****

**JOIN THE ADP CAREER CONVERSATION GRAND PRIX!** Career growth and development is a top priority at ADP, and we encourage all associates to engage in their career growth and development. In addition, within the ADP Talent Management System (TMS), you’ll discover the Career Profile feature. It’s a tool that ADP utilizes to identify our internal talent pool and to understand our associates’ career goals. To drive a culture of career growth and development, we are excited to offer the **2014 ADP Career Conversation Grand Prix!** In recognition for your participation in this exciting career growth and development initiative, we are offering (insert the guidelines and reward/raffle for participating here) for any manager and associate who conducts a career conversation from January 20, 2014 through February 21, 2014.

**Here are the steps required to be eligible for the raffle:**

1. The associate completes all sections of his or her Career Profile, including the Resume and Career Preferences tabs in the Talent Management System [TMS Live Link]. If associates do not have access to TMS, the Career Profile form is attached for you to print and for associates to complete.

2. The associate sends his or her completed profile to their manager.

3. The manager and the associate schedule a career conversation meeting.

4. After completing the career conversation, the manager and associate each emails a verification that the meeting took place to the respective email addresses created for this event.

**Career Conversation Tips for Managers:**

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:

 A. Review the associate’s Career Profile.

 B. Review how the associate’s current position is progressing.

 C. Discuss the associate’s career goals.

3. Ask the associate how you can assist him or her with achieving their goals. Specifically, consider the following:

 A. Stretch assignments

 B. Networking within ADP

 C. Areas for the associate to develop for their current role and/or the career goal they are trying to achieve

 D. Encouraging the associate to focus on developing a positive internal ADP brand.

On the ADP myCareer Portal site, you’ll find tools for taking ownership of career growth and development, plus information concerning how you can assist your associates to reach their goals. In addition, by using the Individual Development Plan (IDP) feature within the ADP Talent Management System (TMS), associates can map out their career development plans. Based on the career conversation results, encourage the associate to complete the IDP and review it with you to ensure there is an effective plan in place.