **Finalize Aspiration Stage**
  Employee finalizes his skill on this stage.
Skill Development Plan

Figure 1

Figure 2
Skill Development Plan

SDP Initiate Stage
- Employee can add activities to reach the aspired proficiency level in the skill selected by the employee. (Refer Figure 2)
- It contains the elements - Knowledge, Skill, Experience and Exposure. Employee can add activities which would help him/her bridge the gap between the current skill and aspired skill.
- For each activity employee can fill planned completion date, after completion he/she can mention one actual completion date for all activities.
- Employees can add their work place applications in the Experience and Exposure area which highlights projects undertaken by them and can attach any documents for the same in this respect.
- After completing all the action - employee submits the SDP for sign off to RM.

SDP Sign off Stage
- Once all the activities are completed the SDP is submitted and will be signed off by RM.
Success Stories of employees deployed through Career Connect

Dream Bigger... Just like Nandhini did
Choose Career Connect to make your Dreams come true!
Click here to see her Career Journey

“Aspire to be greater” as Eugenia says
Click here to see her Career Journey
Log in to Career Connect to choose your Aspired Role
(Path: MyHCL< <My Career<< Career Connect)

Dream Bigger... Just like Neeraj did
Choose Career Connect to make your Dreams come True!
Click here to see his Career Journey

Ankita’s messages to fellow HCLites: “Career Connect has helped me identify the areas which needed attention in shaping my career path in a very structured way. Click here to read her story.”
External Recognition of Career Connect

**FY’ 14-15:**
- Career Connect declared as one of Winners in the Best Talent Management Practices of Asia Awards –September ’2014
- HCL’s Social Career Navigation System- Career Connect has been profiled in CEB- June’15
- Career Management Framework awarded for “Best in Career Mobility” in the People Matters L&D Leadership League Awards- November’14

**JAS ’15:**
- Career Connect awarded the TISS – LeapVault CLO Gold Award for the category “Best Social media Based Social program”- September’15
- Career Live has won Brandon Hall award in “Best Advance in Leadership development” category this year- September ‘15
- Career Connect Social networking platform has been recognized by the Human Capital Leadership Institute as a case study- October’15

**OND ’16**
- Career Management Practice enabled through Career Connect received, “ATD Excellence in Practice Honorable Mention Citation 2016”
Thank You

Career Edge link to access click here
Career Edge path on MYHCL: myHCL<<My Career<< Career Edge
Helpdesk: Career-Connect-Helpdesk@hcl.com