Wolcott Wheeler wolcottwheeler@gmail.com

11 Grove Street (914) 826-5188 (cell)

Dobbs Ferry, NY 10522 (914) 231-7574 (home)

Dermot O’Brien ADP Manager Grand Prix letter

**A message from Dermot O’Brien**

**Chief Human Resources Officer**

We all know that motivated employees are the lifeblood of any successful business organization—and nothing motivates employees like knowing they have the power to map their own future in a workplace they admire and respect.

In our most recent Associates Survey, one fact was very evident—our employees want to feel they have a clear pathway to career advancement at ADP, and they want to create their own future at a world-class company where advanced technology meets expanding international business needs.

That’s why we created our Driving Your Success HR initiative, to give our employees that feeling of career empowerment, and our new myCareer Grand Prix is its foundation.

Simply put, our myCareer Grand Prix creates a friendly competition among our Business Units to see which Unit can rank highest in terms of career advancement engagement scores—measured by “laps,” or the career-advancing steps we’re asking our associates to undertake.

We’re directing them to our Talent Management System (TMS) today so that they can log onto myCareer on the Associate Portal, and complete these three Grand Prix “laps,” or self-determined career-advancing steps: [Just to be clear—do employees first have to go to the TMS site to access myCareer with its links to their Career Profile and Career Preferences? The Associate portal screenshot I saw showed myCareer right on the homepage—but I didn’t see any links to their Career Profile and Career Preferences (however, maybe they’ve yet to be created). I want to make absolutely certain that we’re steering employees in exactly the right direction. --WW]

* Lap 1: Creating or updating their personal Career Profile—their internal resume designed to clarify their trajectory toward their desired future at ADP. We’re also requesting that they answer questions under the Career Preferences tab. This gives you, their manager, a clear picture of where they want to go and how it might be accomplished.
* Lap 2: Meeting with you, their manager, to discuss their career development.
* Lap 3: Having a career development conversation with a colleague outside their function and department area. This provides them with a clearer vision of their role in ADP overall and reveals possible opportunities outside their current BU.

Finally, by completing a short survey via Survey Monkey, they’ll confirm they’ve completed the three laps.

This is where your all-important role as a manager comes in. During this employee self-assessment and career-planning process, I ask you to be accessible and actively involved in the ongoing career development conversation with associates. You can do this by completing the following steps:

1. Review the associate’s Career Profile prior to the career conversation meeting.
2. Discuss the goal of the career conversation. The object of this meeting is to discuss the following:
* Review the associate’s Career Profile.
* Review how the associate’s current position is progressing.
* Discuss the associate’s career goals.
1. Ask the associate how you can assist him or her with achieving their goals. Specifically, consider the following:
* Stretch assignments
* Networking within ADP
* Areas for the associate to develop for his or her current role and/or the career goal they are trying to achieve
* Encouraging the associate to focus on developing a positive internal ADP brand.

We’re going to determining the winner of our Grand Prix by assessing which Business Unit has completed the most laps, determined by the percentage of laps completed, based on BU headcount. When the Grand Prix has concluded, I’ll announce the first-, second-, and third-place BU winners.

But the real action on this LeMans raceway is going to be handled by you—the managers. You’re the person who’s going to be interacting personally with our associates, assessing their performance and capabilities, and helping to guide them in the right direction so they can achieve their full potential here at ADP.

The reason why ADP is such a vital, best-in-class organization is because of the caliber of our people and the very positive level of employee morale. Our valued clients rely on our associates and their superior job performance. By providing career coaching to your direct reports, you can ensure that ADP can advance to the next level and foster an employee culture where associates not only know they have a future with us—we’re empowering them with the tools and personal support to create their optimal future in our organization.

After all, we’re all in this race together.

I thank you in advance for your assistance and support regarding this most valuable goal.